

Chico State Enterprises Announcements
Monday, December 20, 2021

Enhanced Chico State Enterprises Benefited Timesheets
Effective December 16, 2021

The CSE Payroll team has made enhancements to benefited timesheets to both simplify and improve the reporting and processing of payroll. Enhancements consist of an expansion of the listed options for holiday leave to also include the use of rescheduled holidays, the addition of a box specifically for personal holidays, and a list of miscellaneous hour's categories for salaried employees to easily designate the type of pay they are requesting. Please begin using the new timesheets **effective December 16, 2021**, by downloading the latest versions from the [CSE Payroll Webpage](#).

The following details the adjustments to both benefited hourly and salaried timesheets:

- **Holiday:** This box has been revised to include rescheduled holidays. In the instance that you worked a previously scheduled CSE holiday, please code the rescheduled holiday hours in this box.

(Salaried timesheet)

	16	17	18	19	20
Vacation					
Sick Leave					
Holiday/Rescheduled Holiday					
Personal Holiday					
Misc.					

(Benefited hourly timesheet)

OTHER:

<input type="checkbox"/> Bereavement
<input type="checkbox"/> Jury Duty
<input type="checkbox"/> PTO
<input type="checkbox"/> _____

↓

Vacation	Holiday/ Rescheduled Holiday	Personal Holiday	OTHER*

- **Personal Holiday:** "Floating Holiday" has been removed from the "Other" section on the benefited hourly timesheet. To help differentiate between holidays and personal holidays, we have created a new box for both benefited hourly and salaried timesheets which is titled "Personal Holiday". Please use this box specifically for your one personal holiday available to use each year.

(Salaried timesheet)

	16	17	18	19	20
Vacation					
Sick Leave					
Holiday/Rescheduled Holiday					
Personal Holiday					
Misc.					

(Benefited hourly timesheet)

OTHER:

<input type="checkbox"/>	Bereavement
<input type="checkbox"/>	Jury Duty
<input type="checkbox"/>	PTO
<input type="checkbox"/>	_____



Vacation	Holiday/ Rescheduled Holiday	Personal Holiday	OTHER*

- Salaried "Misc." Pay:** We have enhanced the salaried timesheet to now include three radio buttons allowing you to describe with a single click, how the "Misc." hours should be designated. These include bereavement, jury duty, PTO, and a blank option. If you select the blank box, please provide a detailed description for the type of pay you are requesting.

	16	17	18	19
Vacation				
Sick Leave				
Holiday/Rescheduled Holiday				
Personal Holiday				
Misc.				

Bereavement
 Jury Duty
 PTO



We believe these modifications to the timesheets will assist employees in communicating hourly information for the payroll process while simultaneously improving efficiency. If you have any questions related to the format of the timesheets please e-mail csepayroll@csuchico.edu. Thank you very much for your cooperation and happy holidays!