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## Chico State Enterprises Announcement

### Wednesday, May 1, 2024

## Required Separation Paperwork for Graduating CSE Student Employees

As the end of the semester approaches, supervisors of student employees are asked to pay careful attention to any upcoming changes in the student employee's employment and/or student status. If your project employs students who will no longer be working or students who are graduating, **please submit separation paperwork five business days prior to the employee's last day of work to allow time to pay in accordance with California Labor Code requirements. Penalties may apply to projects if departing employees are not paid in a timely manner.**

Required forms can be accessed via the links below or the [CSE Separation of Employment webpage](#):

- [Separation Checklist](#)
- [Personnel Action Form \(PAF\)](#) – select “Separation of Employment” as the action requested
- Final Timesheet
- Resignation Letter (or email correspondence with the employee indicating the reason for leaving)

**Once all documents are completed, please submit as one digital file to HR and Payroll using our secure [Box link](#).**

For questions, please contact CSE Human Resources at [csehr@csuchico.edu](mailto:csehr@csuchico.edu) or CSE Payroll at [csepayroll@csuchico.edu](mailto:csepayroll@csuchico.edu).

Thank you.

CSE Human Resources and Payroll team

#### Manage Email Preferences

***All Chico State Enterprises (CSE) employees, project directors, and authorized signers on CSE accounts receive CSE Announcements via email and cannot opt out.***

- *If you are no longer an active CSE employee, please notify [CSE Human Resources](#) via email.*
- *If you are no longer a project director and would like your name removed, or wish to add administrative staff to the distribution list, please email [CSE Announcements](#) with appropriate instructions.*
- *CSE Announcements can also be accessed via the [CSE News and Information page](#).*