

# *Associated Students Human Resources*

## *FAQs for Student Employees*

Due to the highly dynamic and rapidly evolving circumstances, this document is subject to change without notice. To view the most recent version, please visit <https://as.csuchico.edu/>.

### **What is the status of Associated Students departments during the COVID-19 outbreak?**

Effective March 18, 2020, all Associated Students operations will be closed until further notice. **Student employees are not to report to work effective immediately until further notice.** This includes:

- Bell Memorial Union including **ALL** offices, services, and operations in the BMU
- WREC (closed as of 3/13)
- Financial Services Office
- Conferences Services
- Catering
- The Marketplace
- Common Grounds/Butte Station/Holt Station/Urban Roots
- Adventure Outings and the Bike Cart
- Child Development Lab
- Recycling
- Sustainability
- CAVE
- Government Affairs Office
- Human Resources/IT
- KCSC
- Wildcat Leadership Institute
- AS Productions
- Wildcat Store (operated by Follett)

Although Sutter Dining will reopen on Monday, March 23 to provide limited services to students who continue to live in the Residence Halls, there will not be student employees scheduled at this time.

### **Is there other work available to me during this closure?**

There may be some telecommuting options on a very limited basis. This option, if available, may extend beyond April 4 but it is not guaranteed. Please contact your supervisor.

### Will I be paid during this closure?

rev. 3/25/20

Associated Students has approved Paid Administrative Leave (PAL) for student employees. The FAQ found [here](#) addresses more questions.

AS student employees will be paid their normal rate of pay for any hours worked including telecommuting (from March 16 – March 31, 2020).

### How will I collect my pay during this closure?

rev. 3/25/20

March 25, 2020 paychecks were mailed on March 24<sup>th</sup> to addresses on file or temporary addresses as provided by employees via email as instructed below.

It has been decided that **all** PAL will be paid in a lump sum on April 9. The next regular payday for any hours worked from March 16 – March 31 (including by telecommuting) will be paid on April 10. **Both** checks will be mailed to the address on file or the temporary address that was previously provided to us. Please see the instructions below regarding address changes.

In order to confirm what is on file, you must log in to ADP Workforce Now. Go here for <https://as.csuchico.edu/index.php/human-resources-jobs/adp-employee-portal-e-time/> for instructions to create an account plus the link to login. If your address is **correct**, take no further action. If your address is **incorrect**, submit a correction immediately. If you have a **temporary** address **change** and would like the check mailed to a different address, then send an email **immediately** to [ashumanresources@csuchico.edu](mailto:ashumanresources@csuchico.edu).

### OTHER IMPORTANT CONTACTS

AS Human Resources & Payroll

[ashumanresources@csuchico.edu](mailto:ashumanresources@csuchico.edu)

530-898-4385

# Associated Students Human Resources

## Student Paid Administrative Leave FAQs

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### ANNOUNCEMENT

Associated Students will be providing Paid Administrative Leave (PAL) for all career full and part-time employees and student assistants effective March 23 for employees unable to work for COVID-19 related reasons. Employees working part-time, including student assistants, shall be granted a prorated allotment based on their percentage of average regularly scheduled hours as compared to full-time (described in more detail below).

**A Zoom Q&A session has been scheduled for Thursday, April 2 at 10 a.m. Click [here](#) to join. In order to answer as many questions as possible, please submit your questions in advance to [ashumanresources@csuchico.edu](mailto:ashumanresources@csuchico.edu) by 5 p.m. Wednesday, April 1.**

### QUESTIONS ABOUT PAID ADMINISTRATIVE LEAVE

#### 1. How will my PAL allotment be calculated?

To calculate the number of hours for student employees, the AS Payroll Department totaled all hours worked from the beginning of the Spring semester (1/16/20) to the end of the last complete pay period (3/15/20) and compared that number to the equivalent of full-time employment (40 hours per week). Student employees will then be provided a prorated allotment of PAL based on the percentage of hours worked to full-time.

#### 2. How and when will PAL be paid?

For student employees, it has been decided that **all** PAL will be paid in a lump sum on a paycheck dated April 9. No further paychecks will be issued unless preapproved work from home is being performed. **All checks will be mailed to the address on file.**

#### 3. What happens after my PAL has been paid?

Student employees may file for unemployment (see links at the bottom of this document).

### TIME REPORTING FOR STUDENT EMPLOYEES

| Classification    | Reason for Not Working | On Timesheet – Hours Worked                                   | On Timesheet – Hours Not Worked   |
|-------------------|------------------------|---|---|
| Student Employees | No fault of their own. | If telecommuting: report hours worked to supervisor via email | Use of PAL calculated on a prorated basis to be paid in a lump sum on 4/9. Eligible to apply for unemployment benefits. |

**STUDENT CHECKS: All checks will be mailed to the address on file or to the temporary address that was previously provided to us. Please see the Student Employee FAQ about address changes.**

### INFORMATION FOR FILING STATE DISABILITY OR UNEMPLOYMENT CLAIM:

- [California EDD Coronavirus 2019 \(COVID-19\) FAQs](#)
- [Benefit programs available to help California workers who are losing wages due to the impacts of the Coronavirus](#)