

Chico State Enterprises Announcements Monday, November 1, 2021

New Online Capability for Submission of Employee Personnel Changes

The Chico State Enterprises (CSE) HR and Payroll team is pleased to announce that, in an effort to further streamline processes, we are expanding our use of BOX technology in the submission, organization and storage of personnel documentation.

We are adding two new BOX folders, one titled “Employee Personnel Change” and the other titled “Separation of Employment”. Effective immediately, the “Employee Personnel Change” BOX folder will be used for submission of all personnel change documents including the Administrative Data Form; Electronic Fund Transfer; W-4, Form DE 4, and Physician Pre-Designation Form. These documents should be sent through the submission link on the [Employee Resources](#) page of the CSE website which will place them in a Level 1 data secure folder in BOX. The link can also be found on the main HR and Payroll [CSE website](#).

The “Separation of Employment” BOX folder is to be used by supervisors exclusively for employment separation documents. Effective immediately, all Separation of Employment documents should be sent through the submissions link on the [Separation of Employment](#) page of the CSE website which will place them in a Level 1 data secure folder in BOX. Please submit all separation documents together as one file.

Thank you for your cooperation and patience in implementing these changes. We hope you find this new process helpful and more streamlined! If you have any questions or need clarification, please feel free to reach out to our team at the following email addresses and we would be happy to help!

For Payroll questions (final timesheet) contact: csepayroll@csuchico.edu

For Human Resources questions (separation and personnel forms) contact: csehr@csuchico.edu