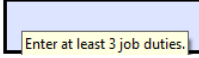


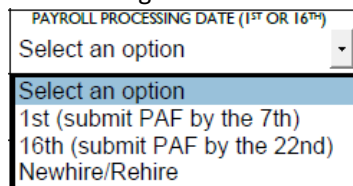
## Chico State Enterprises Announcements Wednesday, June 3, 2020

### Enhanced Personnel Action Forms (PAFs) for Chico State Enterprises

As part of an effort to improve the Personnel Action Forms (PAFs) process, the CSE HR/Payroll team has made the following enhancements to the PAF. Brief, interactive [PowerPoint guides](#) detailing each section have been created to assist you with completing the PAF. In order to guarantee the PAF is processed in line with the employee's begin date, PAF due dates have now been implemented.

#### PAF Updates

- Tooltips have been added. Once you download the PAF, these tips can be viewed when the mouse is hovered over the PAF fields in question.
  - Example: **Employee Job Duties (list 3)** 
- “Are you an existing CSUC employee?”
  - “CSU/CSE HR approval required” added to the staff option. Please expect additional time for PAF processing as Chico State HR approval is required.
- The “Effective Date of Action” has been removed from the “Action Requested” section.
- The placement of “Estimated Hours per Week,” “FTE%,” “Salary/Exempt (Requires HR Approval),” and “Hourly/Non-Exempt” has been moved for cohesion.
- The Employee questions have been updated to better align with Employee training assignments requirements according to their job duties.
- The Retroactive Pay Adjustments policy has been added for reference.
- A “Payroll Processing Date” has been added to the project/object details section.



- New hire/Rehire PAFs require approval and are due prior to onboarding. Please contact [csehr@csuchico.edu](mailto:csehr@csuchico.edu) as soon as candidates are selected for hire.
- All PAFs other than new hires and rehires will need to be submitted to HR by:
  - 1<sup>st</sup>-15<sup>th</sup> pay period: PAFs are due no later than the 7<sup>th</sup> of the month.
  - 16<sup>th</sup>-31<sup>st</sup> pay period: PAFs are due no later than the 22<sup>nd</sup> of the month.
- “Begin Date” has been updated to “Effective Date” in the projects details table. The effective date reflects the date the employee began work on the project. This may vary by project.
- The employee signature field is no longer a requirement.
- A second page to the PAF has been added. Please keep in mind that hourly employees can only be added to 26 projects at a time, and salaried employees can only be added up to 36 projects at a time. Only include on the PAF the projects that are being updated.

Please send all PAF and HR-related questions to [csehr@csuchico.edu](mailto:csehr@csuchico.edu).