

**Chico State Enterprises Announcements**  
**Tuesday, March 24, 2020**

**CSE TIME REPORTING GUIDANCE DURING MODIFIED OPERATIONS DUE TO COVID-19**

Chico State Enterprises is committed to doing all we can to help employees as the world continues to adjust and adapt to the rapidly changing environment that is arising in response to COVID-19. The following are guidelines to assist CSE employees when filling out timesheets during modified operations. If you have any questions or concerns on completing your timesheet, please email [CSEHR@csuchico.edu](mailto:CSEHR@csuchico.edu).

*Please note that due to rapidly evolving environment, these announcements are subject to change and will be updated on a regular basis.*

**\*\*PLEASE NOTE: EMPLOYEES PAID FROM FEDERAL GRANTS OR CONTRACTS MAY HAVE FLEXIBILITY WITH RESPECT TO PROJECT STAFF TIME REPORTING. PLEASE CHECK WITH YOUR PI/PROJECT DIRECTOR WHO WILL NEED TO CONTACT YOUR SPONSORED PROGRAM ANALYST.\*\***

**TIME REPORTING UNDER SCENARIO 1: Hours are regular or may be less due to *lack of work* (e.g., duties limited or not conducive to telecommuting)**

Pay Status	Employee Location	On Timesheet	On Timesheet – Hours Not Worked
Full-time Exempt	At workplace (essential functions) or telecommuting	Report absences by using appropriate accruals (vacation, sick, floating holiday).	If all accruals (sick, vacation, floating holiday) are exhausted and you work any portion of the day, employee will be paid for the full day. If accruals are exhausted and work is available and you do not work any portion of a day, will be docked for any time you did not work.
Full-time Non-Exempt	At workplace (essential functions) or telecommuting	Report hours worked.	May use accruals (sick, vacation, floating holiday) and/or eligible to apply for unemployment benefits for the work time deficiency.
Part-time Non-Exempt	At workplace (essential functions) or telecommuting	Report hours worked	May use sick accruals and/or eligible to apply for unemployment benefits for the work time deficiency

**TIME REPORTING UNDER SCENARIO 2: No hours due to *unable to work* (e.g. childcare issues, sick)**

Pay Status	Reason Unable to Work	On Timesheet	On Timesheet – Hours Not Worked
Full or Part-time	No fault of their own	Report absences and use available accruals.	May use accruals (vacation, sick, floating holiday) and/or eligible to apply for unemployment benefits.

Full or Part-time	Employee Sick, 65+ and/or With Existing Conditions	Report absences and use available accruals.	May use all accruals (vacation, sick, floating holiday) and/or eligible to apply for State Disability (SDI).
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## TIME REPORTING FOR STUDENT EMPLOYEES

Pay Status	Reason for Not Working	On Timesheet	On Timesheet – Hours Not Worked
Student Employees	No fault of their own.	Report hours worked.	Use “ADMIN LEAVE” for scheduled hours not worked from March 16 to April 4, 2020 (use appropriate pay period timesheets, i.e.: 3/16-3/31/20, 4/1-4/15/20). Eligible to apply for unemployment benefits.

### Remember when working remotely:

- Maintain an accurate recording on timesheets for your hours worked.
- Make sure you are taking the required meal and rest breaks.
- Receive prior verbal/email approval from a supervisor prior to incurring any overtime hours.
- Do not work when “Off the Clock!”

If you need any information regarding a Leave of Absence, you may find additional information on the [CSE Employee Leaves](#) web page or email [Leigh Cardinal](#), CSE Employee Relations Specialist.

### **INFORMATION FOR FILING STATE DISABILITY OF UNEMPLOYMENT CLAIM:**

- [California EDD Coronavirus 2019 \(COVID-19\) FAQs](#)
- [Benefit programs available to help California workers who are losing wages due to the impacts of the Coronavirus](#)