

**Chico State Enterprises Announcements**  
**December 7, 2020**

**Graduating CSE Student Employees**

The end of the semester is fast approaching. If your project employs students who will no longer be working and/or graduating, please send their completed Non-Benefited Employee Termination Checklist, final timesheet, termination PAF, and Change in Relationship Notice to [csehr@csuchico.edu](mailto:csehr@csuchico.edu).

**Please submit paperwork five business days prior to the employee's last day of work. This timeline allows HR and Payroll adequate time to process the paperwork and pay in accordance with California Labor Code requirements. Penalties may apply to projects if departing employees are not paid in a timely manner.**

All required forms can be located on the CSE website:

- [Non-Benefited Employee Termination Checklist](#)
- [Personnel Action Form \(PAF\)](#)
- [Timesheets](#)
- [Change in Relationship Notice](#)

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.