New Employee Orientation

Welcome to San José State!
Today’s Agenda

Part One
• Welcome and Introductions
• Get to Know the University
• Welcome Packet
• Performance Management
• Unions at SJSU

BREAK TIME!

Part Two
• Technology
• Training
• Staff Fee Waiver
• Spartan 101
• Employee Discounts & Perks
• Campus Activities and Events
• Spartan Shops
• What’s Next?
Welcome and Introductions

- Who you are
- Where you’ll be working
- What you’ll be doing
- Where you were before SJSU
- Fun fact about yourself
California State University & SJSU

- California State University
  - 23 Campuses
  - Largest System in the World
  - 1 Chancellor’s Office
  - 1 Board of Trustees

- SJSU
  - Founded 1857
  - Approximately 33,000 students
Campus Leadership

• Interim President
  – Susan Martin

• Incoming President
  – Mary Papazian (July 2016)

• Chief of Staff
  – Stacy Gleixner
• Academic Affairs
  – Provost/Vice President Andy Feinstein

8 Colleges
• Applied Sciences & Arts
• Business
• Education
• Engineering
• Humanities & the Arts
• International and Extended Studies
• Science
• Social Sciences

Academic Planning and Budgets
Academic Technology
Faculty Affairs
Graduate Studies & Research
Information Technology Services (ITS)
Institutional Effectiveness & Analytics
Student Academic Success Services
Undergraduate Studies
University Library
University Research Foundation
• Administration and Finance
  – Interim Vice President Josee Larochelle

Facilities Development & Operations (FD&O)
Finance
Human Resources (HR)
Spartan Shops, Inc.
University Police (UPD)
Campus Leadership

- **Student Affairs**
  - Vice President
  - Reggie Blaylock

**Campus Life**
- Associated Students
- LGBT Resource Center
- MOSAIC Cross Cultural Center
- Office of Student Conduct & Ethical Development
- Student Involvement
- Student Union, Inc.
- University Housing Services
- Women’s Resource Center

**Enrollment Services**
- Admissions and Outreach
- Enrollment Operations and Communications
- Financial Aid and Scholarships Office
- Office of the Registrar
- Testing Office

**Student Services**
- Accessible Education Center
- Career Center
- Counseling Services
- Student Health Center
- University Ombudsperson
• University Advancement
  – Vice President Paul Lanning

Advancement Operations
Alumni Association Development
Public Affairs
Tower Foundation
University Events
Campus Leadership

• Intercollegiate Athletics
  – Director
    Gene Bleymaier

Division I Athletics
Mountain West Conference
20 Men’s and Women’s Sports
Our Mission

To enrich the lives of its students, to transmit knowledge to its students along with the necessary skills for applying it in the service of our society, and to expand the base of knowledge through research and scholarship.
Vision 2017: SJSU’s Strategic Plan

• Spartan Pride
  – Develop vibrant, safe and welcoming communities that create a sense of belonging and instill Spartan pride

• Unbounded Learning
  – Enhance student success through continuous learning innovations

• Helping and Caring
  – Create a culture of helping and caring

• Agility through Technology
  – Improve organizational responsiveness through an advanced technology infrastructure and by elimination of procedural obstacles

• 21st Century Spaces
  – Provide gathering spaces and up-to-date facilities
• Spartan Pride Thursday
  – Take pride in being a Spartan!
  – Wear your Blue and Gold every Thursday!
Vision 2017: Helping and Caring

• Spartans Stepping Beyond: Recognize your fellow Spartans for stepping beyond!
  – Online recognition program
  – Staff, faculty, students
  – Random drawings for prizes
  – On the HR website (sjsu.edu/hr) under Employees/Resources or under Quick Links
• Sustainability across campus
  – Power
    • SJSU is mostly powered by a Cogeneration facility, producing 80% of SJSU’s electricity and 90% of our heating and cooling
  – Water
    • Recycled water is used for cooling university buildings and irrigating campus grounds
    • Installing artificial turf at Spartan Stadium saves 1 million gallons of water annually
  – Waste Reduction and Recycling
    • SJSU recycles furniture, green waste, computers and electronics, paper, packaging materials, batteries, light bulbs, and much more
Human Resources

- Workforce Planning
- Employee Services
- Benefits
- Payroll
- Training
- Equal Opportunity
- Employee Relations
- Workers’ Compensation
HR Website – sjsu.edu/hr
Welcome Packet

• CSU Employee Information
• Campus Programs
• Yours to keep!
• Calendars
  – Master Payroll Calendar
  – Holiday Calendar
  – On the HR website (sjsu.edu)
    • Under Employees/Resources

• Maps
  – Online
    • sjsu.edu/map
    • sjsu.edu/map/southcampus
Parking and Transportation

• Parking on Campus (sjsu.edu/parking)
• Transportation Solutions (as.sjsu.edu/asts)
  • Eco Pass Clipper Card
  • Bike to SJSU
  • Many programs to help reduce auto-related trips to campus
    • 70% of those who come to campus use alternative transportation
Unity in Diversity

- Office of Equal Opportunity
- Department of Fair Employment and Housing
Title IX

- Prohibits discrimination on the basis of sex, gender or sexual orientation of students and employees
CSU Executive Orders

- Executive Order 1083: Mandatory Reporting on Child Abuse
- Executive Order 929: Whistleblower Protection Act
Campus Safety

- Workers’ Compensation
- Alert-SJSU
- Blue Light Phones
- University Police Dispatch
  - From Campus Phones: Dial 911
  - From Cell Phones: Dial 408.924.2222
- Evening Guide Escorts
  - 24/7 escorts on campus and up to 2 blocks off campus
- Evening Shuttle
  - M-F 7pm-1am extended distance escort
SJSU is tobacco and smoke free

Use of cigarettes, chewing tobacco, vape pens and e-cigarettes is prohibited

All university spaces in or outside of any buildings including the Event Center, South Campus and parking lots

More information online
  – sjsu.edu/tobaccofree
Your Position at SJSU

- Position Description
  - Purpose
  - Classification
  - Review with your manager
  - Signed copy for personnel file
Performance Management

• Ongoing Cycle of Feedback
  – Formal Evaluations
    • Probationary
    • Annual
      – Staff Cycle: April 1 – March 31
      – Management: July 1 – June 30
    • Guidelines and Forms on the HR Website (sjsu.edu/hr)
      – Under Forms & Policies/Forms by Category
  – Informal Feedback
    • Ongoing communication
    • 1x1s
    • Don’t be afraid to ask for feedback!
• **Most SJSU Employees are Represented:**
  – Unit 1 – Union of Physicians & Dentists (UAPD)
  – Units 2, 5, 7, 9 – Cal State University Employee’s Union (CSUEU)
  – Unit 3 – California Faculty Association (CFA)
  – Unit 4 – Academic Professionals of California (APC)
  – Unit 6 – State Employees Trades Council (SETC)
  – Unit 8 – State University Police Association (SUPA)
  – Unit 11 – Academic Student Employees (UAW)

• **Read your collective bargaining agreement (CBA)**
  • Links on the HR Website (sjsu.edu/hr) under Employees/Resources

• **Mandatory Fair Share Fee vs. Union Membership Dues**
Break Time!
• Password consolidation system
• Use the same login credentials for most systems
  – Campus wireless network
  – Campus email
  – PeopleSoft (Oracle)
  – Skillport
Getting Started with SJSUOne

• Here’s what you’ll need
  – 9-digit SJSU ID
  – Date of birth
  – Last 4 digits of your SSN

• Set your password for the first time
  – MySJSU: my.sjsu.edu
  – Expires every 180 days; email reminders 7-14 days prior to expiration
Getting Started with SJSUOne

- Canvas
- Software Downloads
- Spartan Success Portal
- WebEx Student
- SJSU Email
- Event Calendar
- WebEx Faculty/Staff
- Blogs
- Qualtrics
- iSupport
- FTS
- CFS
- Finance Data Warehouse
- Skillport
- Finance (Legacy)
- Google Analytics
- MySJSU Login (Oracle/PeopleSoft)
- Set/Reset Password SJSUOne Account
- Open University Quick Admit
- Look Up Your SJSU ID
Getting Started with SJSUOne

Password Help

I need to set or reset my password

New Students and Employees

Students: please look for an email from Enrollment Services with your 9-digit SJSUOne ID.
Faculty & Staff: please look for an email from HR with your 9-digit SJSUOne ID.

1. Go to SJSUOne Set/Reset Password.
2. Enter your 9-digit SJSUOne ID, and then follow the instructions to create a password.
• What is MySJSU?
  – Front end web page for IT Services
  – my.sjsu.edu

• What can you do there?
  – Find Links to PeopleSoft HR, Student and Finance Systems
  – Find Links to Other Campus Systems
  – View System Status and Downtime
  – Log a Help Desk Ticket
  – Find Documentation

• Let’s take a quick tour!
PeopleSoft (Oracle)

• What is PeopleSoft (Oracle)?
  – SJSU’s databases for HR, student and financial information
  – PeopleSoft is the software; Oracle owns the software

• How do I get access?
  – Self Service is automatically granted
  – Other access requires training and a System Access Request form
    • Found on MySJSU under Employees/Forms
Sign in to PeopleSoft (Oracle)

- Use your SJSUOne ID/password
- No SJSU logos once in the system
Employee Self Service

- Employee Info & Tasks
- May see Manager Info & Tasks, Student Info & Tasks
- Navigate via the Main Menu by clicking Self Service
• SJSU’s Emergency Alert System
• Opt In for Employees
• Set up Phone and/or Email to get Alerts
• Keep address(es) updated
• Add emergency contacts – seen only by HR and UPD
• Add preferred name (optional) – will not change campus email
• Campus phone and email automatically added
• Modify personal phone and email (added from application)
• Review during benefits orientation
• Enroll in, update, and view benefit information
• What’s not in PeopleSoft?
  – Life Insurance Beneficiaries
  – Tax Sheltered Annuity Data
  – Detailed Flexible Spending Data
Report and View Absences

• View absence balances, including state service
• Report and view absences
  • Enter absences as you go
  • Must enter No Leave Taken if you were not absent
• Some departments use timekeepers; check with your manager
• **Absences must be entered and approved by 5pm on 1st working day of next pay period**
• View paycheck data
  • Always make sure to review your hard copy paycheck or stub
  • Data in PeopleSoft is summarized; details are on the hard copy, in addition to critical State Controller’s Office information

• View job and compensation history
• Enroll in training classes
• View your training summary
Approve student/hourly time (Payable Time)
Approve staff and faculty absences (Reported Absences)
Enter absences on behalf of direct reports
View absence balances for direct reports

Absences must be approved by 5pm on 1st working day of next pay period
Information Security

• Don’t let a security breach happen to you!
  – Get antivirus protection
  – Look for the secured website lock
  – Think before you click
  – Keep your passwords safe
  – Change passwords regularly
  – Back up important files
  – Report lost, stolen or missing equipment immediately
• IT Help Desk
  – Email: ithelpdesk@sjsu.edu
  – Phone: 408.924.1530
  – Website: its.sjsu.edu/support

• Information Security Office
  – Email: security@sjsu.edu
  – Phone: 408.924.1530
  – Website: security.sjsu.edu
Employee Training

- HR 101s for All Employees
  - Customer Service
  - Financial Education
  - Health and Wellness
  - Campus Resources
  - Skills Development

- Manager Training
Employee Training

- **Online Courses**
  - Eliminate Campus Sexual Violence
  - Data Security & Privacy
  - FERPA & Protecting Education
  - Conflicts of Interest
  - Anti-Harassment, Discrimination, Retaliation

- **eLearning**
  - Skillport 8.0
  - LifeMatters by Empathia
Employee Training

- Custom Sessions for Departments as Needed
- Enroll via MySJSU
- Course Catalog Available on the HR Website
Staff Fee Waiver

- Attend courses at any CSU at a reduced rate
  - Undergraduate and graduate
- Dependents may be eligible
- Maximum of 2 courses or 6 units per semester
• Learn more about SJSU, our mission, and Vision 2017
• Connect with campus resources
• Meet and network with other new Spartans
Employee Discounts

- Car Rentals
- Cell Phone
- Hotels
- Local Restaurants
- Museums and Attractions
- Software
- Spartan Bookstore

On the web: sjsu.edu/hr

- Employees/Resources/Employee Discounts
Activities and Events

- Athletics
- Theatre
- Lectures
- Music
- Art
- Film
- Wellness
- Health & Fitness

Campus Event Calendar
Free Athletics Tickets!

• Free tickets to all athletic events for employees and their families!
• See sjsuspartans.com/facultystaff
Gold Points

- Campus purchasing option
  - Spartan Bookstore
  - All campus dining locations
- Access with your Tower Card
- $10 to all new employees!
Spartan Bookstore

• Temporary location in the Student Union
  – West side, across from the Engineering building
• A Barnes and Noble College Store
• More than just textbooks!
  – SJSU Apparel
  – Gifts
  – Snacks
  – Technology
    • Discount on Apple Computers - $50-$200, depending on machine
Spartan Bookstore

• Employee Discount
  – Show your Tower Card for 10% off (excludes electronics, electronic accessories, textbooks, and clearance items)

• Barnes and Noble Discount Card
  – 10% off at Stevens Creek Barnes & Noble
Campus Dining

Eateries across campus Map, menus, hours and much more on Spartan Shops website (spartanshops.com)

– Please note, many eateries are either closed or have reduced hours during summer and winter sessions.
Campus Dining

• On Fourth Café
  – Tully’s Coffee

• Instant Brew
  – Grab-n-Go Items

• Just Below
  – Deli
  – Peet’s Coffee
  – Jamba Juice
  – Organic, Vegan, Vegetarian and Gluten-Free Options

• Grounded
  – Vegetarian and Organic

• Village Market
  – Pizza, Wings, and Ice Cream
Campus Dining

- Union Square
  - 360 Grill
  - Bricks Pizza and Pasta
  - In the Mix Salad
  - Jamba Juice
  - Le Boulanger
  - Mojo Burger
  - Panda Express
  - Starbucks (coming soon!)
  - Subway (coming soon!)
  - Taco Bell
  - Waffle Coop
Campus Dining

- Mobile dining
- Menu variety
- Three times/week during fall and spring
- Schedule on the web: spartanshops.com/streeteats
Spartan Shops Sustainability

• $0.50 discount for bringing a reusable mug for any beverage purchases
• Use compostable utensils and cups in eateries, biodegradable plates in the Dining Commons
• Recycles 100% of cooking oil
• Reduced food waste in the Dining Commons by 40% in the past two years
Slideshow on the HR Website

- sjsu.edu/hr
  - Employees/Resources/New Employees
What’s next?

- Benefits orientation
- Activate your SJSUOne account
- Review position description with your manager
- Spartan 101
- Campus tour
- The Red Folder
- Have fun!
Thanks for coming!