

Dear Campus Community,

As you may be aware, University Personnel currently has staff in two buildings on campus: on the third floor of UPD and in the Administration building. We have been steadily working towards having all UP staff in the Administration building. To that end, we are excited to announce that we are moving a few more services into Admin on June 17!

The Tower Card processing and paycheck distribution services will be moving from the UPD building to Room 177 in the Admin building on Monday, June 17. Please take note:

As we set up equipment in the new office, Tower Cards and daily paycheck pickups will be unavailable on Monday, June 17 and Tuesday, June 18.

As of Thursday, June 20 (following the Juneteenth holiday) our hours for the relocated services will be as follows:

- **UP welcome desk**, Room 177, Admin building
 - 8:00 a.m. to 5:00 p.m. Monday through Friday
- **Tower Card processing**, Room 177, Admin building
 - 9:00 a.m. to 4:00 p.m. Monday through Friday
- **Paycheck distribution**, Room 177, Admin building
 - Monthly (faculty & staff) and Mid Monthly (student & hourly staff) paydays
 - 9:00 a.m. to 11:00 a.m. and 2:00 p.m. to 4:00 p.m. Refer to the [Monthly](#) and [Mid Monthly](#) calendars for paydays.
 - Daily paycheck pickup
 - 9:00 a.m. to 11:00 a.m. Monday through Friday

We also have reception desk services on the 2nd floor of the Administration building in Room 242.

Beginning Monday, June 17, the elevator to the 3rd floor of the UPD building will be closed. To meet with your payroll or benefits representatives, you may make an appointment (preferred but optional) or drop by. You will be able to call UP from the phone by the elevator, 4-2250. A UP representative will meet you and escort you to the third floor.

As we progress with further moves, we will keep you informed. If you have any questions, please contact me at Christie Martinez, christie.martinez@sjsu.edu or 408-924-6670.

Thank you!