

Chico State Enterprises Announcements Thursday, June 24, 2021

New Online Timesheet and Personnel Action Form (PAF) Submission Processes for Chico State Enterprises

In an effort to improve the submission of Personnel Action Forms (PAFs) and timesheets, the Chico State Enterprises (CSE) HR and Payroll team is pleased to share enhancements to the submission processes:

- Effective the July 1st – 15th payroll period, timesheets and PAFs are to be submitted through the submissions links on the [CSE website](#) which will place them in a secure folder in Box.
- Submit all timesheets for your unit as one attachment.
- **Timesheets and PAFs submitted via email after July 1st will be returned to the sender to submit these documents via the new link.**
- Due to the short turnaround timelines, CSE HR and Payroll will be strictly adhering to the date and time deadlines published in the [Due Dates and Pay Dates for Benefited and Non-Benefited Employees for FY 21/22](#).
- Timesheets and PAFs submitted after the deadlines are subject to being processed at a later date. Any delays resulting in delinquent submissions will need to be communicated to the impacted employee(s) by their supervisor.

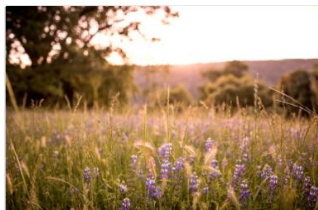
We hope you find this new process helpful and more streamlined! Your feedback and comments are welcome at csehr@csuchico.edu and csepayroll@csuchico.edu.

For easy reference, provided below are detailed instructions for submitting non-benefited and benefited timesheets, and all PAFs.

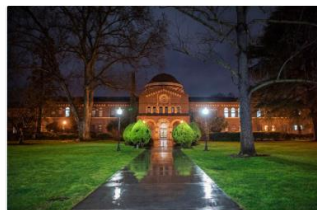
How to submit a Non-Benefited timesheet:

- 1) Access the [CSE Human Resources & Payroll website](#)
- 2) Click “Non-Benefited Timesheet Submissions”

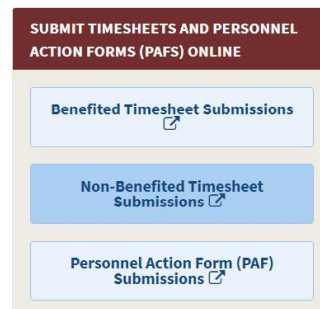
Human Resources & Payroll



Employment Opportunities

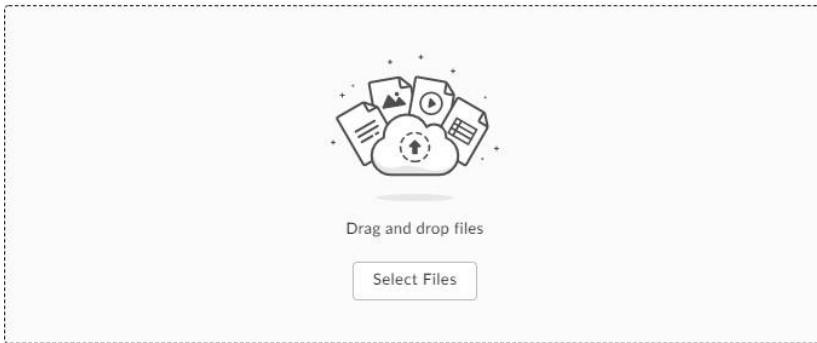


Benefits



- 3) Drag and drop or click “select files” located within the upload files section to upload the Non-Benefited timesheets.

Upload files *



- 4) Enter the project contact email address so payroll can direct any questions to the appropriate contact for your department.

Project Contact Email address *

- 5) Click “SUBMIT”.

How to submit a Benefited timesheet:

- 1) Access the [CSE Human Resources & Payroll website](#)
- 2) Click “Benefited Timesheet Submissions”

Human Resources & Payroll



Employment Opportunities



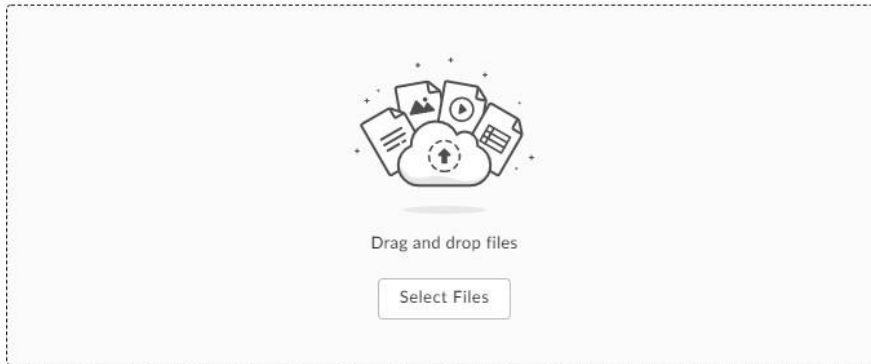
Benefits

SUBMIT TIMESHEETS AND PERSONNEL ACTION FORMS (PAFs) ONLINE

- [Benefited Timesheet Submissions](#)
- [Non-Benefited Timesheet Submissions](#)
- [Personnel Action Form \(PAF\) Submissions](#)

- 3) Drag and drop or click “select files” located within the upload files section to upload the Benefited timesheets.

Upload files *



- 4) Enter the project contact email address so payroll can direct any questions to the appropriate contact for your department.

Project Contact Email address *

- 5) Click “SUBMIT”

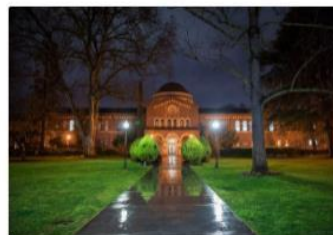
How to submit PAFs (for all current, new hire, and rehires):

- 1) Access the [CSE Human Resources and Payroll website](#)
- 2) Click “Personnel Action Form (PAF) submissions

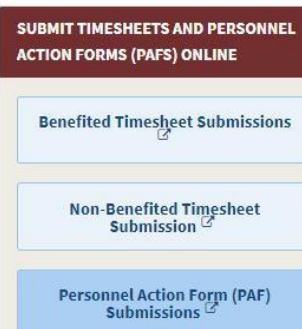
Human Resources & Payroll



Employment Opportunities

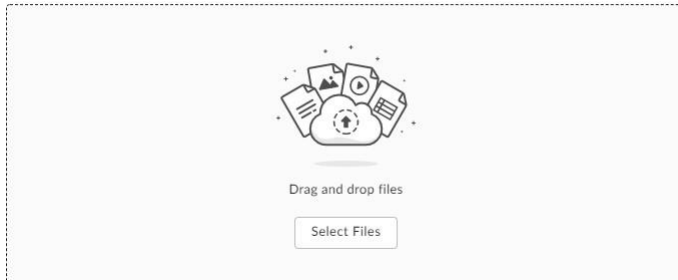


Benefits



- 3) Drag and drop or click “select files” located within the upload files section to upload the PAFs (personnel action forms).

Upload files *



- 4) Enter the project contact email address so HR can direct any questions to the appropriate contact for your department.

Project Contact Email address *

- 5) Click “SUBMIT”

Thank you for your cooperation and patience in implementing these changes. If you have any questions or need clarification, please feel free to reach out to our team at the following email addresses and we would be happy to help!

Payroll (timesheet) contact: csepayroll@csuchico.edu

Human Resources (PAF) contact: csehr@csuchico.edu