

Introduction

This guide is designed to help you navigate the University Personnel website: www.sjsu.edu/up. It will also help you know where your favorite pages now exist in the new design.

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Navigation Overview

Home Page

UNIVERSITY PERSONNEL
SAN JOSÉ STATE UNIVERSITY | ORGANIZATIONAL DEVELOPMENT

Search SJSU


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

EQUALITY • SJSU @ WORK • DIVERSITY

CAMPUS COMMUNITY • TEAM WORK • UNITY

CUSTOMER SERVICE • PROFESSIONAL



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](#)
[site index](#)

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 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

Find the following information on the Home Page:

- News & Announcements
- Links to Events Calendars on campus
- Links to Open Recruitment information
- Quick Links
- UP Location and Contact Information

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Primary Navigation



UNIVERSITY PERSONNEL
SAN JOSÉ STATE UNIVERSITY | ORGANIZATIONAL DEVELOPMENT



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

The Primary Navigation consists of the following menus:

- **About Us** – department and staff information
- **Careers** – information for job applicants
- **Faculty** – information for Faculty employees, including Counselors, Librarians, and some Coaches
- **Staff & MPP** – information for staff and management employees
- **Student Employees** – information for TAs, GAs, ISAs and all other student employees
- **Forms & Policies**
- **Resources**
- **How Do I...?** – step-by-step guides for a variety of processes for you as an employee and for those who process information for others

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](#)

About Us contains information about University Personnel including contact information and an organizational chart

- **Directory** – UP employees in alpha order
- **Directory by Function** – UP functions and the primary contact(s) for each
- **Leadership Team** – UP management employees, including a summary of their roles
- **Organizational Chart**
- **Your UP Representatives** – representatives for each department for Benefits, Payroll and Employee Support Services
- **Contact Us**

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!

Faculty Job Opportunities

Staff Job Opportunities

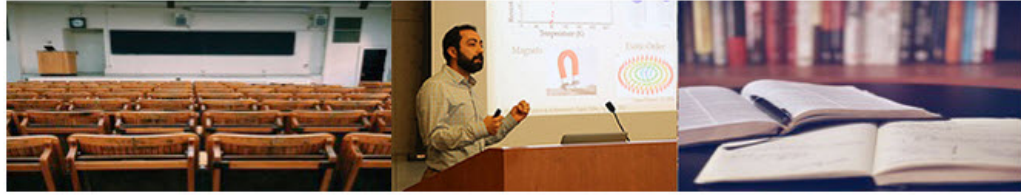
Athletics Job Opportunities

Student Job Opportunities

Careers is for individuals seeking employment with the university and is intended to provide an overview of the campus and local community to help job seekers understand the work environment

- **Faculty Job Opportunities** – tenured/tenure-track positions and temporary faculty positions
- **Staff Job Opportunities** – staff and management positions
- **Athletics Job Opportunities** – athletics positions
- **Student Job Opportunities** – information for students seeking jobs on campus

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 Unit 3 bargaining unit, as well as Counselors and Librarians.

Graduate Assistants, Teaching Associates and Instructional Student Assistants, see [Academic Student Employees](#).

- [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](#)

The Faculty pages contain information for our Faculty members, including Counselors, Librarians, and Unit 3 Coaches

Staff & MPP



The information in this section is for Staff and Management Personnel Plan (MPP) employees at San José State University. Librarians, Counselors and Coaches in the Unit 3 bargaining unit should visit [Faculty](#) for more information.

- [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 pages in the Staff & MPP section are for all staff, including those in the confidential classifications, and management employees

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](#)

Information on the Student Employees pages is for all student employees, including those in Unit 11: Teaching Associates (TAs), Graduate Assistants (GAs), and Instructional Student Assistants (ISAs)

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



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](#)

The Resources section is a collection of information to support employees on campus

- **Calendars** – includes payroll, holiday, academic and faculty calendars
- **Collective Bargaining Agreements**
- **CSU Systemwide Resources** – salary schedule, classification, standards, etc.
- **Employee Discounts** – discounts on this page are for all non-student employees
- **FAQs**
- **Information Systems** – PeopleSoft help/troubleshooting, data assistance
- **Manager (MPP) Toolkit** – information for the campus management team
- **New Employees**
- **SJSU Campus Resources**
- **Spartans Stepping Beyond** – the online recognition program for faculty, staff and students
- **Your UP Representatives** – find representatives for Benefits, Payroll and Employee Support Services based on your department

How Do I...?

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?](#)

The How Do I...? section is filled with quick steps, questions & answers, and assistance to help you process information for yourself or others

Where do I find?

Listed in the Page/Information column are some of the more popular items people use our website for. In the Navigation column is how to find that information in the new design.

Page/Information	Navigation
Benefit Providers	Home Page > Quick Links > Benefit Providers
Benefits	Faculty > Benefits Staff & MPP > Benefits
Calendars	Resources > Calendars
Classification Standards	Resources > CSU Systemwide Resources
Coded Memoranda	Resources > CSU Systemwide Resources > CSU Systemwide Policies
Collective Bargaining Agreements (CBAs)	Resources > Collective Bargaining Agreements
Discounts	Resources > Employee Discounts
eFaculty	Home Page > Quick Links > eFaculty Faculty > eFaculty
Employee Profile	Forms & Policies > Hiring > Employee Profile
FAQs	Resources > FAQs
Fee Waiver	Faculty > Tuition Fee Waiver Staff & MPP > Tuition Fee Waiver
FERP	Faculty > Faculty Retirement Programs
Hiring Information	How Do I...? > Recruit and hire employees?
IRP Request	Staff & MPP > Classification & Compensation > Compensation Review for Staff Resources > Manager (MPP) Toolkit > Compensation Reviews for Staff Forms & Policies > Classification & Compensation > Compensation Review Request
Jobs on Campus	Careers
Leaves	Faculty > Leave Programs Faculty > Sabbatical & DIP Leaves Staff & MPP > Leave Programs
MPP Toolkit	Resources > Manager (MPP) Toolkit
New Employees	Faculty > New Employees Staff & MPP > New Employees Resources > New Employees
Position Management Form	Forms & Policies > Classification & Compensation
Reclass Request	Staff & MPP > Classification & Compensation > Classification Review for Staff Resources > Manager (MPP) Toolkit > Classification Reviews for Staff Positions Forms & Policies > Classification & Compensation > Classification Review Request
Recruitment Processes	How Do I...? > Recruit and hire employees?

Reference and Background Check Release Form	Forms & Policies > Recruiting > Reference and Background Check Release Form
Retirement Information	Faculty > Faculty Retirement Programs Staff & MPP > Retirement Programs
RTP	Faculty > Retention, Tenure, and Promotion (RTP)
Sabbatical	Faculty > Sabbatical & DIP Leaves
Salary Schedule	Resources > CSU Systemwide Resources > CSU Salary Schedule
Skillport	Faculty > Learning and Development Staff & MPP > Learning and Development
SOTES	Faculty > SOTES & Evaluation of Teaching
Spartans Stepping Beyond	Home Page > Quick Links > Spartans Stepping Beyond Resources > Spartans Stepping Beyond
Special Consultant Form	How Do I...? > Recruit and hire employees? > Hire a special consultant? Forms & Policies > Hiring
Student Hiring Guide	How Do I...? > Recruit and hire employees? > Hire a student? Forms & Policies > Hiring
Temporary Faculty Range Elevation	Faculty > Temporary Faculty
Temporary Support Request	Forms & Policies > Hiring
Tenure Track Recruiting	How Do I...? > Recruit and hire employees? Forms & Policies > Recruitment
Training Classes	Home Page > Campus Events > University Personnel Events
Training Information	Faculty > Learning and Development Staff & MPP > Learning and Development
Unit 11 CBA	Resources > Collective Bargaining Agreements > Unit 3
Unit 3 CBA	Resources > Collective Bargaining Agreements > Unit 3
Visa Information	Faculty > Employment Based Visas
Your HR Reps	About Us > Your UP Representatives