New Employee Orientation

Welcome to San José State!
Today's Agenda

Part One

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

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

• We’d like to know...
  – Who you are
  – Where you’ll be working
  – What you’ll be doing
  – Where you were before SJSU
  – A 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 – The Original CSU**
  - Founded 1857
  - Approximately 33,000 students
• State Controller’s Office (SCO)
  – State agency for payroll
  – Generate paychecks, issue W2s, etc.

• California Public Employees Retirement System (CalPERS/PERS)
  – State agency for retirement
  – You pay into CalPERS
  – You retire from CalPERS, not SJSU or the CSU
Campus Leadership

President

- Academic Affairs
- Administration and Finance
- Student Affairs
- University Advancement
- Organizational Development
- Office of Diversity and Inclusive Excellence
- Intercollegiate Athletics

SJSU SAN JOSÉ STATE UNIVERSITY
Campus Leadership

- President
  - Mary Papazian
Campus Leadership

• Academic Affairs
  – Provost and Senior 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
Graduate and Undergraduate Programs
Information Technology Services (ITS)
Institutional Effectiveness & Analytics
Student and Faculty Success
University Library
University Research Foundation
Campus Leadership

• Administration and Finance
  – Vice President and Chief Financial Officer
    Charlie Faas

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

• Student Affairs
  – Vice President
    Reggie Blaylock

Campus Life
• Associated Students
• Student Conduct & Ethical Development
• Student Involvement
• Student Resource Centers (LGBT, Military/Veterans, MOSAIC Cross Cultural, Women)
• Student Union, Inc.
• University Housing Services

Enrollment Services
• Admissions
• Enrollment Operations and Communications
• Financial Aid and Scholarships Office
• Graduate Admissions and Program Evaluations
• Registrar
• Student Outreach and Recruitment
• Testing Office

Student Services
• Accessible Education Center
• Career Center
• Counseling and Psychological Services
• Student Health Center
• University Ombudsperson
Campus Leadership

- University Advancement
  - Vice President
    Paul Lanning

Advancement Operations
Alumni Engagement
Development
Public Affairs
Strategic Communications
Tower Foundation
• Organizational Development
  – Vice President and Chief of Staff
  Jaye Bailey
• Office of Diversity and Inclusive Excellence
  – Chief Diversity Officer
    Kathleen Wong(Lau)
Campus Leadership

• Intercollegiate Athletics
  – Director
    Marie Tuite

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.
SJSU SAN JOSÉ STATE UNIVERSITY

Vision 2017: SJSU’s Strategic Plan

• Spartan Pride
  – Develop vibrant, safe and welcoming communities that create a sense of belonging and instill Spartan pride
  – Spartan Pride Thursday - Wear your Blue and Gold!
Vision 2017: SJSU’s Strategic Plan

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

• Spartans 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
Vision 2017: SJSU’s Strategic Plan

• Unbounded Learning
  – Enhance student success through continuous learning innovations

• 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
• **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
  
  — **Award-Winning Waste Reduction and Recycling Program**
  
  • SJSU recycles furniture, green waste, computers and electronics, paper, packaging materials, batteries, light bulbs, and much more
Working in a Union Environment

• 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
  • The union will represent you whether or not you join
Performance Management

• Your Position Description (PD)
  – Review with your manager
  – Understand the work and expectations

• Formal Evaluations
  – Probationary
  – Annual
    • Staff: April 1 – March 31
    • Management: July 1 – June 30
  – Guidelines and Forms on the HR Website (sjsu.edu/hr)
    • Under Employees/Resources/Performance Management

• Informal Feedback
  – Ongoing communication via 1x1s
  – Don’t be afraid to ask for feedback!
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
- notalone.sjsu.edu
Whistleblower Protection

- CSU Executive Order 929: *Whistleblower Protection Act*
- Report dangerous conditions or illegal activities to a state agency; identity is protected
Workers’ Compensation

• State-mandated employee benefit
• If injured on the job
  – Alert your supervisor or manager unless life-threatening, then dial 9-1-1
  – Workers’ compensation claim form submitted to HR
• Dedicated Workers’ Compensation Analyst
Campus Safety

• Alert-SJSU
• Blue Light Phones
• University Police Dispatch
  – From Campus Phones: Dial 911
  – From Cell Phones: Dial 408.924.2222
• Safety Escorts
  – 24/7 escorts on campus
• Evening Shuttle
  – M-F 7pm-1am extended distance escort
• Rave Guardian
  – Mobile application for safety on campus
• More information: sjsu.edu/police
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
Break Time!
• Password consolidation system/Single Sign-On
  – Via MySJSU, login once for access to most campus systems
    • Campus email
    • PeopleSoft (Oracle)
    • Skillport
    • Wireless network access
    • CSU websites
• Set your password for the first time
  – MySJSU: my.sjsu.edu / Password Help

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

• Expires every 180 days
  – Email/OnScreen reminders 7-14 days prior to expiration
• What is MySJSU?
  – Front end website for IT Services

• What can you do there?
  – Set/Reset SJSUOne password
  – 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
What is PeopleSoft (Oracle)?
- SJSU’s databases for HR, student and financial information

How do I get access?
- Self Service is automatically granted
- Other access requires a System Access Request form and may require training to be complete
  - 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
Navigate via the Main Menu by clicking Self Service
Employee Self Service

- **Alert SJSU**: Opt in for SJSU alerts via phone or email

- **Campus Personal Information**: Keep addresses and emergency contacts updated
  - Updating preferred name will not change your email address; log a help desk ticket with ITS
• **Benefits**: Enroll and maintain benefit information
  – Not in PeopleSoft:
    • TSA enrollments
    • Life insurance beneficiaries
    • Flexible Spending Account details

• **Time Reporting**:
  – View absence balances
  – Report absences as they occur; report No Leave Taken when applicable
  – Absences must be approved by 5pm on 1\textsuperscript{st} working day of next pay period
Employee Self Service

• **Payroll and Compensation:** View paycheck and compensation history
  - Always review hard copy pay stub; data online is summarized

• **Learning and Development:** Enroll in training courses offered by HR and other campus departments
- Approve student/hourly time (Payable Time)
- Approve staff and faculty absences ( Reported Absences)
- Enter absences on behalf of direct and indirect reports
- View absence balances for direct and indirect reports
- **Absences must be approved by 5pm on 1\textsuperscript{st} working day of next pay period**
Information Security

• Don’t let a security breach happen to you!
  – Get antivirus protection for your home machine
  – 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
Help

• 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
  - Conflict of Interest
  - Anti-Harassment, Discrimination, Retaliation

- **eLearning**
  - Skillport 8.0
  - Lynda.com (w/library card)
  - LifeMatters by Empathia
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
  - Only 6 units are covered by Fee Waiver
Spartan 101

- Learn more about SJSU, our mission, and Vision 2017
- Connect with campus resources
- Meet and network with other new Spartans
- 2nd Wednesday of every month
Employee Discounts

- Car Rentals
- Cell Phone
- Hotels
- 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

• Located in the center of the Student Union
• A Barnes and Noble College Store
• More than just textbooks!
  – SJSU Apparel
  – Gifts
  – Snacks
  – Technology
    • Discount on Apple Computers - $50-$200, depending on machine
• Employee Discount
  – Show your Tower Card for 10% off (excludes electronics, electronic accessories, textbooks, and clearance items)
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
- **Village Market**
  - Pizza, Wings, and Ice Cream
Campus Dining

- Union Square
  - Bricks Pizza and Pasta
  - In the Mix Salad
  - Jamba Juice
  - Le Boulanger
  - Panda Express
  - Smokin’ Sammy’s
  - Starbucks
  - Subway
  - Taco Bell
  - Waffle Coop
• Mobile dining
• Menu variety
• Available Monday through Thursday during the Fall and Spring semesters; one day a week during the Summer
• Schedule on the web: spartanshops.com/streeteats
• Skip the lines – Order and pay ahead!
• Available at the following locations:
  – Jamba Juice, Just Below, Village Market, Le Boulanger, Bricks Pizza, Panda Express, Taco Bell, Subway, and Mojo Burger.
  – Download the free app, available in iTunes and Google Play
• No smart phone? Order on your desktop!
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 Commons
- Recycles 100% of cooking oil
- Reduced food waste in the The Commons by 40% in the past two years
What’s next?

• Benefits orientation
• Activate your SJSUOne account
• Review position description with your manager
• Spartan 101
• Campus tour
• The Red Folder
• Stay in your seats to meet your payroll representatives
• Have a great first day!