



Dear New Faculty:

The University Personnel 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 University Personnel-Human Resources (UP-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 UP-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 UP-HR by navigating to the link below.
http://www.sjsu.edu/up/all_forms/new_employees/index.html
 1. [Buckley Amendment](#)
 2. [Limited Reporter Acknowledgement or General Reporter Acknowledgement](#)
 3. [CSU SSA-1945: Statement Concerning Your Employment in a Job not covered by Social Security](#)
 4. [EAR- Employee Action Request](#)
 5. [Employee Appointment Form](#)
 6. [Nonresident Alien Tax Assessment General Contact Information](#) (for nonresident aliens only)
 7. [Veteran Self Identification Form](#) (for citizens and permanent residents only)
 8. [Voluntary Self Identification of Disability](#)
 9. [Voluntary Self Identification Form for Employees](#)
http://www.sjsu.edu/up/all_forms/#D
 1. [Direct Deposit Enrollment Authorization](#)
 - **The Form I-9 will be provided to you and must be completed at the UP-HR office.** You must present original and unexpired documents that provide both identity and work authorization. Please refer to the **List of Acceptable Documents** found on the last page of Form I-9
(https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf?download=1).

- ✓ 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 Resources page for our office location.

- ✓ Upon your visit to UP-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 have entered your active contract in the University’s database.



- ✓ If you are eligible for benefits, you will receive an enrollment email from your Benefits Services Representative. For information on CSU provided benefit plans and rates, refer to the Benefits section of the UP website listed on 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 temporary faculty member for the Fall Semester, you will receive your first paycheck on or after October 1st (September Master Payroll).
 - If you are an incoming temporary faculty member for the Spring Semester, you will receive your first paycheck on or after March 1st (February Master Payroll).
- ✓ Parking permits may be purchased through **Parking Services** 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 this document.
- ✓ If you are interested in public transportation, contact **Transportation Solutions** 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 enter your office and/or building. If so, your department will send a key request to the **FD&O 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** as well as guides and tutorials, please refer to the Resources section of this document.
- ✓ Your **email address** will be generated by **Information Technology**. 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 Information Technology. The IT department information is listed under the Resources section of this document.



PART II

Resources

Campus Map	http://www.sjsu.edu/map/
Master Payroll Calendar	http://www.sjsu.edu/up/calendars/index.html
CSU Provided Benefit Programs	http://www.sjsu.edu/up/all/benefits/index.html
Parking Services	http://sjsu.edu/parking 408-924-6556
Transportation Solutions (Public Transportation)	http://as.sjsu.edu/asts/index.jsp 408-924-7433
Canvas	http://www.sjsu.edu/ecampus/teaching-tools/canvas/index.html
Information Technology (Email assistance)	http://its.sjsu.edu/ 408-924-1530
University Personnel University Police Department 3 rd Floor 377 S. 7 th Street San José, CA 95112	http://www.sjsu.edu/up/ 408-924-2250

We hope you find the information on this document useful. Our University Personnel 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,

University Personnel