



BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

Student Financial Services

For the most current information, please refer to the Student Financial Services website at:

<https://www.csuchico.edu/sfin/index.shtml>

CHECK DISTRIBUTION

Student Financial Services will be distributing checks from 1:00 pm – 4:00 pm on Thursdays and 1:00 pm – 4:00 pm on any payroll distribution date.

Distributions will be conducted in the Student Financial Services Office – SSC 230. Masks and social distancing are required.

The mailing of checks is encouraged. You can request your paycheck be mailed to you by sending an email to cash@csuchico.edu.

PAYCHECK DIRECT DEPOSIT

We strongly encourage State employees to sign up for direct deposit for your payroll check. This would allow less face-to-face contact in this COVID19 environment. Please complete the **Direct Deposit Enrollment Authorization form** from the **payroll website**. Signing up for direct deposit of your payroll check is with the State Controller's Office. This is different than direct deposit through Accounts Payable for employee reimbursement checks.

REFUNDS

Student Financial Services will be on campus to print refund checks on Tuesdays, 8:30 am-10:30 am and Wednesdays, 10:30 am - 12:30 pm. These refund checks include financial aid, parking, housing, and short-term loans.

Financial aid refunds will continue with their regular schedule. For checks, all financial aid refunds will continue to be sent in the mail (no in-person pick up). Students signed up for direct deposit will see credits automatically deposited into their account on Thursdays.

Short-term loan checks will be reduced to once a week and will be direct deposited if possible. Checks will be available for pick up from 1:00 pm to 4:00 pm.

ANNUAL FUND

Student Financial Services will be on campus to batch donations on:
Thursdays from 1:00 pm to 4:00 pm.

RECEIPTING

Student Financial Services will be on campus to receipt mailed in payments on:
Thursdays from 1:00 pm to 4:00 pm.

SUSPENDED SERVICES

Petty cash reimbursements are now on hold.