

# **DIVISION OF BUSINESS & FINANCIAL AFFAIRS**

## **COVID-19 BRIEFING**

March 25, 2020

Unit: Student Business Services

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**ACTION:** Modify Student Business Services process for pay warrant distribution to campus personnel.

**BACKGROUND AND POLICY ISSUE(S):** Effective the week of March 16, 2020, CSUCI moved to a telecommuter working environment and on March 20, 2020 the Governor of California issued a [Stay at Home](#) order. In order to simultaneously adhere to social distancing guidelines and maintain continuity of essential operations outlined in the [Stay at Home](#) order, designated departmental staff will distribute pay warrants on Monday, March 30, 2020 per the published CI payroll calendar, using a modified delivery system.

**RECOMMENDATION:** Approve modification of the master pay warrant distribution policy from an in-person distribution to designated pay warrant officers at the Student Business Services cashier's window, to a "drive-up" pay warrant distribution station with distribution directly to individual employees with proof of identity and signature of receipt.

AND

Approve modification of the student assistant pay warrant distribution policy from an in-person distribution to designated pay warrant officers, to the mailing of student assistant paychecks to their homes.

These changes would be in effect as of March 30, 2020, and would remain in place until the current social distancing guidelines are lifted or another pay warrant distribution process is implemented that would improve upon this proposed modification to pay warrant distribution.

**CURRENT UPDATE:** See above

### **SUPPLEMENTAL DOCUMENTS**

<http://www.csuci.edu/hr/payroll.htm>

[https://www.dgsapps.dgs.ca.gov/documents/sam/SamPrint/new/sam\\_master/sam\\_master\\_File/Chap8500/Chap8500\(Print\).pdf](https://www.dgsapps.dgs.ca.gov/documents/sam/SamPrint/new/sam_master/sam_master_File/Chap8500/Chap8500(Print).pdf)