

New Employee Orientation

Welcome to San José State!





Part One

- Welcome and Introductions
- Get to Know the University
- Unions at SJSU
- Performance Management
- Welcome Packet

BREAK TIME!

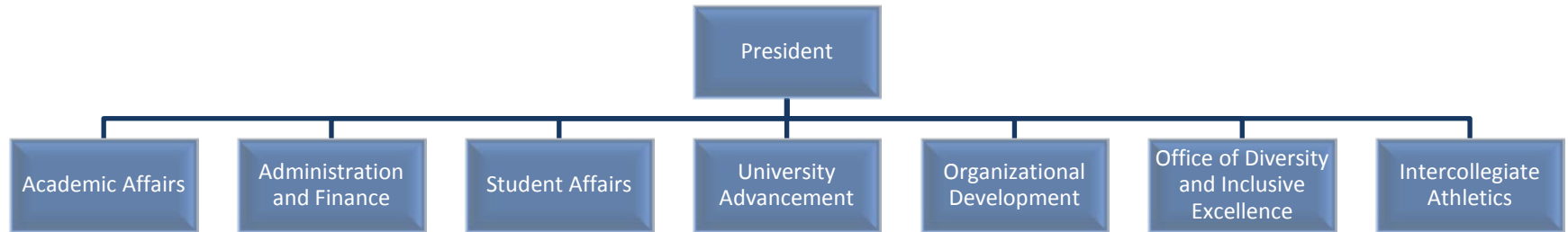
Part Two

- Technology
- Training
- Staff Fee Waiver
- Spartan 101
- Employee Discounts & Perks
- Campus Activities and Events
- Spartan Shops
- What's Next?



- California State University
 - 23 Campuses
 - Largest System in the World
 - 1 Chancellor’s Office
 - 1 Board of Trustees
- SJSU – The Original CSU
 - Founded 1857
 - Approximately 33,000 students

- State Controller's Office (SCO)
 - State agency for payroll
 - Generate paychecks, issue W2s, etc.
- California Public Employees Retirement System (CalPERS/PERS)
 - State agency for retirement
 - You pay into CalPERS
 - You retire from CalPERS, not SJSU or the CSU



- President
 - Mary Papazian



- Academic Affairs
 - Provost and Senior Vice President Andy Feinstein

8 Colleges

- Applied Sciences & Arts
- Business
- Education
- Engineering
- Humanities & the Arts
- International and Extended Studies
- Science
- Social Sciences

Academic Planning and Budgets

Graduate and Undergraduate Programs

Information Technology Services (ITS)

Institutional Effectiveness & Analytics

Student and Faculty Success

University Library

University Research Foundation

- Administration and Finance
 - Vice President and Chief Financial Officer
Charlie Faas

Facilities Development & Operations (FD&O)
Finance
Spartan Shops, Inc.
University Police (UPD)



- Student Affairs
 - Vice President
Reggie Blaylock

Campus Life

- Associated Students
- Student Conduct & Ethical Development
- Student Involvement
- Student Resource Centers (LGBT, Military/Veterans, MOSAIC Cross Cultural, Women)
- Student Union, Inc.
- University Housing Services

Enrollment Services

- Admissions
- Enrollment Operations and Communications
- Financial Aid and Scholarships Office
- Graduate Admissions and Program Evaluations
- Registrar
- Student Outreach and Recruitment
- Testing Office

Student Services

- Accessible Education Center
- Career Center
- Counseling and Psychological Services
- Student Health Center
- University Ombudsperson

- University Advancement
 - Vice President Paul Lanning

Advancement Operations
Alumni Engagement
Development
Public Affairs
Strategic Communications
Tower Foundation



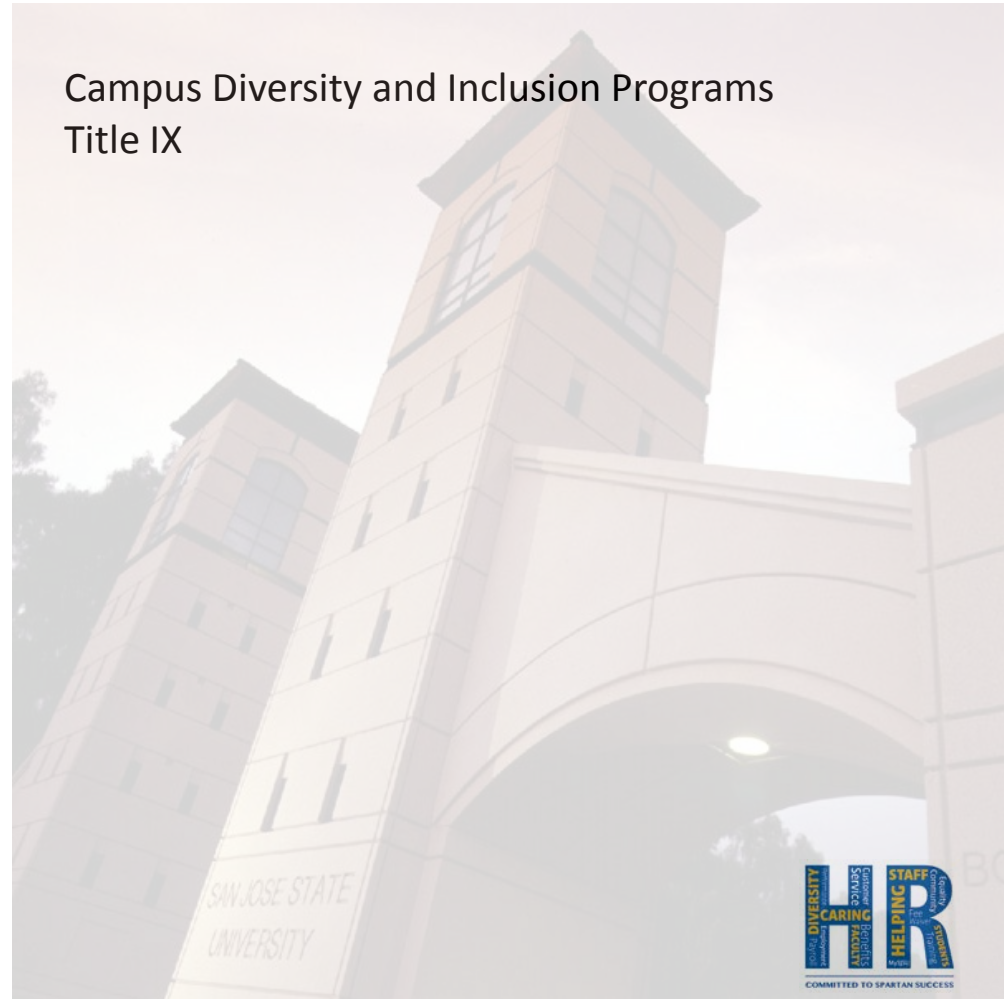
- Organizational Development
 - Vice President and Chief of Staff
Jaye Bailey

Faculty Affairs
Human Resources



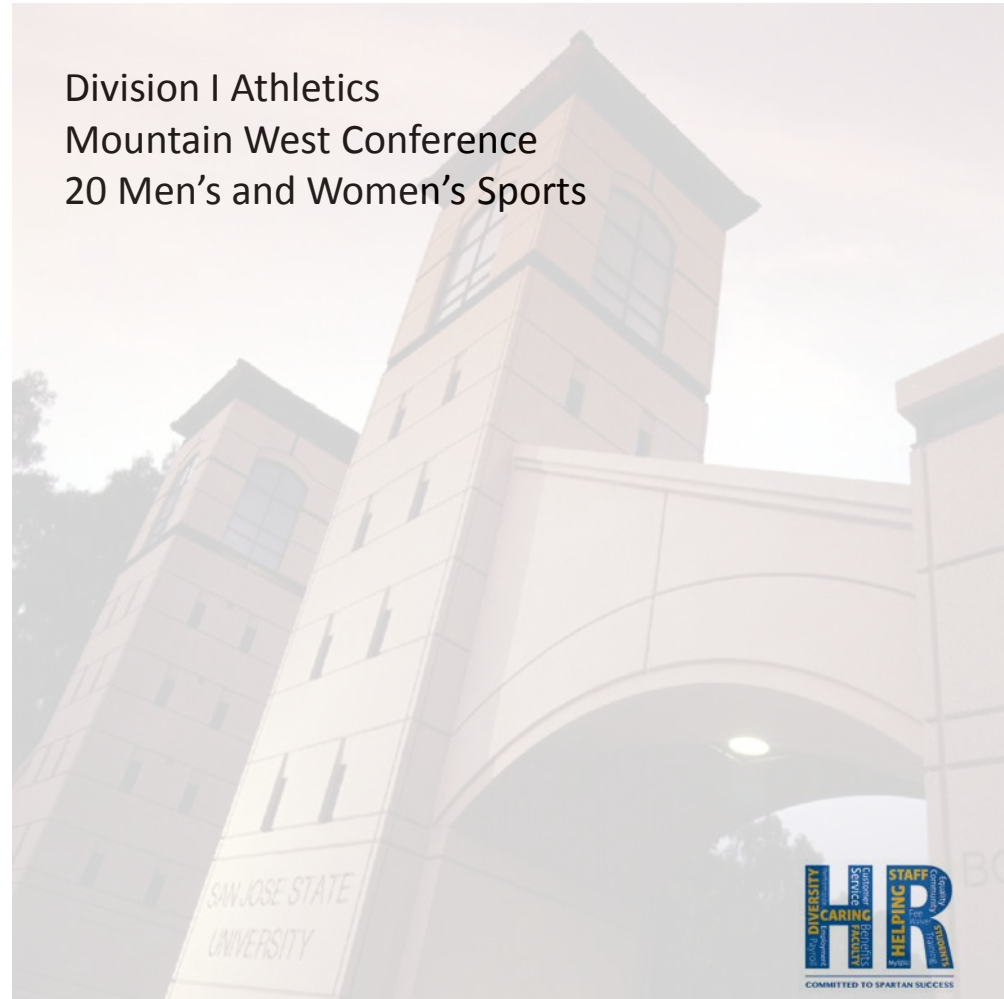
- Office of Diversity and Inclusive Excellence
 - Chief Diversity Officer Kathleen Wong(Lau)

Campus Diversity and Inclusion Programs
Title IX



- Intercollegiate Athletics
 - Director
Marie Tuite

Division I Athletics
Mountain West Conference
20 Men's and Women's Sports



To enrich the lives of its students, to transmit knowledge to its students along with the necessary skills for applying it in the service of our society, and to expand the base of knowledge through research and scholarship.

- Helping and Caring
 - Create a culture of helping and caring



- ***Spartans Stepping Beyond***
 - Online recognition program
 - Staff, faculty, students
 - Random drawings for prizes
 - On the HR website (sjsu.edu/hr) under Employees/Resources or under Quick Links

- Unbounded Learning
 - Enhance student success through continuous learning innovations
- Agility through Technology
 - Improve organizational responsiveness through an advanced technology infrastructure and by elimination of procedural obstacles
- 21st Century Spaces
 - Provide gathering spaces and up-to-date facilities

- Sustainability across campus
 - Power
 - SJSU is mostly powered by a Cogeneration facility, producing 80% of SJSU's electricity and 90% of our heating and cooling
 - Water
 - Recycled water is used for cooling university buildings and irrigating campus grounds
 - Installing artificial turf at Spartan Stadium saves 1 million gallons of water annually
 - Award-Winning Waste Reduction and Recycling Program
 - SJSU recycles furniture, green waste, computers and electronics, paper, packaging materials, batteries, light bulbs, and much more

- Most SJSU Employees are Represented:
 - Unit 1 – Union of Physicians & Dentists (UAPD)
 - Units 2, 5, 7, 9 – Cal State University Employee’s Union (CSUEU)
 - Unit 3 – California Faculty Association (CFA)
 - Unit 4 – Academic Professionals of California (APC)
 - Unit 6 – State Employees Trades Council (SETC)
 - Unit 8 – State University Police Association (SUPA)
 - Unit 11 – Academic Student Employees (UAW)
- Read your collective bargaining agreement (CBA)
 - Links on the HR Website (sjsu.edu/hr) under Employees/Resources
- Mandatory Fair Share Fee vs. Union Membership Dues
 - The union will represent you whether or not you join

- Your Position Description (PD)
 - Review with your manager
 - Understand the work and expectations
- Formal Evaluations
 - Probationary
 - Annual
 - Staff: April 1 – March 31
 - Management: July 1 – June 30
 - Guidelines and Forms on the HR Website (sjsu.edu/hr)
 - Under Employees/Resources/Performance Management
- Informal Feedback
 - Ongoing communication via 1x1s
 - Don't be afraid to ask for feedback!





COMMITTED TO SPARTAN SUCCESS

- Workforce Planning
- Employee Services
- Benefits
- Payroll
- Training
- Equal Opportunity
- Employee Relations
- Workers' Compensation

HUMAN RESOURCES
SAN JOSÉ STATE UNIVERSITY

Search SJSU



[About Us](#) [Careers](#) [Employees](#) [Students](#) [Forms & Policies](#) [Help](#)

[SJSU Home](#) > [Human Resources](#)

HR Buzz

See the [Human Resources Newsletter](#) for our most recent updates. Previous issues are also available.

The banner features the text 'HR BUZZ' in large, stylized letters. The 'H' contains 'UNIVERSITY Performance', 'DIVERSITY', and 'EMPLOYMENT Payroll'. The 'R' contains 'CAREING Customer Service', 'FACULTY Benefits', and 'STAFF Community'. The 'B' contains 'HELPING Fee Waiver', 'STUDENT Training', and 'MYSJSU'. The 'U' contains 'EQUITY'. The 'Z' contains 'STUDENT Training'. A cartoon bee is flying towards the 'Z'. The background shows a person's face and a computer screen.

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

Quick Links

Search HR Site

GO

- CSU Employee Information
- Campus Programs
- Yours to keep!



- Calendars
 - Master Payroll Calendar
 - Holiday Calendar
 - On the HR website (sjsu.edu)
 - Under Employees/Resources
- Maps
 - Online
 - sjsu.edu/map
 - sjsu.edu/map/southcampus

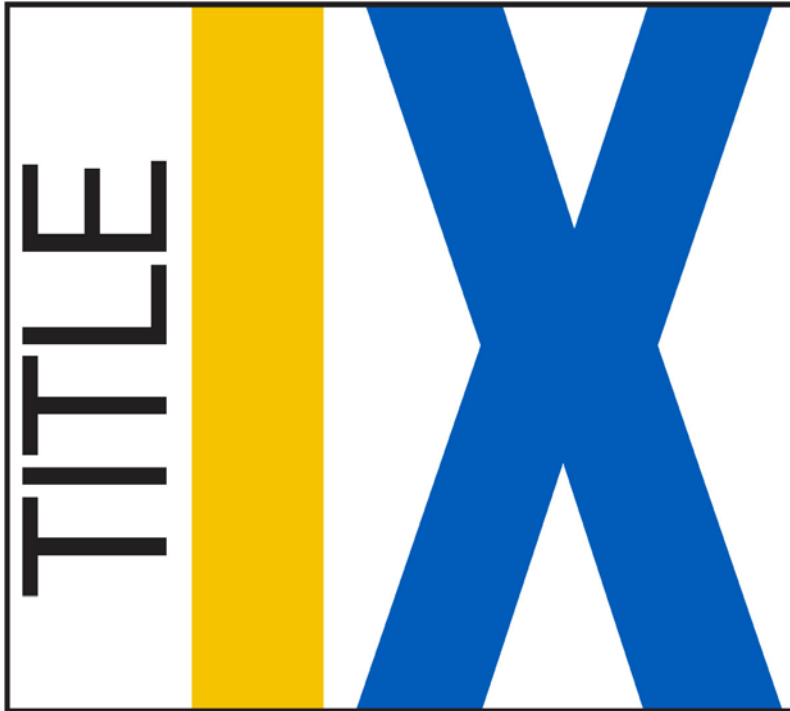


- Parking on Campus (sjsu.edu/parking)
- Transportation Solutions (as.sjsu.edu/asts)
 - Eco Pass Clipper Card
 - Bike to SJSU
 - Many programs to help reduce auto-related trips to campus
 - 70% of those who come to campus use alternative transportation



- Office of Equal Opportunity
- Department of Fair Employment and Housing





- Prohibits discrimination on the basis of sex, gender or sexual orientation of students and employees
- notalone.sjsu.edu

Whistleblower Protection



- CSU Executive Order 929: *Whistleblower Protection Act*
- Report dangerous conditions or illegal activities to a state agency; identity is protected

- State-mandated employee benefit
- If injured on the job
 - Alert your supervisor or manager unless life-threatening, then dial 9-1-1
 - Workers' compensation claim form submitted to HR
- Dedicated Workers' Compensation Analyst

- Alert-SJSU
- Blue Light Phones
- University Police Dispatch
 - From Campus Phones: Dial 911
 - From Cell Phones: Dial 408.924.2222
- Safety Escorts
 - 24/7 escorts on campus
- Evening Shuttle
 - M-F 7pm-1am extended distance escort
- Rave Guardian
 - Mobile application for safety on campus
- More information: sjsu.edu/police



- SJSU is tobacco and smoke free
- Use of cigarettes, chewing tobacco, vape pens and e-cigarettes is prohibited
- All university spaces in or outside of any buildings including the Event Center, South Campus and parking lots
- More information online
 - sjsu.edu/tobaccofree



SCO

MPP

CMS

EAR

CO

PERS

CatLeave

MySJSU

Warrant

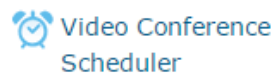
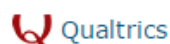
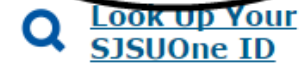
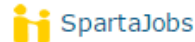
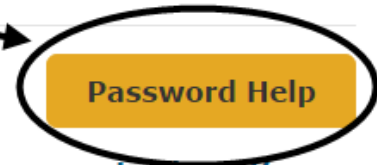
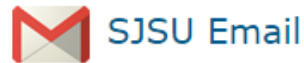


my.sjsu.edu

MYSJSU | SPARTAN APPS PORTAL
SAN JOSÉ STATE UNIVERSITY

Employees Students

SJSU Home > Spartan Apps Portal



- Set your password for the first time
 - MySJSU: my.sjsu.edu / Password Help
- What you'll need
 - 9-digit SJSU ID
 - Date of birth
 - Last 4 digits of your SSN
- Expires every 180 days
 - Email/OnScreen reminders 7-14 days prior to expiration

- What is MySJSU?
 - Front end website for IT Services
- What can you do there?
 - Set/Reset SJSUOne password
 - Find Links to PeopleSoft HR, Student and Finance Systems
 - Find Links to Other Campus Systems
 - View System Status and Downtime
 - Log a Help Desk Ticket
 - Find Documentation



MYSJSU | SPARTAN APPS PORTAL
SAN JOSÉ STATE UNIVERSITY

Search SJSU

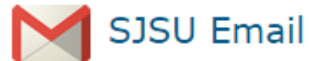


Employees Students

SJSU Home > Spartan Apps Portal



Canvas



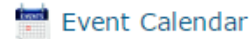
SJSU Email

**MySJSU
(PeopleSoft)**

Password Help



SpartaJobs



Event Calendar



FTS

 [Look Up Your SJSUOne ID](#)



Software Downloads

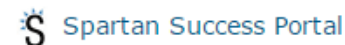


WebEx Faculty/Staff



CFS

 [Alumni Transcripts](#)



Spartan Success Portal



Blogs

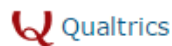


Finance Data Warehouse

 [Class Search](#)



WebEx Student

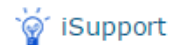


Qualtrics

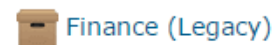


Skillport

 [Browse Catalog](#)



iSupport

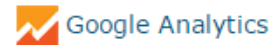


Finance (Legacy)

[Admissions Info](#)



Video Conference Scheduler



Google Analytics

[Canvas Support](#)

- What is PeopleSoft (Oracle)?
 - SJSU's databases for HR, student and financial information
- How do I get access?
 - Self Service is automatically granted
 - Other access requires a System Access Request form and may require training to be complete
 - Found on MySJSU under Employees/Forms

MYSJSU | SPARTAN APPS PORTAL
SAN JOSÉ STATE UNIVERSITY

Search SJSU

Employees Students

SJSU Home > Spartan Apps Portal

Canvas SJSU Email **MySJSU (PeopleSoft)** Password Help

- SpartaJobs
- Software Downloads
- Spartan Success Portal
- WebEx Student
- Event Calendar
- WebEx Faculty/Staff
- Blogs
- Qualtrics
- iSupport
- Video Conference Scheduler
- FTS
- CFS
- Finance Data Warehouse
- Skillport
- Finance (Legacy)
- Google Analytics
- [Look Up Your SJSUOne ID](#)
- [Alumni Transcripts](#)
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- [Canvas Support](#)

Sign in to PeopleSoft (Oracle)

- Use your SJSUOne ID/password
- No SJSU logos once in the system

Please sign in below to access PeopleSoft

MySJSU

SJSU SAN JOSÉ STATE
UNIVERSITY

Sign In

Username

Password

SJSUOne Password

Remember me

[Forgot password?](#) | [Help](#)

Powered by Okta Privacy Policy

The screenshot shows the Oracle Employee Self Service portal. At the top, there are navigation links for 'Home', 'Add to Favorites', and 'Sign out'. Below this is a horizontal menu with four items: 'Student Info & Tasks', 'My Messages', 'Employee Info & Tasks', and 'Manager Info & Tasks'. The 'Employee Info & Tasks' item is circled in black. To the right of this menu are links for 'Personalize Content | Layout' and '? Help'. On the left side, there is a 'Menu' section with a search bar and a list of categories including 'My Favorites', 'CSU SA Baseline', 'CSU Temp Faculty', 'Alert-SJSU', 'Campus Info', 'Self Service', 'Manager Self Service', 'SJSU Campus Solutions', 'SJSU Human Resources', 'Recruiting', 'Workforce Administration', and 'Organizational Development'. The main content area is titled 'Employee Self Service' and contains several tiles: 'Alert-SJSU' (with sub-links for Summary, Personal Phones, and Personal Email), 'Time Reporting' (with sub-links for Balance Inquiry, Report Time, and View Time), 'Benefits' (with sub-links for Information, Dependents and Beneficiaries, Summary, and Info), 'Payroll and Compensation' (with sub-links for View Paycheck and Compensation History), 'Learning and Development' (with sub-links for Enroll in Training Classes, Training Summary, Drop Class, and Professional Training), 'Campus Personal Information' (with sub-links for Ethnicity, Addresses, Names, and Phone Numbers), 'Recruiting Activities' (with a sub-link for Careers), and 'SJSU Payment Home'.

- Employee Info & Tasks
- May see Manager Info & Tasks, Student Info & Tasks
- Navigate via the Main Menu by clicking Self Service



Alert-SJSU

Alert-SJSU Summary
Alert-SJSU Personal Phones
Alert-SJSU Personal Email



Campus Personal Information

Addresses
Names
Phone Numbers
Email Addresses
1 More...

- **Alert SJSU:** Opt in for SJSU alerts via phone or email
- **Campus Personal Information:** Keep addresses and emergency contacts updated
 - Updating preferred name will not change your email address; log a help desk ticket with ITS



- **Benefits:** Enroll and maintain benefit information

- Not in PeopleSoft:
 - TSA enrollments
 - Life insurance beneficiaries
 - Flexible Spending Account details



- **Time Reporting:**

- View absence balances
- Report absences as they occur; report No Leave Taken when applicable
- Absences must be approved by 5pm on 1st working day of next pay period



- **Payroll and Compensation:** View paycheck and compensation history
 - Always review hard copy pay stub; data online is summarized



- **Learning and Development:** Enroll in training courses offered by HR and other campus departments

The screenshot shows the Oracle Manager Self Service interface. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Manager Self Service > Time Management. The Oracle logo is on the left, and links for Home, Add to Favorites, and Sign out are on the right. Below the breadcrumb, the page title is 'Time Management' with a sub-description: 'Manage schedules, view and approve reported and payable time, absence and overtime requests, exceptions, and more.' The main content area is divided into three columns. The first column contains 'Manager Balance Inquiry' (Manager Absence Balance Inquiry) and 'View Time' (View calendars, balances, forecasted and payable time, accumulators and more. Time and Labor Launch Pad). The second column contains 'Approve Time and Exceptions' (Approve reported or payable time, overtime and absence requests, and manage exceptions. Payable Time, Approve Reported Absences). The third column contains 'Report Time' (Report time or request absences. Manager Absence Entry).

- Approve student/hourly time (Payable Time)
- Approve staff and faculty absences (Reported Absences)
- Enter absences on behalf of direct and indirect reports
- View absence balances for direct and indirect reports
- ***Absences must be approved by 5pm on 1st working day of next pay period***

- Don't let a security breach happen to you!
 - Get antivirus protection for your home machine
 - Look for the secured website lock
 - Think before you click
 - Keep your passwords safe
 - Change passwords regularly
 - Back up important files
 - Report lost, stolen or missing equipment immediately





- IT Help Desk
 - Email: ithelpdesk@sjsu.edu
 - Phone: 408.924.1530
 - Website: its.sjsu.edu/support
- Information Security Office
 - Email: security@sjsu.edu
 - Phone: 408.924.1530
 - Website: security.sjsu.edu

- HR 101s for All Employees
 - Customer Service
 - Financial Education
 - Health and Wellness
 - Campus Resources
 - Skills Development
- Manager Training



- Online Courses
 - Eliminate Campus Sexual Violence
 - Data Security & Privacy
 - FERPA & Protecting Education
 - Conflict of Interest
 - Anti-Harassment, Discrimination, Retaliation
- eLearning
 - Skillport 8.0
 - Lynda.com (w/library card)
 - LifeMatters by Empathia



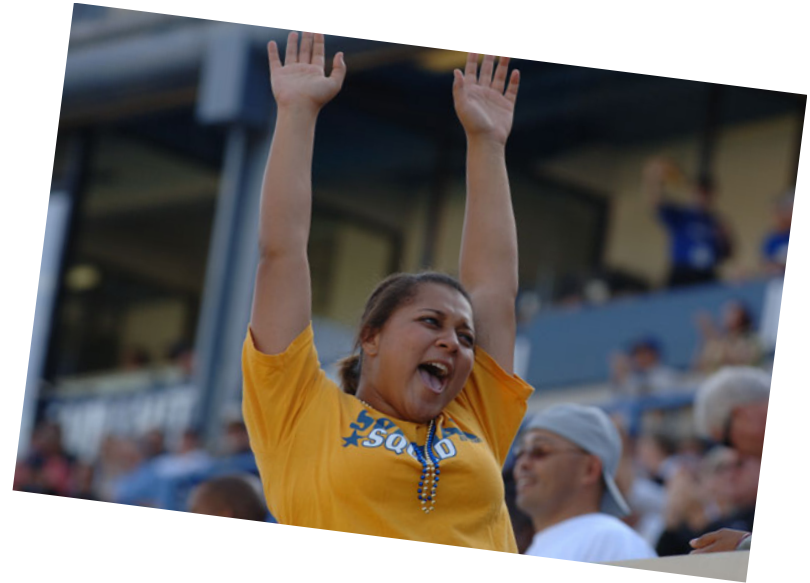


- Attend courses at any CSU at a reduced rate
 - Undergraduate and graduate
- Dependents may be eligible
- Maximum of 2 courses or 6 units per semester
 - Only 6 units are covered by Fee Waiver



- Learn more about SJSU, our mission, and Vision 2017
- Connect with campus resources
- Meet and network with other new Spartans
- 2nd Wednesday of every month

- Car Rentals
- Cell Phone
- Hotels
- Museums and Attractions
- Software
- Spartan Bookstore



On the web: sjsu.edu/hr

- Employees/Resources/Employee Discounts

- Athletics
- Theatre
- Lectures
- Music
- Art
- Film
- Wellness
- Health & Fitness
- [Campus Event Calendar](#)



Free Athletics Tickets!



- Free tickets to all athletic events for employees and their families!
- See sjsuspartans.com/facultystaff





- Campus purchasing option
 - Spartan Bookstore
 - All campus dining locations
- Access with your Tower Card
- \$10 to all new employees!

- Located in the center of the Student Union
- A Barnes and Noble College Store
- More than just textbooks!
 - SJSU Apparel
 - Gifts
 - Snacks
 - Technology
 - *Discount on Apple Computers - \$50-\$200, depending on machine*
- Employee Discount
 - Show your Tower Card for 10% off (excludes electronics, electronic accessories, textbooks, and clearance items)





- Eateries across campus
- Map, menus, hours and much more on Spartan Shops website
- (spartanshops.com)
 - Please note, many eateries are either closed or have reduced hours during summer and winter sessions.

- On Fourth Café
 - Tully’s Coffee
- Instant Brew
 - Grab-n-Go Items
- Just Below
 - Deli
 - Peet’s Coffee
 - Jamba Juice
 - Organic, Vegan, Vegetarian and Gluten-Free Options
- Village Market
 - Pizza, Wings, and Ice Cream





UNION
SQUARE

- Union Square
 - Bricks Pizza and Pasta
 - In the Mix Salad
 - Jamba Juice
 - Le Boulanger
 - Panda Express
 - Smokin' Sammy's
 - Starbucks
 - Subway
 - Taco Bell
 - Waffle Coop

- Skip the lines – Order and pay ahead!
- Available at the following locations:
 - Jamba Juice, Just Below, Village Market, Le Boulanger, Bricks Pizza, Panda Express, Taco Bell, Subway, and Mojo Burger.
 - Download the free app, available in iTunes and Google Play
- No smart phone? Order on your desktop!



Spartan Shops Sustainability

- \$0.50 discount for bringing a reusable mug for any beverage purchases
- Use compostable utensils and cups in eateries, biodegradable plates in The Commons
- Recycles 100% of cooking oil
- Reduced food waste in the The Commons by 40% in the past two years





- Benefits orientation
- Activate your SJSUOne account
- Review position description with your manager
- Spartan 101
- Campus tour

Before you leave...

- The Red Folder
- Stay in your seats to meet your payroll representatives
- Have a great first day!

