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: "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.

Please send all PAF and HR-related questions to csehr@csuchico.edu.