



UNIVERSITY  
PERSONNEL

# *Website Overview*

- Why?
- When?
- What about the old sites?
- Purpose
- Home Page
- Primary Navigation
- Website Walkthrough
- Questions
- Next Steps

- Why the new website?
  - Faculty Affairs and Human Resources merged and became University Personnel in September 2017
  - Website needed to reflect the merged department
  - Content needed to be reviewed and updated to address feedback and meet campus needs

- When will the new site be live?
  - July 2, 2018 at approximately 12:00 p.m.
  - A campuswide email will be sent once the site is live

# What about the old sites?

---

- The current Faculty Affairs and Human Resources websites will no longer be online after the go-live
- Data from the old sites will be archived
- Redirects from the old sites will be put in place through December 2018

- Provide information for our employees
  - For you as an employee
  - For employees who process information for others
- Provide information for applicants for employment
  - Why SJSU is a great place to work
  - How to look for job opportunities

- News & Announcements
- Quick Links
- Campus Events
- Open Recruitments
- Location/Contact Information
- Let's take a look...

**UNIVERSITY PERSONNEL**  
SAN JOSÉ STATE UNIVERSITY | ORGANIZATIONAL DEVELOPMENT

Search SJSU

[About Us](#) [Careers](#) [Faculty](#) [Staff & MPP](#) [Student Employees](#) [Forms & Policies](#) [Resources](#) [How Do I...?](#)

[SJSU Home](#) > [University Personnel](#)



**UNIVERSITY  
PERSONNEL**  
**DEVELOPMENT SITE**

- MySJSU
- Canvas
- Athletics
- Give to SJSU
- Facebook
- Twitter
- RSS

## Quick Links

- [eFaculty](#)
- [Benefit Providers](#)
- [Catastrophic Leave Donations](#)
- [Employee Rights & Complaints](#)
- [Report Concerning Behavior](#)
- [Spartans Stepping Beyond](#)
- [Student Discrimination & Complaints](#)
- [Title IX \(Not Alone\)](#)
- [The UP Side Newsletter](#)
- [View/Join the UP Info & Announcements Group](#)
- [Your UP Representatives](#)

**University Personnel North**  
Administration Building 218  
Phone: 408-924-2450  
Hours: M-F 8:00 am - 5:00 pm

**University Personnel South**  
3rd Floor of the UPD Building  
Phone: 408-924-2250  
Hours: M-F 8:00 am - 5:00 pm

[Contact Us](#)

## News & Announcements

*Last Update: June 15, 2018*

- [CalPERS Dependent Eligibility Re-Verification FAQs](#)
- [Tax Sheltered Annuity 403\(b\) Program News](#)
- [Executive Order 1083 - Mandated Reporter Information](#)
  - [Executive Order 1083](#)
  - [Limited Reporter Acknowledgement](#)
  - [General Reporter Acknowledgement](#)
- DACA: Students and employees who meet the DACA (Deferred Action for Childhood Arrivals program) renewal criteria are urged to file their applications as soon as possible while this opportunity remains available. For more information about the renewal process see [DACA UPDATE](#).

For students, please contact [undocuspartan@sjsu.edu](mailto:undocuspartan@sjsu.edu) for assistance, including financial assistance.

For employees, please contact [University Personnel](#).

## Campus Events

- [University Personnel Events](#) (includes training courses)
- [Faculty and Staff Events](#)
- [All Campus Events](#)

## Open Recruitments

- [Vice President for Student Affairs](#)
  - [Resumes and feedback forms for the four finalists are posted](#)
- See [Careers](#) for additional Job Opportunities

## Quick Links

- [eFaculty](#)
- [Benefit Providers](#)
- [Catastrophic Leave Donations](#)
- [Employee Rights & Complaints](#)
- [Report Concerning Behavior](#)
- [Spartans Stepping Beyond](#)
- [Student Discrimination & Complaints](#)
- [Title IX \(Not Alone\)](#)
- [The UP Side Newsletter](#)
- [View/Join the UP Info & Announcements Group](#)
- [Your UP Representatives](#)

---

**University Personnel North**  
Administration Building 218  
Phone: 408-924-2450  
Hours: M-F 8:00 am - 5:00 pm

**University Personnel South**  
3rd Floor of the UPD Building  
Phone: 408-924-2250  
Hours: M-F 8:00 am - 5:00 pm

[Contact Us](#)

**UNIVERSITY PERSONNEL**  
SAN JOSÉ STATE UNIVERSITY | ORGANIZATIONAL DEVELOPMENT



[About Us](#) [Careers](#) [Faculty](#) [Staff & MPP](#) [Student Employees](#) [Forms & Policies](#) [Resources](#) [How Do I...?](#)

[SJSU Home](#) > [University Personnel](#)

- About Us
- Careers
- Faculty
- Staff & MPP
- Student Employees
- Forms & Policies
- Resources
- How Do I...?

[SJSU Home](#) > [University Personnel](#) > [About Us](#)

## About Us



University Personnel provides a variety of services to all faculty, staff and student employees at San José State University. We have two locations on campus, each of which houses different services.

**University Personnel North** – 2nd Floor of the Administration Building – Faculty Affairs

**University Personnel South** – 3rd Floor of the University Police Department Building – Benefits, Payroll, Employee Support Services, Class/Comp, OEO/ER, Staff Recruiting, Training, HRIS

- [Directory](#)
- [Directory by Function](#)
- [Leadership Team](#)
- [Organizational Chart \(.pdf\)](#)
- [Your UP Representatives](#)
- [Contact Us](#)

[Directory](#)

[Directory by Function](#)



[Leadership Team](#)

[Organizational Chart \(.pdf\)](#)

[Your UP Representatives](#)

[Contact Us](#)

## Directory by Function

Can't find what you are looking for? Please call [408-924-2250](tel:408-924-2250) or email [university-personnel@sjsu.edu](mailto:university-personnel@sjsu.edu) for assistance.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

### Absence Management

See [Your UP Representatives](#) for your specific department and Payroll Representative.

---

### Academic Student Employees (TA, GA, ISA)

Florence Tu	<a href="mailto:florence.tu@sjsu.edu">florence.tu@sjsu.edu</a>	<a href="tel:408-924-2453">408-924-2453</a>
-------------	----------------------------------------------------------------	---------------------------------------------

---

### Additional Employment

Christie Martinez	<a href="mailto:christie.martinez@sjsu.edu">christie.martinez@sjsu.edu</a>	<a href="tel:408-924-6670">408-924-6670</a>
-------------------	----------------------------------------------------------------------------	---------------------------------------------

---

### Benefits

See [Your UP Representatives](#) for list of departments and your specific Benefits Representative

---

### Classification & Compensation

Tony Garcia	<a href="mailto:tony.garcia@sjsu.edu">tony.garcia@sjsu.edu</a>	<a href="tel:408-924-2143">408-924-2143</a>
Maggie Carrera	<a href="mailto:magdalena.carrera@sjsu.edu">magdalena.carrera@sjsu.edu</a>	<a href="tel:408-924-2256">408-924-2256</a>

---

### Conflict of Interest

Maggie Carrera	<a href="mailto:magdalena.carrera@sjsu.edu">magdalena.carrera@sjsu.edu</a>	<a href="tel:408-924-2256">408-924-2256</a>
----------------	----------------------------------------------------------------------------	---------------------------------------------

---

### eFaculty

Jamie Mettry	<a href="mailto:jamie.mettry@sjsu.edu">jamie.mettry@sjsu.edu</a>	<a href="tel:408-924-3235">408-924-3235</a>
--------------	------------------------------------------------------------------	---------------------------------------------

---

Directory

Directory by Function

Leadership Team

Organizational Chart (.pdf)

Your UP Representatives

Contact Us



## Leadership Team



### **Senior Associate Vice President, University Personnel**

[Joanne M. Wright, J.D.](#) - 408-924-1116

The Senior Associate Vice President provides strategic leadership for the department closely aligning with the goals of the Division of Organizational Development and the SJSU Strategic Plan. Providing excellence in customer service to faculty, staff, students and potential SJSU employees is the most effective way to help and care for those requiring services from University Personnel.



### **Interim Associate Vice President for Faculty Affairs**

[Michael Kimbarow, Ph.D.](#) - 408-924-3691

The AVP for Faculty Affairs (AVPFA) oversees the office staff dedicated to ensure faculty success and advancement starting with recruitment and hiring through the retention, tenure and promotion process. The AVPFA supports faculty entering the Faculty Early Retirement Program (FERP) and eventually to retirement. The AVP for Faculty Affairs works closely with the Chief Diversity Officer to promote SJSU's commitment to continue to diversify the faculty.



### **Senior Director, University Personnel**

[Carrie Medders](#) - 408-924-2280

The Senior Director manages the Classification/Compensation, Recruiting & OnBoarding, Training & Special Events, and HR Information Systems units, ensuring effective workflow and processing related to all impacted areas. In addition, the Senior Director oversees the Compliance program for the University, including Conflict of Interest and MPP Outside Employment.

[Directory](#)

[Directory by Function](#)

[Leadership Team](#)

[Organizational Chart \(.pdf\)](#)

[Your UP Representatives](#) 

[Contact Us](#)

## Your UP Representatives

Use the search boxes below to find your Benefits, Payroll and Employee Support Services representatives. Enter either your Department Name **or** the 4-digit Department ID for your department and click Submit. If you are unable to find your department, please contact University Personnel for assistance: [university-personnel@sjsu.edu](mailto:university-personnel@sjsu.edu) or (408) 924-2250.

To find contacts for other units in University Personnel, please see the [Directory by Function](#).

Department Name:

[Go to results](#)

**OR**

Department ID:

[Go to results](#)

### Department Information

Department Name	Department ID	Check Sort Unit
University Personnel	1237	046

### UP Representatives

Unit	Representative	Email	Phone
Employee Support Services	Stacy Perez	<a href="mailto:stacy.perez@sjsu.edu">stacy.perez@sjsu.edu</a>	(408) 924-7785
Payroll	Teresa K Reuck	<a href="mailto:teri.reuck@sjsu.edu">teri.reuck@sjsu.edu</a>	(408) 924-1708
Benefits	Marie E Garcia	<a href="mailto:marie.garcia@sjsu.edu">marie.garcia@sjsu.edu</a>	(408) 924-2260

## Careers



Founded in 1857, San José State University was the first public institution of higher education in the state of California and prides itself on being the oldest of 23 universities in the California State University system. Along with its rich history, SJSU is a dynamic and diverse community in the capital of Silicon Valley. Located in the heart of downtown San José, it's a short walk to dozens of restaurants and museums, with easy access to public transportation.

Embark on your future at SJSU!

- [Benefits and Perks](#)
- [Campus Life](#)
- [Eligibility to Work](#)
- [Equal Opportunity](#)
- [Learning & Development](#)
- [Silicon Valley Living](#)
- [Tuition Fee Waiver](#)
- [Wellness](#)
- [Contact Us](#)

**Apply Today!**

Four blue buttons with white text: **Faculty Job Opportunities**, **Staff Job Opportunities**, **Athletics Job Opportunities**, and **Student Job Opportunities**.

Apply Today buttons exist on all landing pages in the Careers area

## Careers



Founded in 1857, San José State University was the first public institution of higher education in the state of California and prides itself on being the oldest of 23 universities in the California State University system. Along with its rich history, SJSU is a dynamic and diverse community in the capital of Silicon Valley. Located in the heart of downtown San José, it's a short walk to dozens of restaurants and museums, with easy access to public transportation.

Embark on your future at SJSU!

- [Benefits and Perks](#)
- [Campus Life](#)
- [Eligibility to Work](#)
- [Equal Opportunity](#)
- [Learning & Development](#)
- [Silicon Valley Living](#)
- [Tuition Fee Waiver](#)
- [Wellness](#)
- [Contact Us](#)

**Apply Today!**

Four blue buttons with white text: **Faculty Job Opportunities**, **Staff Job Opportunities**, **Athletics Job Opportunities**, and **Student Job Opportunities**.

## Equal Opportunity



San José State University (SJSU) is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, genetic information, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender, or protected veteran status consistent with applicable federal and state laws. This policy applies to all SJSU students, faculty and staff programs and activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus).

Reasonable accommodations will be provided for applicants with disabilities who self-disclose.

[Equal Opportunity is the Law \(.pdf\)](#)

[President's Statement](#)

[Recruitment Action Plan](#)

**Apply Today!**

Four blue buttons with white text: **Faculty Job Opportunities**, **Staff Job Opportunities**, **Athletics Job Opportunities**, and **Student Job Opportunities**.

## Campus Life



Employees at San José State University can attend a variety of events through the year including sporting events, world class lectures, concerts, art exhibits, theatre, cultural events, music recitals, and much, much more. The Dr. Martin Luther King, Jr. Library is an award-winning collaboration between the University and the City of San José and boasts some of the best views of downtown. In addition, the recently restored Hammer Theatre is now managed by the College of Humanities and the Arts, and plays host to San José's annual film festival, Cinequest, as well as a variety of theatrical productions.

Explore the websites below for more information about the Spartan community.

- [About SJSU](#)
- [Department of Art & Art History](#)
- [Dr. Martin Luther King, Jr. Library](#)
- [Event Center at San José State University](#)
- [School of Music & Dance](#)
- [SJSU Events Calendar](#)
- [Spartan Athletics](#)
- [Chatwalls \(Campus Dining\)](#)
- [Student Union](#)
- [Film and Theater](#)
- [Transportation Solutions](#)

**Apply Today!**

Four blue buttons with white text: **Faculty Job Opportunities**, **Staff Job Opportunities**, **Athletics Job Opportunities**, and **Student Job Opportunities**.

## Faculty



The information in this section is for Tenured, Tenure-Track and Temporary Faculty employees at San José State University. This includes coaches in the R03 bargaining unit, as well as Counselors and Librarians.

Employees seeking information concerning how to process various faculty transactions, see [How Do I...?](#)

- [Benefits](#)
- [eFaculty](#)
- [Employee Relations](#)
- [Employee Rights & Complaints](#)
- [Employee Support Services](#)
- [Employment Based Visas](#)
- [Equal Opportunity](#)
- [Faculty Retirement Programs](#)
- [Learning & Development](#)
- [Leave Programs](#)
- [New Employees](#)
- [Payroll](#)
- [Retention, Tenure & Promotion \(RTP\)](#)
- [Sabbatical & DIP Leaves](#)
- [SOTES & Evaluation of Teaching](#)
- [Temporary Faculty](#)
- [Tuition Fee Waiver](#)
- [Wellness](#)
- [Workers' Compensation](#)

## Staff & MPP

- [Benefits](#)
- [Classification & Compensation](#)
- [Employee Relations](#)
- [Employee Rights & Complaints](#)
- [Employee Support Services](#)
- [Equal Opportunity](#)
- [Learning & Development](#)
- [Leave Programs](#)
- [New Employees](#)
- [Payroll](#)
- [Performance Management](#)
- [Retirement Programs](#)
- [Tuition Fee Waiver](#)
- [Wellness](#)
- [Workers' Compensation](#)



The information in this section is for Staff and Management Personnel Plan (MPP) employees at San José State University.

Employees seeking information concerning how to process various staff transactions, see [How Do I...?](#)

## Student Employees



This section is designed for student employees at San José State and the links below will assist you various aspects of your employment on campus. If you are a student employee in the [SJSU Research Foundation](#) or the [Student Union, Inc. of SJSU](#), please visit their websites for information on your employment.

- [Academic Student Employees](#)
- [Discrimination & Harassment Complaints](#)
- [New Student Employees](#)
- [Report Injuries](#)
- [Student Assistants](#)
- [Time Entry and Pay](#)
- [Work Study](#)

## Forms and Policies



- [All Forms & Policies A-Z](#)
- [Benefits](#)
- [Classification & Compensation](#)
- [Employees](#)
- [Employee Off Boarding](#)
- [Employee Relations](#)
- [Equal Opportunity](#)
- [Hiring](#)
- [Leave](#)
- [New Employees](#)
- [Payroll](#)
- [Performance Management](#)
- [Recruiting](#)
- [Retention, Tenure & Promotion](#)
- [Student Employee](#)
- [Tuition Fee Waiver](#)
- [Volunteers](#)
- [Workers' Compensation](#)

## Resources



- [Calendars](#)
- [Collective Bargaining Agreements](#)
- [CSU Systemwide Resources](#)
- [Employee Discounts](#)
- [FAQs](#)
- [Information Systems](#)
- [Manager \(MPP\) Toolkit](#)
- [New Employees](#)
- [SJSU Campus Resources](#)
- [Spartans Stepping Beyond](#)
- [Your UP Representatives](#)

Calendars



Collective Bargaining  
Agreements

CSU Systemwide Resources

Employee Discounts

FAQs

Information Systems

Manager (MPP) Toolkit

New Employees

SJSU Campus Resources

Spartans Stepping Beyond

Your UP Representatives

## Calendars



### Holiday and Payroll Calendars

---

- [2018 Direct Deposit Calendar \(.pdf\)](#)
- [2018 Holiday Calendar \(.pdf\)](#)
- [2018 Master Payroll Calendar \(.pdf\)](#)
- [2018 Master Payroll Cutoff Dates \(.pdf\)](#)
- [2018 Student Payroll Calendar \(.pdf\)](#)

### Academic Calendars

---

- [Academic Calendars](#)
- [Cumulative Evaluation Calendar 2017-2018 \(.pdf\)](#)
- [Difference in Pay Leave Calendar](#)
- [Full Deadline Calendar \(.pdf\)](#) for:
  - Dossier RTP Performance Reviews
  - Late-add
  - Annual Evaluations/"Mini" Reviews
  - Post-Tenure Review

- Calendars
- Collective Bargaining Agreements
- CSU Systemwide Resources
- Employee Discounts
- FAQs
- Information Systems
- Manager (MPP) Toolkit**
- New Employees
- SJSU Campus Resources
- Spartans Stepping Beyond
- Your UP Representatives



## Manager (MPP) Toolkit



Welcome to the Manager Toolkit! The information in this section was designed to assist our Management Personnel Program (MPP) employees with the recruitment, hiring and day-to-day management of employees. As part of the SJSU management team, it is important to understand your responsibilities.

### Key Contacts and Information

---

- [Confidential Employees](#)
- [Current Collective Bargaining Agreements](#)
- [Directory by Function](#)
- [Employee Policies & Guidelines](#)
- [Management Personnel Program](#)
- [Recruiters](#) for Staff and Management Recruitment
- [Student Employment Guide for Hiring Departments \(.docx\)](#)
- [UP Leadership Team](#)
- [Your UP Representatives](#) Primary contacts in Payroll, Employee Support Services, and Benefits.

- Calendars
- Collective Bargaining Agreements
- CSU Systemwide Resources
- Employee Discounts
- FAQs
- Information Systems
- Manager (MPP) Toolkit
- New Employees** ←
- SJSU Campus Resources
- Spartans Stepping Beyond
- Your UP Representatives

## New Employees



### **Welcome to San José State University!**

This section is for new employees and contains important information and resources to help you with your new job at SJSU.

### **Getting Started**

---

The first day on a new job can be overwhelming, but we are here to help you. Here are some helpful links to get you started in your new career:

- [Benefits](#)
- [Campus Email](#)
- [Eligibility to Work](#)
- [International Student Employees](#)
- [MySJSU and SJSU @ Work](#)
- [New Employee Orientation](#)
- [New Employee Forms](#)
- [Telephone and Voicemail](#)

[Calendars](#)

[Collective Bargaining  
Agreements](#)

[CSU Systemwide Resources](#)

[Employee Discounts](#)

[FAQs](#)

[Information Systems](#)

[Manager \(MPP\) Toolkit](#)

[New Employees](#)

[SJSU Campus Resources](#)

[Spartans Stepping Beyond](#)

[Your UP Representatives](#)



## Spartans Stepping Beyond



### Spartans Stepping Beyond In...

- [2018](#)
- [2017](#)

Spartans Stepping Beyond provides all members of the San José State community with the opportunity to recognize or thank a fellow Spartan who makes a difference on campus.

Each Spartan recognized for Stepping Beyond will be recognized on the University Personnel website and entered into a drawing to receive a special gift.

### What might Stepping Beyond look like?

- Going beyond what is expected
- Performing exemplary work in support of others
- Completing a task in a manner that allows others to more easily complete their work


[Recognize a Fellow Spartan](#)

## How Do I...?



- [Apply for jobs?](#)
- [Appoint a volunteer?](#)
- [Complete my new hire documents?](#)
- [Enter and approve time and absence?](#)
- [Evaluate employee performance?](#)
- [File a complaint regarding discrimination or harassment?](#)
- [Get eFaculty access/help?](#)
- [Get PeopleSoft access/help?](#)
- [Know who to contact in UP?](#)
- [Manage my benefits?](#)
- [Manage my payroll/compensation information?](#)
- [Manage my personal data?](#)
- [Manage position data?](#)
- [Pick up pay checks?](#)
- [Recruit and hire employees?](#)
- [Report injuries?](#)
- [Report unsafe working conditions?](#)
- [Request leave?](#)
- [Run an LCD Report?](#)
- [Take training classes?](#)
- [Use the tuition fee waiver?](#)

- Processes and procedures
- PeopleSoft Quick Steps

- [Apply for jobs?](#)
- [Appoint a volunteer?](#)
- [Complete my new hire documents?](#)
- [Enter and approve time and absence?](#) 
- [Evaluate employee performance?](#)
- [File a complaint regarding discrimination or harassment?](#)
- [Get eFaculty access/help?](#)
- [Get PeopleSoft access/help?](#)
- [Know who to contact in UP?](#)
- [Manage my benefits?](#)
- [Manage my payroll/compensation information?](#)
- [Manage my personal data?](#)
- [Manage position data?](#)
- [Pick up pay checks?](#)
- [Recruit and hire employees?](#)
- [Report injuries?](#)
- [Report unsafe working conditions?](#)
- [Request leave?](#)
- [Take training classes?](#)
- [Use the tuition fee waiver?](#)

## Enter and approve time and absence?


### How do I...?

- [Enter my hourly time?](#)
- [Enter my absences?](#) 
- [View my absence balances?](#)
- [Approve absences?](#)
- [Approve hourly time?](#)
- [Enter absences on behalf of my employees?](#)
- [Enter time on behalf of my hourly employees?](#)
- [Approve absences on behalf of someone else?](#)
- [Get access to approve hourly time?](#)
- [Get access to approve absences?](#)

## **How do I...** Enter my absences?

Absences must be entered and approved by 5pm on the first working day of the following period. You are strongly encouraged to enter your absences as they occur rather than waiting until the end of the pay period.

1. Log into [SJSU @ Work](#)
2. Navigate to Self Service > Time Reporting > Report Time > Report and View Absences
3. The current pay period defaults
4. Select the type of absences in the Absences Name field (Please note: For absence types Sick-Bereavement and Sick-Family Care, you will be required to Add Comments.)
5. To report full day:
  - a. Select the Begin and End Dates; you may span a weekend, as the system will only count the days you are actually scheduled to work
6. To report a partial day:
  - a. Select the Begin Date and make the End Date the same
  - b. Select Partial Hours in the Partial Days field
  - c. Enter the hours/minutes for the day; round according to the [Personnel/Payroll information Management System Conversion Chart](#)
7. To report additional absences, click the plus button to insert a new row
8. Click Calculate Direction to view total hours taken
9. Click Submit

- [Apply for jobs?](#)
- [Appoint a volunteer?](#)
- [Complete my new hire documents?](#)
- [Enter and approve time and absence?](#)
- [Evaluate employee performance?](#)
- [File a complaint regarding discrimination or harassment?](#)
- [Get eFaculty access/help?](#)
- [Get PeopleSoft access/help?](#) 
- [Know who to contact in UP?](#)
- [Manage my benefits?](#)
- [Manage my payroll/compensation information?](#)
- [Manage my personal data?](#)
- [Manage position data?](#)
- [Pick up pay checks?](#)
- [Recruit and hire employees?](#)
- [Report injuries?](#)
- [Report unsafe working conditions?](#)
- [Request leave?](#)
- [Take training classes?](#)
- [Use the tuition fee waiver?](#)

## Get PeopleSoft access/help?

### How do I...?

#### Get PeopleSoft access?

To get access to any of the PeopleSoft systems (Finance, HR, Student), follow the [System Access Request Process](#). Your manager must approve the access you request and training may be required.

#### Get PeopleSoft help?

- Finance: Contact [Finance Support](#) for assistance with PeopleSoft Finance and the Finance Transaction System
- Human Resources ([SJSU @ Work](#)):
  - Temporary Faculty Processing - contact [Information Support Services](#)
  - All other HR processes: contact HR Information Systems [link to: <mailto:hris@sjsu.edu>]

- Go-Live July 2!
- Feedback Form
  - We want to know what you think
- Documentation
  - Slides and other documentation will be available online
- Ongoing Updates
- New Web Template

*Thanks for checking out the new site!*