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.**

- 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?

AS student employees will be paid their normal rate of pay for normal hours assigned from March 16, 2020 through April 4, 2020. Any hours actually worked during this period will be paid at the regular rate of pay. Any other hours that had been scheduled but were unable to be worked due to the closure will be paid at the regular rate of pay.
How will I collect my pay during this closure?

The administrative pay will be issued on the same payroll schedule as when employees are working. In this case administrative pay from 3/16 through 3/31 shall be paid on 4/10. Administrative pay from 4/1 through 4/4 shall be paid on 4/24.

Although it may be determined that the checks can be distributed on or near campus (location TBD), it is recommended that the check be mailed. Therefore, it is critically important that employees ensure that AS Human Resources has your current address on file.

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.

OTHER IMPORTANT CONTACTS

AS Human Resources & Payroll  ashumanresources@csuchico.edu  530-898-4385

Employment Development Department (EDD)  https://edd.ca.gov/  (Unemployment & Disability Claims)