Dear New Faculty,

The Human Resources Department welcomes you to San José State University. We are excited to have you join us and appreciate you bringing your expertise to our University. This document is designed to clarify HR requirements for newly hired Faculty and to provide you with resources to enable you to make a smooth transition into your new role.

**PART I**

- Prior to or on your start date, you will be required to come to Human Resources (HR) to complete new hire paperwork which includes forms for payroll purposes and the Form I-9.
  - You may print and fill out these documents prior to coming to HR by navigating to the link below.  
    http://www.sjsu.edu/hr/new_employees/new_employee_forms/index.html
  - The Form I-9 will be completed at the HR office. You must present original and unexpired documents that provide both identity and work authorization. Please navigate to the link below to refer to the List of Acceptable Documents.  
    http://www.sjsu.edu/hr/docs/personnel/info/List%20Acceptable%20Documents.pdf

- No appointment is required to submit your new hire paperwork. If you prefer to fill out the paperwork in our office, allow at least 20 minutes. Please refer to the next page under Resources to find our office location.

- Upon your visit to HR, you may be eligible to receive an employee photo ID called a “Tower Card.” In order to obtain your Tower Card from our office, your department must enter your active contract in the University’s database.

- If you are eligible for benefits, you will receive an enrollment email from your Human Resources Benefits Representative. For information on CSU provided Benefit plans and rates, refer to the Benefits section of the HR website. The website address is listed under the resources section of this document.

- To view future pay dates, please refer to the Master Payroll Calendar. The link to the calendar is listed under the resources section of this document.
  - If you are an incoming faculty member for the Fall Semester, you will receive your first pay check in the September Pay Period, on or after October 1st.
  - If you are an incoming faculty member for the Spring Semester, you will receive your first pay check in the February Pay Period, on or after March 1st.

- Parking permits may be purchased through the Parking Services Department located on the first floor of the University Police Department (UPD) building adjacent to the South Parking Garage. Employees must have an active contract and a Tower Card in order to obtain a parking permit. For any questions, please inquire with Parking Services. You will find their contact information under the resources section of the document.
If you are interested in public transportation, contact our A.S. Transportation Solutions Department for a wide range of alternative commuting methods. The department information is listed under the resources section of this document.

For building or office keys, please verify with your department if keys are required for you to obtain. If so, your department will send a key request to the Lock Shop on your behalf. Once the keys are ready for pick up, you will be notified to pick them up at the Lock Shop. You must present your employee Tower Card to the Lock Shop in order to obtain your building keys.

For details regarding access to Canvas, you may contact your hiring department.

Your email address will be generated through IT Services. You will be notified by your department when your email address has been established. For assistance and/or instructions on how to set your email password, you may contact IT Services. The IT Services department information is listed under the resources section of this document.
PART II

Resources and Information

<table>
<thead>
<tr>
<th>Campus Map</th>
<th><a href="http://www.sjsu.edu/map/">http://www.sjsu.edu/map/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Payroll Calendar</td>
<td><a href="http://www.sjsu.edu/hr/calendars/">http://www.sjsu.edu/hr/calendars/</a></td>
</tr>
<tr>
<td>CSU Provided Benefit Programs</td>
<td><a href="http://www.sjsu.edu/hr/benefits/">http://www.sjsu.edu/hr/benefits/</a></td>
</tr>
</tbody>
</table>
| Faculty Affairs             | http://www.sjsu.edu/facultyaffairs/  
408-924-2450                 |
| Parking Services            | http://sjsu.edu/parking  
408-924-6556                 |
| A.S. Transportation Solutions | http://as.sjsu.edu/asts/index.jsp  
408-924-7433                 |
| IT Services                 | http://its.sjsu.edu/  
408-924-1530                 |
| Human Resources             | http://www.sjsu.edu/hr/  
408-924-2250                 |

University Police Department 3rd Floor  
377 S. 7th Street  
San Jose, CA 95112

We hope you find the information on this document resourceful. Our Human Resources Department is available to answer any questions you may have. Again, we are excited that you have chosen to work at San José state University and we look forward to seeing you soon!

Best Regards,

Human Resources Staff