From the desk of Joanne Wright, Senior Associate Vice President, University Personnel

It is already the middle of the semester and I am ever appreciative of the amazing work our faculty and staff continue to do in support of our students. As the calendar continues to move towards a new decade, it is time to think about end-of-year holidays and deadlines.

The full list of remaining 2019 campus holidays and deadlines can be found in the next article, but I wanted to highlight our annual campus closure. This year, the campus will be closed from Wednesday, December 25, 2019, through Wednesday, January 1, 2020. Most of these days are holidays but December 31 is a Campus Closure day, which means you must account for that day with your personal holiday, vacation or CTO. If you do not have enough leave on the books, please talk with your manager about your options. As a reminder, MPPs, Confidential Employees, and 12-month faculty are required to take leave that day. This does not apply to 10-month AY faculty.

If you have any questions, please don’t hesitate to reach out. The UP Leadership Team is here to help!

I wish you all a happy and productive remainder of the semester as well as a well-deserved end-of-year week off to rest and relax before we start again in 2020!
As we approach the holidays, please be aware of several year-end deadlines related to UP processes. In addition, take note of the various campus holidays in November and December, including the campus closure on December 31. If you have any questions, please contact Your UP Representatives.

**November 28-29/Campus Closed for Thanksgiving:** November 28 is a scheduled holiday and November 29 is a rescheduled holiday. No personal leave needs to be taken for either day.

**December 3/Recruiting:** Last date to submit a response to an “Approval to Extend a Conditional Offer” email for employees with a start date of January 6, 2020, in order for the offer letter to be sent before the holiday break. All complete responses must be received by 8:00 a.m. on this day. For employee start dates after January 6, the offer letter will be sent to the candidate when operations resume in January 2020. **Incomplete responses may delay the employee’s start date.**

**December 6/Mailing Address:** Last day to update your mailing address to ensure your W-2 is mailed to the correct location. See [Change My Address and other info](#) to review your address and make any necessary changes. The State Controller’s Office will mail W-2s at the end of January 2020.

**December 9/New Hires:** Last new employee start date for 2019. This includes emergency hires, casual workers, and regular or temporary employees.

**December 11/Position Management:** Last day to submit funding, department and approval structure position management changes for December payroll. Changes received after this date will be processed in January 2020.

**December 13/Recruiting:** Last day a fully-approved Request to Recruit, including a fully-signed Position Description, can be received in order for the job to be posted by December 20, 2019.
Requests to Recruit received after this date will be posted in January 2020. As a reminder, a vacancy will not be posted without a signed Position Description.

**December 23/Absence Management:** Last day to enter and approve December absences. To ensure accurate and timely pay for the December pay period, all absences for both salaried and hourly employees must be entered and approved no later than 12:00 p.m. on Monday, December 23, 2019. See Enter My Absences or Approve Absences.

**December 25-30/Campus Closed for Winter Holidays:** The campus is closed from December 25 through December 30 for the holidays. No personal leave needs to be taken for these days. Please note: If the Governor and/or Chancellor provide additional time off prior to December 25 as they have in previous years, we will notify you.

**December 31/Campus Closure:** The campus is closed on December 31. All employees (excluding 10-month AY faculty) must use vacation, personal holiday or compensatory time off for the December 31 campus closure. Bargaining unit employees, other than 12-month faculty, should work with their manager if they do not have enough time to cover the closure date. MPPs, confidential employees and 12-month faculty are required to use vacation, personal holiday, or CTO.

**December 31/Paycheck Distribution:** University Personnel South (UPD Building/3rd Floor) will be open from 8:00-9:00 a.m. on Tuesday, December 31 for employees who wish to pick up their December paycheck. Employees must bring a photo ID and may only pick up their own check. Department contacts can pick up paychecks when the campus reopens on January 2, 2020, from 9:00 - 11:00 a.m.

**January 1, 2020/Campus Closed for New Year’s Day:** The campus is closed on January 1 and no personal leave needs to be taken for this day.

**January 1, 2020/Open Enrollment:** All open enrollment changes will be effective January 1, 2020. Please review your December pay stub to confirm your changes have been processed. If you have any questions regarding your open enrollment changes, please contact your Benefits Representative.

**January 6, 2020/New Hires:** First new employee start date (includes emergency hires, casual workers, and regular or temporary employees) and first New Employee Orientation for 2020.
Form W-2 Frequently Asked Questions

Is there a deadline for changing my mailing address to ensure the Form W-2 is received on time?
Yes. Your mailing address must be current as of December 6, 2019 to ensure timely receipt of your Form W-2. See Change My Address and other info to view and update your address online.

Does SJSU issue and maintain the Form W-2?
No. Form W-2s are issued by the State of California Controller’s Office and are not maintained or reissued by SJSU.

When will my Form W-2 be mailed?
Forms will be mailed by the State Controller’s Office by the end of January 2020.

What if I don’t receive the Form W-2 or my address changes after December 6, 2019?
If you have not received your Form W-2 by January 31, 2020, please contact your Payroll Representative. Form W-2s that are undeliverable by the post office will be returned to University Personnel.

Who should I contact if my Form W-2 was damaged or not sealed?
Complete a Duplicate Wage and Tax Request Form and mail it to the State Controller’s Office (address is on the form). Do NOT bring the form to University Personnel. Generally there is a fee of $8.50 charged by the State.

Campus Safety Tips

The University Police Department (UPD) offers a variety of programs and resources to ensure you are safe on campus. Use the blue light phones found around campus and in some buildings or call 924-2000 to contact UPD at any time.

Evening Guides
- Available 24/7
- Call 924-2222 to request an evening guide to walk or drive you between locations on campus at any time

Spartan Saferide Shuttle
- Available M-F from 7:30pm-1:00am during the Fall & Spring Semesters
- Call 924-2222 to request the shuttle to pick you up/drop you off within Julian Street, 1st Street, 16th Street and I-280

Workplace Safety Tips
- Secure your office and work station when you’re not there
- Keep valuables out of view
- Know where the fire extinguisher and first aid kits are
- Know emergency escape routes
- Communicate with your colleagues

Campus Safety Tips
- Avoid walking alone after dark
- Be aware of your surroundings
- Stay in well-lit areas
Controller’s Office for a duplicate copy of the Form W-2. If your address is correct in the system and your Form W-2 has not been received, please contact your Payroll Representative. A waiver of the processing fee may be applied if your address has not changed. The final date that to request a fee waiver for un-received Form W-2s is March 1, 2020.

Who should I contact if I have additional questions about my Form W-2?
Please contact your Payroll Representative.

Parking Safety Tips
- Park in a well-lit area
- Keep belongings out of view
- Lock your car and set the alarm
- Have keys ready and check seats before entering your car

Faculty and Staff Recognition Events

Mark your calendars now to celebrate with your fellow Spartans in the Spring. The Spartan Service Celebration (staff recognition) will be held Thursday, March 5. Faculty Appreciation Day will be held Thursday, April 9.

More details to come on both events in the coming months.
Annual Staff Awards - NEW!

The Office of the President recently announced the first annual Staff Awards that will honor outstanding staff members at SJSU. Nominations can be submitted for three awards: Outstanding Staff of the Year, Distinguished Service, and Spartan Spirit. Review the nomination criteria and complete the nomination form by 5:00 p.m. on Friday, December 13, 2019.

Nominations may come from any SJSU or auxiliary employee, including self-nominations. Three finalists for each award will be asked to provide a letter of support that will assist the review committee in making a final determination. The award recipients will be officially recognized and invited to deliver a short address if they choose at the Annual Spartan Service Celebration on March 5, 2020. The individuals selected will each receive a plaque and a monetary award.

To be eligible for any of the three staff awards, an individual must: (1) be a staff member of SJSU or its auxiliaries, (2) be currently employed on a half-time or greater basis, (3) not be a student employee or faculty member, and (3) not be a current member of the Staff Council Executive Committee, the Staff Awards Recognition Committee, or the Staff Awards Review Committee.

Managers (MPPs) who are Level I and II are eligible for the Spartan Spirit Award; MPPs that are Level III or IV are not eligible for the awards.

The SJSU Staff Council’s Staff Recognition Committee developed the award categories and nomination criteria. We thank the members of the committee for all of their efforts in establishing these awards.
Do you like saving money?

Do you like receiving a discount?

If you answered yes to either of those questions, check out Benefit Hub. SJSU has partnered with the company to offer numerous discounts to our employees.

Benefit Hub is a fully customizable benefits and rewards portal that offers the widest variety of discounts for everyday items, services, and local and nation-wide attractions.

Visit Benefit Hub today to review exclusive discounts for SJSU employees. To view all discounts offered to SJSU employees, including cell phone service and software, visit Employee Discounts on the University Personnel website.

LifeMatters® by Empathia

When you or your family need helpful guidance, contact LifeMatters® by Empathia.

LifeMatters® is San José State University’s confidential Employee Assistance Program (EAP), dedicated to employee well-being. Their services range from emotional and family counseling to legal support and financial guidance, just to name a few.

LifeMatters® offers both online and in-person support:

- Visit LifeMatters® online for more information; use the password: SPARTANS
- Speak to someone from LifeMatters® 24/7 confidentially, call 800-367-7474
Welcome New Tenure Track Faculty!
Mark Barash - Justice Studies

Welcome New Staff!
Abraham Lobusta - Custodial
Aileen Angel-Peralta - Custodial
Annalisa Duarte - Student Athlete Success Services
Annamae Grande - Financial Aid & Scholarships
Anthony Bolanos - E-Campus
Christie Johnson - Academic Advising & Retention Services
Christopher Donley - MLK Library Security
Daniel Nguyen - Student Health Center
David Stone - HVAC
Davis Ryan - Athletics
Dylan Mazelis - Student Involvement
Eduardo Ramirez - Electrical
Gregory Martinez - Student Health Center
Guadalupe Figueroa Rodriguez - Custodial
Isabel Tran - Office of the Registrar
Jose Montoya - MLK Library Security
Joseph Waltasti - Sports Information
Josh Etherington - University Personnel
Julia Gaudinski - Office of Research
Lauren Vargas - MLK Library Security
Lu Han - Strategic Plan, Portfolio Mggt.
Mahmut Saritas - Strategic Plan, Portfolio Mgt.

Spartans Stepping Beyond
Has one of your co-workers helped you out with a big project? Did you see a colleague go above and beyond? Has a student done something extraordinary? Take a moment to recognize them!

Spartans Stepping Beyond, the University's online recognition program, is a great way to recognize a member of the Spartan community. All recognitions are posted on the University Personnel website. Everyone who submits a recognition, as well as those who are recognized, are entered into a quarterly drawing for Gold Point cards that can be used...
for campus dining or in the bookstore.

This program is open to faculty, staff, and students.

**Recognize a fellow Spartan today!**

Please note, you must be logged into your campus email to submit a recognition.

*Photo by Alfredo Coria*

**Chi Nguyen is Stepping Beyond...**

Chi’s work (along with that of the two members of her team) in creating transfer credit rules for the university has been a game changer for SJSU. Each week Chi and her team complete thousands of rules in PeopleSoft so that when students transfer to SJSU they get credit for the work they have completed. This helps ensure that students enroll in the right classes so that they progress toward graduation. ~ Thalia Anagnos
Spotlight on…

Training and Technology

The Training and Technology staff members reside in the UP South offices on the 3rd floor of the UPD Building. The training team is small but mighty, overseeing not only the training program for the University but also the department’s two big events: The Benefits and Employee Services Fair and The Spartan Service Celebration. In addition, the office of one oversees the University’s wellness programs. The HR Information Systems (HRIS) team is responsible for supporting PeopleSoft HR functionality, including Temporary Faculty processing, as well as functionality in Interfolio (eFaculty). They test, train, troubleshoot issues, and work closely with IT to ensure all software is working correctly. In addition, they manage and report on a variety of data for faculty and staff, manage several internal databases, the department's forms and documents, and manage the department's website.

Get to know the team!

Carrie Medders - Senior Director, University Personnel
Carrie has been with the CSU a little more than 21 years, most of that time spent at SJSU. She began her SJSU career in 1998 as a Compensation Analyst then spent almost 11 years doing PeopleSoft system implementation, training, and support at SJSU and Cal State East Bay. For
the last 7 years she's had a hybrid role managing not only the Training and HRIS teams but also Staff Recruiting, Classification & Compensation, Compliance, and the department's marketing team. *Did you know?* Carrie collects elephants, a hobby that began in college. "The elephant is the mascot for the sorority of one of my closest friends. I kept buying elephant things for her and decided at some point to start buying them for myself." Now, almost 30 years later, she has several hundred elephants! Her favorite food is Pad Kee Mao (Thai).

**Tamela Sullivan - Coordinator, Training & Special Events**
Tamela came to SJSU from the Credit Union industry where she was a Learning and Development Specialist. After 15 plus years, "I talked to God and said I no longer wanted to be in the Credit Union industry, please direct me to work in Higher Education." Tamela has a passion for helping and educating people and began her SJSU career in 2016 as an On Boarding Coordinator. Less than a year later she transitioned into her current role. *Did you know?* Tamela is a published author! "I have a chapter in a book compilation titled, 'Breaking Through Barriers Volume 2.'" Her favorite foods are Mexican and Japanese.

**Ken Guzzetta - HRIS Lead**
Coming from a high-tech background, Ken wanted his next role to have more meaning. He graduated from SJSU and thought, "Wouldn't it be cool to go back to my roots and work for the University? I could not have been more right." Ken has been in HRIS for two and half years and loves his job. "More than the work, the people I work with make it fun and challenging. I feel grateful to work with a bunch of smart people." *Did you know?* Ken is a techie at heart but loves old, classic cars and loves to restore them. He has a '57 Chevy and also helps his dad maintain several other classics. Ken loves Poke bowls.

**Lisa Chen - Senior Business Analyst**
Lisa graduated from SJSU and has been back on campus as an employee since 2014. After working in the high tech industry for almost 15 years with crazy work hours, Lisa was looking for a place focused on people, not profit. "SJSU embraces work/life balance and allows me to continue my growth as a business analyst." *Did you know?* Lisa loves everything related to farming and respects all the farmers who work hard to feed us. She likes all kinds of Asian food and Poke bowl is one of her favorites.

**Julia Chan - Business Analyst**
After taking time off to take care of her kids and to live abroad, Julia joined the HRIS team earlier this year. "It was a perfect time for me to rejoin to the workforce." As an alumna, Julia felt SJSU was a great place to return to in a role that was familiar but also challenging. *Did you know?* Julia loves to travel and experience different cultures and foods. Her favorite cuisines are Sushi, Mexican and Mediterranean. "I also love anything you can turn into a salad!"

**Thanh-Minh "Minh" Nguyen - Faculty Data Analyst**
Minh began her SJSU career in 2000 as a student assistant in the Office of Faculty Affairs. "I thought I would like working in an education environment." After she graduated she was offered a full-time position in the same department and has been working here for 15 years. *Did you know?* Minh's first job in the US was as a math tutor at San Jose City College. Her favorite food is Vietnamese and her favorite dish is the spring roll.

**Mike Pyrch - Form & Documentation Specialist**
Mike joined the HRIS team on a temporary basis in late 2018 but recently moved into a probationary position. Mike was encouraged to explore opportunities on campus by a good friend who is now his co-worker. "After a couple of interviews in different departments I don't think I could have landed in a better place than where I did." Did you know? As a young volunteer at the old Steinhart Aquarium in San Francisco, Mike maintained the cleanliness of the roundabout fish exhibit. "This was done by donning SCUBA gear and getting in with all the fish. Waving to the excited kids through the glass was the best part." Mike loves tacos.

The following employees recently joined the UP team or changed roles:

- **Castelle Rawls** joined the Payroll team as a Payroll Representative; she previously worked in FD&O
- **Josh Etherington** joined the team as the new Manager for Leave and Workers' Compensation
- **Maria Rocha** moved from Payroll to Employee Support Services and is now an ESS Representative
- **Mi Duong** joined the team as an Employee Support Services Representative; she was previously in the School of Social Work
- **Michael Pyrch** moved from a temporary to probationary position as the Form & Documentation Specialist
- **Treesy Ngo** moved from Employee Support Services to Payroll as a Payroll Representative

VIEW THE UP ORG CHART
The following jobs were recently opened for recruitment:

- IT Portfolio and Project Specialist
  *Strategic Planning, Portfolio Management*
- Classroom and IPTV Technology Coordinator
  *Instructional and Meeting Spaces*
- Academic Advisor II
  *Lucas College of Business*
- Student Engagement Coordinator
  *Student Involvement*
- Master's Program Administrative Support
  *Nursing*

The following jobs are currently open to SJSU employees only:

- Administrative Analyst
  *Chemical & Materials Engineering*
- Patrol Corporal
  *UPD Field Operations*
- Patrol Sergeant
  *UPD Administrative Services*
- Manager, Instructional and Meeting Spaces
  *Instructional and Meeting Spaces*
- Football Video Coordinator
  *Athletics Video Operations*
- Accounts Resource Analyst
  *Career Center*

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**Upcoming Training and Events**

**Enroll in Training Now**

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<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Course Name</th>
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<tbody>
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**VISIT CAREERS**
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<th>Time</th>
<th>Event Description</th>
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<td>Academic HR Processing for PeopleSoft</td>
<td>HR9002</td>
<td>#0034</td>
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<td>10:00-11:00</td>
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<td>TRFE43</td>
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<tr>
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<td>Thursday</td>
<td>12:00-4:00</td>
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<td>MPP-Progressive Discipline and Documentation (MPPs ONLY)</td>
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Please note, training for Work Leads will be scheduled in the near future.

Email up-training@sjsu.edu for information on other training courses or help enrolling.

Contact University Personnel via Phone or Email
408.924.2250 or university-personnel@sjsu.edu