New! Travel Authorization and Reimbursement

The Finance Service Group is pleased to announce the implementation of a new Travel Authorization and Reimbursement component of Financial Transaction Services (FTS) on April 4. Highlights include:

- System log in using SJSUOne account for all faculty, staff and student who travel.
- Paperless approval routing for Travel Authorization and Reimbursement
- Electronic submission, with uploaded documentation and receipts, for Travel Reimbursement
- Email messages to provide status to travelers and Approving Officials
- Review capability for traveler to check status of request
- One trip number creates a correlation between Travel Authorization and Travel Reimbursement

The new travel component is very user friendly and training is not required. An online reference guide will be available on the MySJSU website in the near future.

Spring 2012 Finance What’s Up? Presentation

Our Spring 2012 What’s Up? Presentation was held on Wednesday, April 4. Agenda items included:

Updates on Fall 2011 initiatives, including the FTS Travel enhancement project and CFS Date Warehouse Presentation of newly created department resources and training opportunities. Guidance for year-end preparation and budget success. If you were unable to attend, a copy of the Spring 2012 Finance What’s Up? Presentation (http://www.sjsu.edu/finance/docs/Finance_WhatsUp_Spring_2012_Presentation.pdf).
Human Resources:

Spartan Eldercare Resource Fair

Human Resources, in collaboration with CONCERN: Employee Assistance Program (EAP), is pleased to bring the Spartan Eldercare Resource Fair to San José State on Wednesday, April 18, from 12:00pm to 2:00pm in ENG 285/287.

If you are balancing the responsibilities of work and care giving for an aging, disabled, or chronically ill relative or friend, this fair is for you.

Are you concerned about a family member living alone? Do you need help caring for a spouse or aging parents? Are you looking for resources in your community, but are not sure where to start?

Do you just need a break, respite care, or a group to get support?

You will learn about the free eldercare resources available through EAP. You will also have access to a variety of organizations and companies that will answer questions, provide information on assisted living and nursing care, caregiver support, home health care, and senior programs. There will be a few words from the Alzheimer’s Association.

In addition, there will be informational presentations on:
- Caring for the caregiver
- Safety in the home

We hope you will join us for this important event.

For more information, please contact Julie Wong in Human Resources at 924-2256 or Laurie Funari with CONCERN at 650 988-7409.

Spartan Baby Shower

Well U is throwing another Spartan Baby Shower on Wednesday, may 2, from 12:00pm to 1:30pm in ENG 285/287. All new and expectant parents are invited to attend. This time, we are also inviting anyone who is planning to start a family. HR Benefits Representatives will talk about leave benefit programs. CONCERN: EAP, Kaiser Permanente and Blue Shield will give presentations about the services they provide. The New Parents Group will also be there to offer support. There will be games, food, giveaways, and cake! Spartan Shops has generously donated prizes as well. RSVP to Julie Wong in Human Resources at julie.wong@sjsu.edu.

Optimizing Mental Function and Behavior

In March, Dr. Robert Martines gave a great talk about the 100 Year Lifestyle-Reversing the Aging Process. Well U is excited to bring him back, this time for his talk, Optimizing Mental Function and Behavior. Dr. Martines is a Chiropractor and a wellness expert. He has been practicing for over 23 years and is dedicated to the advancement of natural health care. Optimizing Mental Function and Behavior will be on Tuesday, April 24, from 12:00pm to 1:00pm in ENG 285/287.
Facilities Development & Operations:

Custodial Department Goes “Hollywood”

FD&O Facility Services Department is currently producing training videos focusing on new advanced methods which are currently being employed for custodial operations.

The training videos will feature FD&O custodial team members and students at San José State University. The videos will be both educational and entertaining.

As the campus moves forward to create a more sustainable and earth-friendly environment, FD&O has changed a number of processes. We now use safer, non-toxic chemicals, consume less water to perform cleaning tasks, and maximize the effort of our work force through more efficient scheduling.

The training videos will be used to instruct newly hired team members, and will also be a resource to provide reinforcement training for current staff.

A sample of one of these exciting training clips will be posted on the FD&O website in the near future. We will keep you posted.

Information Technology Services:

Network Upgrades

Internet access is increasing in April to add more Internet connection capacity campus-wide. Details include more than 50 wireless access points for an added capacity of nearly 2,400 connections to a total capacity of roughly 26,000 concurrent connections campus-wide. Additional network management tools will provide the ability to respond to network capacity and coverage needs more quickly.

Please visit Information Technology Services Networking (http://uts.sjsu.edu/networking) for current information on scheduled network updates in buildings and wiring closets.
Spartan Shops:
Let Spartan Shops Make Your Catered Event an Affordable One!

Do you want a catered event, but need to do it on a limited budget? Here are some low cost options that Spartan Shops currently has available for your meeting and small event needs:

- **Flying Pizza (Village Market)**
  408 795-5694
  Clayton Stockdale

- **Subway (Student Union)**
  408 924-2700 or 408 924-1754
  Luis Ortiz

- **Jamba Juice (Student Union)**
  408 924-1754
  Luis Ortiz

- **Panda Express (Student Union)**
  408 924-1754
  Jason Hood

- **Just Below (MacQuarrie Hall)**
  Sandwiches, pastries and Peet’s Coffee
  408 924-1755
  Joanna Lee

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Earth Day San Jose 2012

Come celebrate Earth Day San Jose on April 19 at the San Carlos Plaza. Spartan Shops is proud to be a part of this event that will bring the Earth and the community together. Enjoy food, a vendor fair, guest speakers, live music, the Trashion Fashion Show and more! The all day event starts at 10:00am.

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Spartan Bookstore Facebook Contest

Congratulations **Luis Garcia** from Purchasing. You just won a MacBook Pro!!!

We’ll be contacting you soon to schedule the pick-up of your brand new (2.2 Ghz) 15” MacBook Pro!
University Police Department:

**Law Enforcement Torch Run®**

A fundraising event benefiting the Special Olympics Northern California.

Tip a Cop® brings together local law enforcement personnel and Special Olympics athletes for a day of food, fun and awareness. Every year, members of law enforcement volunteer as celebrity wait staff for “tips” that benefit Special Olympics. This event raises money to provide local athletes with free year-round training and competition in 12 sports.

Together we can make a difference. The San José State University Police Department officers will be seating you and serving your meal.

Please join us on Wednesday, April 25, 5:00pm to 9:00pm at the Sonoma Chicken Coop located at 31 North Market Street in San Jose.

For more information, please contact Corporal Dorie Rimple at 408 924-2163, or dorrie.rimple@sjsu.edu.