



CSU, Chico
Research
Foundation

RESP and FND Announcements
PD Advisory – RF HR – Student Employment
Thursday, May 9, 2019

Hello,

The end of the semester is fast approaching. If you have students who will no longer be working for your project, please send their final timesheet, termination PAF, and Change In Relationship Notice to the Human Resources Office. For students separating during the week of 5/13-5/17, we will need paperwork by 5/13.

All forms can be located on our website:

- PAF: <http://www.csuchico.edu/rfdn/human-resources/supervisors/personnel-action-form.shtml>
- Timesheets: <http://www.csuchico.edu/rfdn/payroll/time-reporting.shtml>
- Change in Relationship Notice / Non-Benefited Termination Checklist: <http://www.csuchico.edu/rfdn/human-resources/supervisors/>

Under California employment law, employees who provide at least 72 hours' notice of their intention to quit must be paid their wages on their final workday. Employees who quit without giving prior notice must be paid within 72 hours.

Penalties may apply to the projects if departing employees are not paid in a timely manner.

For questions, please contact Human Resources at 898-3536.

Thank you,

Research Foundation Human Resources

All Foundation Project Directors and those authorized to sign on Foundation Accounts receive announcements via email. If you are no longer a project director and would like your name removed or wish to add administrative staff to the list, please reply to this message with appropriate instructions.