New Employee Orientation
Welcome to San José State!
Agenda

• Welcome and Introductions
• Get to Know The CSU and SJSU
• Get to Know Human Resources
• Welcome Packet
• Your Position at SJSU
• Performance Management
• Unions at SJSU
• 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
  - 1 Chancellor’s Office
  - 1 Board of Trustees

- **SJSU**
  - Founded 1857
  - Approximately 31,000 students
Campus Leadership
Campus Leadership

• President
  – Mo Qayoumi

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

• University Advancement
  – Vice President
    Paul Lanning

Advancement Operations
Alumni Association
Development
Public Affairs
Tower Foundation
University Events
• 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.
• 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/stepping_beyond
Human Resources

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

Human Resources
San José 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

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

- Parking on Campus (sjsu.edu/parking)
- Transportation Solutions
- VTA Eco Pass
- 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
• 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
Declaration of Outside Employment

• All management (MPP) employees are required to disclose outside employment to the university
  – Complete Outside Employment Disclosure and Acknowledgement form
  – Review with manager
  – Return to HR

• Find the form on the HR website:
  – Forms & Policies/Performance Evaluation - MPP
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
  – Informal Feedback
    • 1x1s
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)

• 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
Getting Started with SJSUOne

Please let us know what you think about the changes to the website!

System Status

Canvas operational
MvSJSU

MySJSU News

Last update: March 26, 5:01 pm

Campus Community
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!
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
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
• SJSU’s Emergency Alert System
• Opt In for Employees
• Set up Phone and/or Email to get Alerts
Keep address(es) updated
Add preferred name (optional) – will not change campus email
Campus phone and email automatically added
Add personal phone and email (optional)
Add emergency contacts – seen only by HR and UPD
- Review during benefits orientation
- Enroll in and update benefit information
  - Newly hired/eligible
  - Life Events
  - Open Enrollment
Absences must be entered and approved by 5pm on 1st working day of next pay period

Enter absences as you go

Must enter No Leave Taken if you were not absent

Some departments use timekeepers; check with your manager
• View paycheck data
• View job and compensation history
Enroll in training classes

View your training summary

View any non-SJSU training you have taken
  – Submit training certificates to HR for updates
Manager Self Service

- Approve student/hourly time
- Approve staff and faculty absences
- Absences must be approved by 5pm on 1st working day of next pay period
• IT Help Desk
  – Email: ithelpdesk@sjsu.edu
  – Phone: 408.924.1530
  – Hours:
    • Mon-Thu 7:30am – 11:00pm
    • Fri 7:30am – 6:00pm
    • Sat 2:00pm – 6:00pm
    • Sun 7:00pm – 11:00pm
    • Closed on holidays
    • See MySJSU for more details
Employee Training

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

• Manager Training
  – Online Courses (*Required for all MPPs)
    • Eliminate Campus Sexual Violence*
    • Data Security & Privacy*
    • FERPA & Protecting Education*
    • Conflicts of Interest
    • Anti-Harassment, Discrimination, Retaliation
  – Performance Management
Employee Training

- eLearning
  - Skillport 8.0
  - LifeMatters by Empathia
- 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
Spartan 101

• 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
Activities and Events

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

• Campus Event Calendar
• Free tickets to all athletic events for employees and their families!
• Visit sjsuspartans.com/facultystaff
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!
• 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
• 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, and hours on Spartan Shops website

- 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
  - 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 (Mongolian Grill)
  - Mojo Burger
  - Bricks Pizza
  - Panda Express
  - Jamba Juice and more!
• Street Eats
  – Mobile dining
  – Menu variety
  – Weekly during fall and spring semesters

– Schedule on the web: spartanshops.com/streeteats
• Dining Options in Student Housing (open to everyone)
  – Village Market
  – Dining Commons
• 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
Welcome to San Jose State University!

Getting Started
The first day on a new job can be overwhelming, but we’re here to help you.

- Benefits
- Campus Email
- Employment Eligibility Verification
- Login to MvSJSU

- New Employee Orientation Slideshow
- New Employee Forms
- Telephone and Voicemail
- Parking Services
What’s next?

- Benefits orientation
- Review position description with your manager
- Spartan 101
- Campus tour (optional)
- Outside Employment Disclosure (MPPs only)
- The Red Folder
- Have fun!
Thanks for coming!