This is to be used as a quick reference guide for project supervisors regarding their employee-related responsibilities for HR and payroll tasks. This is not an all-inclusive list. Please visit our website for more detailed information and access to forms. As always, if you are not sure what to do, please call our office first, we are happy to assist.

CSU, Chico Research Foundation Website: http://www.csuchico.edu/rfdn/

**New Employees – Cycle 2 / Part-Time/ Non-Benefited**

Supervisory Responsibilities:
After candidate selection -

- Complete, sign, and send the PAF to RESP (for all RF projects) or to HR (for all UF projects) for review. RESP will forward to HR upon review and approval.
- Ask the new employee to contact the HR office to schedule an onboarding/orientation appointment prior to beginning work.
- Provide a copy or link to the New Hire Instructions for Cycle 2 / Part-Time Employees to the new employee.

Useful Links:
New Hire Instructions for Cycle 2 / Part-Time Employees -
http://www.csuchico.edu/rfdn/documents/hr-supervisors/New-Hire-Instructions-Cycle-2-Final_2-7-17.pdf

**New Employees – Cycle 1 / Full-Time / Benefited (30+ hours)**

Supervisory Responsibilities:

- Work with the HR department to set up benefited onboarding with Jody Strong, Benefits Coordinator.
- Complete, sign and send the PAF with the employee to benefited onboarding.

**Timesheets**

Supervisory Responsibilities:

- Always use the current Fiscal Year timesheets from the RF website to ensure the most up-to-date PAF is being utilized.
- Verify that Time In and Time Out totals are accurate and match total daily hours
- Review timesheets for meal penalties (Waiver required for anyone working 5+ hours).
- Reporting time pay: If an employee reports to work and is sent home by the project, California law requires that the employee must be paid for half of their scheduled shift. Minimum pay is two hours, maximum is four. *Example - the employee is scheduled to work for 5 hours and the project sends them home after working for 1 hour because there is not enough work, the employee must be paid for 2.5 hours (half of their regularly scheduled shift).*
- Send timesheets to RESP (for RESP projects) or HR (for UF projects) for review, they will forward to payroll.
HR and Payroll Quick Reference Guide for Supervisors

- Verify overtime: All hours in excess of 8 hours in one workday or 40 hours in one workweek will be treated as OT. A normal workday begins each Sunday at 12:01 a.m. and ends at midnight the following Saturday. Verify that allowable on Grants/Contracts.
- Verify employees have signed and the authorized supervisor has signed before turning in to RESP or payroll. A one-up authorized signature is required for all timesheets. PI's cannot approve their own timesheets.
- Confirm employees have included their employee ID number in the space just above their signature.
- Be sure that there are entries in project number, object number and totals on the top part of the timesheet.
- On Form C (staff and faculty timesheets), be sure the hours are carried over to the “total hours” column on the right.

Useful Links:
Meal Waivers - http://www.csuchico.edu/rfdn/human-resources/employee-support.shtml

Personnel Action Forms
Supervisory Responsibilities:
- Always use the PAF from the RF website to ensure the most up-to-date PAF is being utilized.
- PAF’s are to be completed and submitted prior to any action/change in employment, project, or leave of absence status.
- PAF’s must be completed by the project supervisor/contact. Employees can only fill out the top section of the PAF and their signature. All project and pay information must be completed by the project supervisor/contact.
- Verify that all signatures are collected before the PAF is submitted to RESP (for all RF projects) or HR (all UF projects). If the employee is unable to sign, the statement, “employee signature unavailable” is acceptable.

Useful Links:

Recruiting
All full-time (30 or more hours), benefited positions must be advertised through the RF. Part-time positions do not need to be advertised through the RF, but it is recommended. Please review the procedures and forms for recruitment on our website. Please contact Coleen Stewart, HR Coordinator/Recruiter for questions.

Useful Links:
Terminations
Supervisory Responsibilities:
Upon notice from the employee of intent to separate employment or if the project is discharging the employee, supervisors must complete and submit the following documents to the HR / payroll office three business days before the employee’s last day worked:

- Termination PAF
- Final Timesheet
- Change in Relationship Notice
- Termination Checklist (optional)

Useful Links:
Change in Relationship Notice - http://www.csuchico.edu/rfdn/documents/hr-supervisors/Change-In-Relationship-Notice.pdf

HR and Payroll Team

Russ Wittmeier – HR Director
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Shelby Angus – HR Technician
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- Cycle 2 / Non-Benefited Onboarding
- Terminations
- Live Scans
- Training

Kathy Kinsey – HR Technician / Interim Payroll Technician
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- Personnel Action Forms (PAF’s)
- Payroll
- Verifications of Employment

Laura Oros – Interim Payroll Specialist
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- Payroll

Coleen Stewart – HR Coordinator
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- Recruiting
- Training
- Classification and Compensation
- Exchange Account Access
- Live Scans

Karen McHenry – Interim HR Assistant
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- Personnel Action Forms (PAF’s)

Jody Strong – Benefits Coordinator
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- Benefits
- Cycle 1 / Benefited Onboarding
- Leaves of Absence
- Workers’ Compensation

Jeremy Weiss – Student HR Assistant
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- Reception
- Cycle 2 / Non-Benefited Onboarding
- Live Scans