Dear CHC Team,

Due to COVID-19, there are changes to the processes of submitting reimbursement requests and timesheets.

Reimbursement Request Submissions:

* In order to be reimbursed, receipts can be pictures, screenshots, or scanned. Original receipts must be kept to be submitted at a later date. [Fillable\_Mileage Form](https://csuchico.box.com/s/zmoyu31t402qv5bwiu6y8psvqw2p6vgr%22%20%5Ct%20%22_blank) can be completed electronically. Please also complete the [Fillable\_CHC Reimbursement Form](https://csuchico.box.com/s/ifzl8l752p40c7ke16gmbs0j84app8rm%22%20%5Ct%20%22_blank) with payee information and details of reimbursement.
* **Non-benefited staff and interns:** Once all backup documentation described above is complete, please email it to your supervisor for review and submission.
* **Supervisors:**Will submit one reimbursement request per email and include the payee name and total amount of the reimbursement in the body of the email as requested by CSE. Email complete documentation (in PDF form) to chcadmin@csuchico.edu for processing and submission to CSE for payment. Note: Please note in the email if the reimbursement request is for an expense over 60 days old as this will need additional approvals.

Timesheet Submission:

1. Download the Excel file timesheet from CSE Payroll [website](https://www.csuchico.edu/cse/hr/payroll.shtml) and complete.
2. Once completed, Save As a PDF file. Rename PDF file to “Last Name, First initial” (ex: Bryce Cooper would be “Cooper, B.”)
3. On the PDF file, provide your digital signature. Refer to the **“CSE-Digital Signature Guidance”** on Box or [here](https://www.csuchico.edu/cse/_assets/documents/announcements/cse-announce-digital-signatures.pdf) for specific steps about saving as PDF and adding E-signatures.
	1. SNAP-Ed Staff must provide Week 1 and Week 2 signatures. You can do this by following the same steps as above, but adding the Week 1 and Week 2 in front of your signature, and add it to the bottom of your timesheet.
4. **For Non-Benefited Staff:**
	1. Email timesheet to your direct supervisor for review
	2. Your direct supervisor MUST approve and sign before submission Once supervisor approves, then submit timesheet onto “Timesheet Submission (Electronic)” folder in Box.
5. CHC Admin will review and process timesheets.
6. For submitting revised/corrected timesheets, please follow this process:
	1. If the timesheet has already been submitted and OT happens (or any other changes needed to a timesheet e.g. unplanned sick time), a revised timesheet needs to be submitted. The process to complete a revised timesheet is the following:
		1. Open the Excel version of the timesheet that was already submitted. Highlight in the PDF where the revisions are needed and make the adjustments and highlight these changes.
		2. Send the revised timesheet to this e-mail address: chctimesheets@csuchico.edu and note the revisions in the body of the email and “cc” your direct supervisor
			* Angie will then check for the highlighted changes, send the revised timesheet to CSE payroll and then save in the scanned timesheet folder for the corresponding month in a revised timesheet folder.
			* When personnel expenses tracking is being completed, the revised timesheet folder needs to be checked so the backup documentation aligns with the charge in One Solution. Only the updated timesheet needs to be saved for bi-weekly time log tracking.
		3. Any revisions to timesheets need to happen ASAP but certainly no later than when the subsequent pay period is due

Request for Purchases:

* Submit a request to Angie ahaggerty@csuchico.edu for items needing to be purchased.
* Include in the communication
	+ Item description and any links.
	+ Project and object code.
	+ Date item(s) are needed.
* [Staples](https://csuchico.box.com/s/9kpe6i3vp0rczwzsv8skrxzy9a00y7a4) and [Amazon](https://csuchico.box.com/s/292nf7pxrhzqh23q8mc1zk6m8peqpyzn) requests can be entered directly in Box.