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
  – 23 Campuses
  – Largest System in the World
  – 1 Chancellor’s Office
  – 1 Board of Trustees

• SJSU
  – Founded 1857
  – Approximately 32,000 students
Campus Leadership

- Academic Affairs
- Administration and Finance
- Student Affairs
- University Advancement
- Intercollegiate Athletics
Campus Leadership

- Interim President  
  - Susan Martin
- 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
Institutional Effectiveness & Analytics
Student Academic Success Services
Undergraduate Studies
University Library
University Research Foundation
Campus Leadership

- Administration and Finance
  - Interim Vice President Josee Larochelle

Facilities Development & Operations (FD&O)
Finance
Human Resources (HR)
Information Technology Services (ITS)
Spartan Shops, Inc.
University Police (UPD)
• 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
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
Vision 2017: Spartan Pride

• 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
Human Resources

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

HUMAN RESOURCES
SAN JOSE STATE UNIVERSITY | ADMINISTRATION AND FINANCE DIVISION

About Us  Careers  Employees  Forms & Policies  Students

SJSU Home > Human Resources

HR: Committed to Spartan Success

Human Resources maintains a dedicated focus on organizational effectiveness and customer service. The SJSU Strategic Plan, Vision 2017 guides all HR operations.
Welcome Packet

- CSU Employee Information
- Campus Programs
- Yours to keep!
Calendars and Maps

- 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
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
Tobacco and Smoke Free Campus

- 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
    • 1x1s
• 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
• 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
Getting Started with SJSUOne

Password Help

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

• What can I do in the HR system?
  – Set up Alert-SJSU
  – Update Personal and Benefits information
  – Enter and Approve Time and Absence information
  – Enroll in Training Classes
  – View Paycheck and Compensation data

• 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 Info & Tasks

• May see Manager Info & Tasks, Student Info & Tasks
Employee Self Service

- 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
Add personal phone and email (optional)
### Benefits

- 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
• View absence balances, including state service
• View alternate schedule, if applicable
• 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 included on the hard copy, as well as 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 and Perks

• Discounted Attraction/Museum Tickets
• Hotel and Car Rental Discounts
• Restaurant Discounts
• Cell Phone Discounts
Employee Discounts and Perks

• Free and Discounted Software
  – Adobe Creative Cloud
  – Microsoft Office
  – Sophos
  – and more!
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!
- For football, email spartantickets@sjsu.edu

Visit sjsuspartans.com/facultystaff for more information
Spartan Shops

- Gold Points
- Spartan Bookstore
- Dining
- Catering

On the web: spartanshops.com
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
Eateries across campus

Map, menus, and hours on Spartan Shops website

- Please note, many eateries are either closed or have reduced hours during summer and winter sessions.
• On Fourth Café
  – Tully’s Coffee
• Instant Brew
  – Grab-n-Go Items
  – Quick Beverages
• Just Below
  – Deli
  – Peet’s Coffee
  – Jamba Juice
  – Organic, Vegan, Vegetarian and Gluten-Free Options
• Grounded
  – Vegetarian and Organic
Campus Dining

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

- **Street Eats**
  - Mobile dining
  - Menu variety
  - Weekly during fall and spring semesters

- Schedule on the web: spartanshops.com/streeteats
Campus Dining

- Dining Options in Student Housing (open to everyone)
  - Village Market
  - Dining Commons
Spartan Catering

• Catering
  – Breakfast to banquets
  – Professional culinary staff
  – spartanshops.com/catering

• Good to Go
  – Budget-friendly option
  – Browse, Order, Pick up...Good to go!
  – spartanshops.com/goodtogo
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!