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## Navigation Overview

### Home Page

SAN JOSÉ STATE UNIVERSITY

≡ MENU 🔍 SEARCH

Home > UP

## University Personnel

MyInfo MyBenefits MyPay MyCareer News Resources UP Process Toolkit

### University Personnel

University Personnel provides a variety of services to all faculty, staff and student employees at San José State. Our goals are to be an employer of choice and to enable employees to be exceptional.

[About Us](#) >

Find links to the following information from the UP home page:

- About Us
- Careers
- Your UP Representatives
- Quick Links
- Spartans Stepping Beyond

## About Us

About Us contains information about University Personnel including staff directories, office locations, and an organizational chart.

- Our Goals
- Staff Directory
  - Your UP Representatives
  - Staff A-Z
  - Staff by Function
  - Management Team
- Office Locations
- Organizational Chart



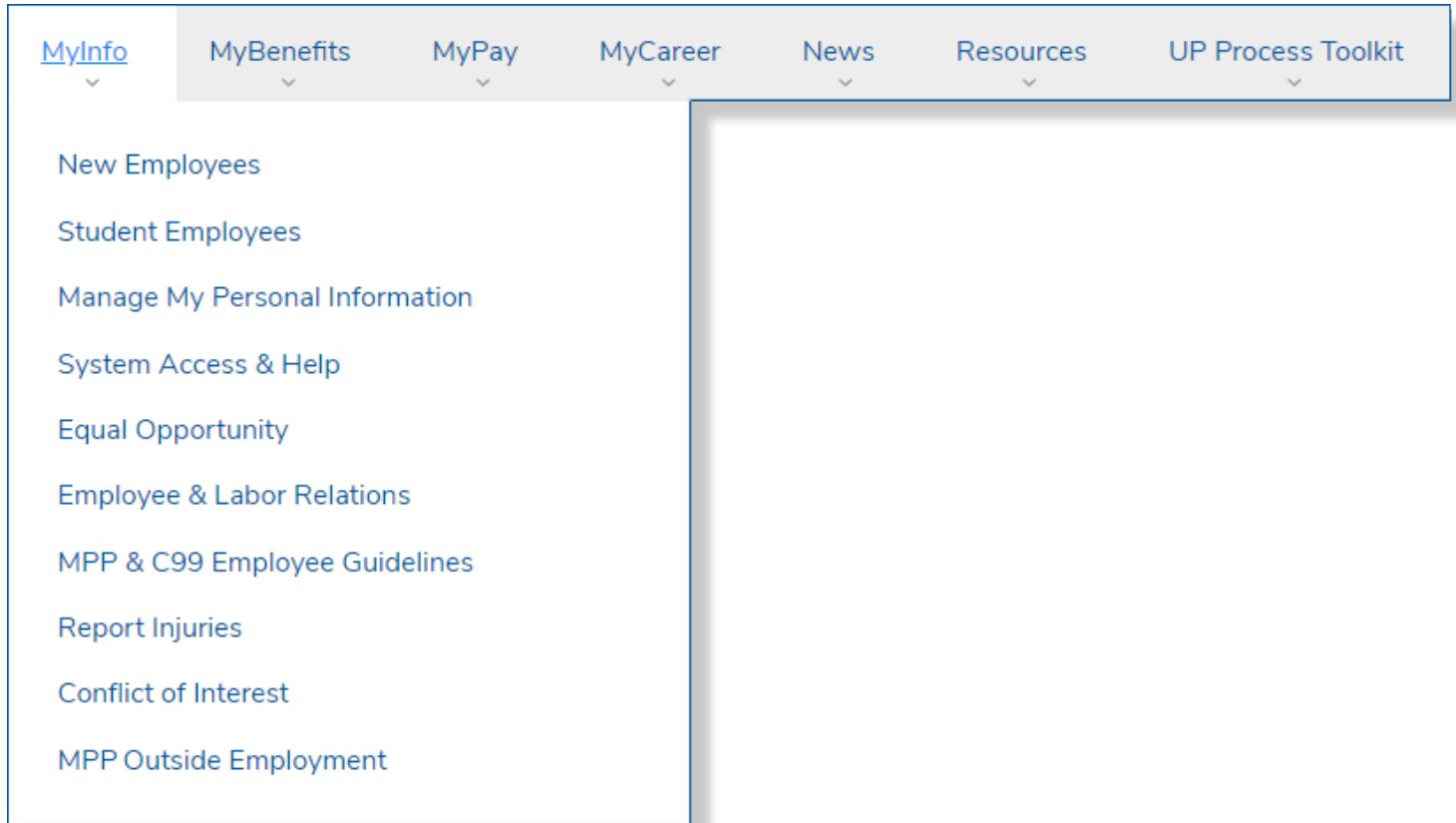
## Primary Navigation



The Primary Navigation consists of the following menus:

- **MyInfo**
  - Basic things about you as an employee.
- **MyBenefits**
  - Information about your benefits, including tuition fee waiver, employee discounts, and health and well-being.
- **MyPay**
  - Information about your paycheck, time and absences, classification/compensation, and more.
- **MyCareer**
  - Information for Faculty and Staff related to training, performance evaluation, range elevation and RTP (retention, tenure and promotion).
- **News**
  - News and Announcements, The UP Side Newsletter, Spartans Stepping Beyond
- **Resources**
  - Access to resources such as calendars, forms and documents, quick links and more.
- **UP Process Toolkit**
  - For managers, department chairs, and administrative staff on campus who manage various processes related to employees.

## MyInfo



- **New Employees**
  - Find important information and resources to help you get started with your career at SJSU.
- **Student Employees**
  - Information specific to student employees such as Student Discrimination and Harassment Complaints, international students, and work study.
- **Manage My Personal Information**
  - Review and update personal data such as address, emergency contacts, Alert SJSU; view your personnel file/PAF.
- **System Access & Help**
  - Obtain additional access and get help for the SJSU @ Work, MySJSU and Finance systems.
- **Equal Opportunity**
  - Information about what the Office for Equal Opportunity can do for you.
- **Employee & Labor Relations**
  - Information about the Employee & Labor Relations team and how they can help.
- **MPP & C99 Employee Guidelines**
  - Employee guidelines for management and confidential employees.
- **Report Injuries**
  - Important information if you get injured on the job.
- **Conflict of Interest**
  - Find out what your duty is to disclose any financial conflicts of interest you have with the University.

- **MPP Outside Employment**

- Information on the annual requirement for all MPPs to report whether or not they have outside employment.

Also available from the MyInfo main page:

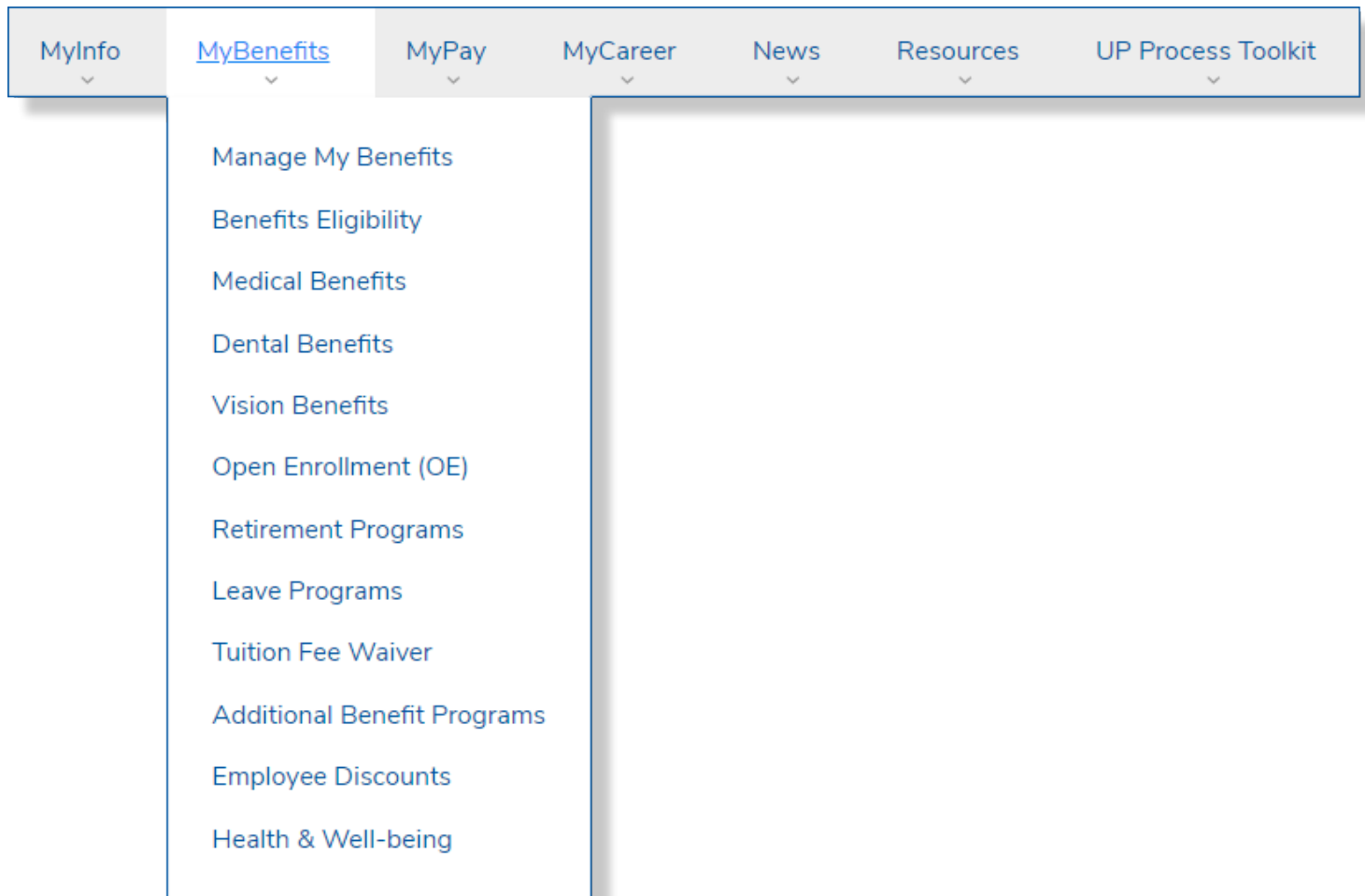
- **Collective Bargaining Agreements**

- Find links to the Collective Bargaining Agreements for the California State University.

- **Accommodations for Disabled Employees & Students**

- Information for students, faculty, and staff regarding accommodations to support educational and employment goals.

## MyBenefits



- **Manage My Benefits**
  - Enroll in, review and update your benefits.
- **Benefits Eligibility**
  - Determine if you're eligible for benefits; review benefit summaries.
- **Medical Benefits**
  - View Plans and Providers.
- **Dental Benefits**
  - View Plans and Providers.
- **Vision Benefits**
  - View Plans and information on accessing and using your benefits.
- **Open Enrollment (OE)**
  - Information about Open Enrollment is updated annually. Check here for all applicable information.
- **Retirement Programs**
  - Learn more about CalPERS, FERP and PRTB.

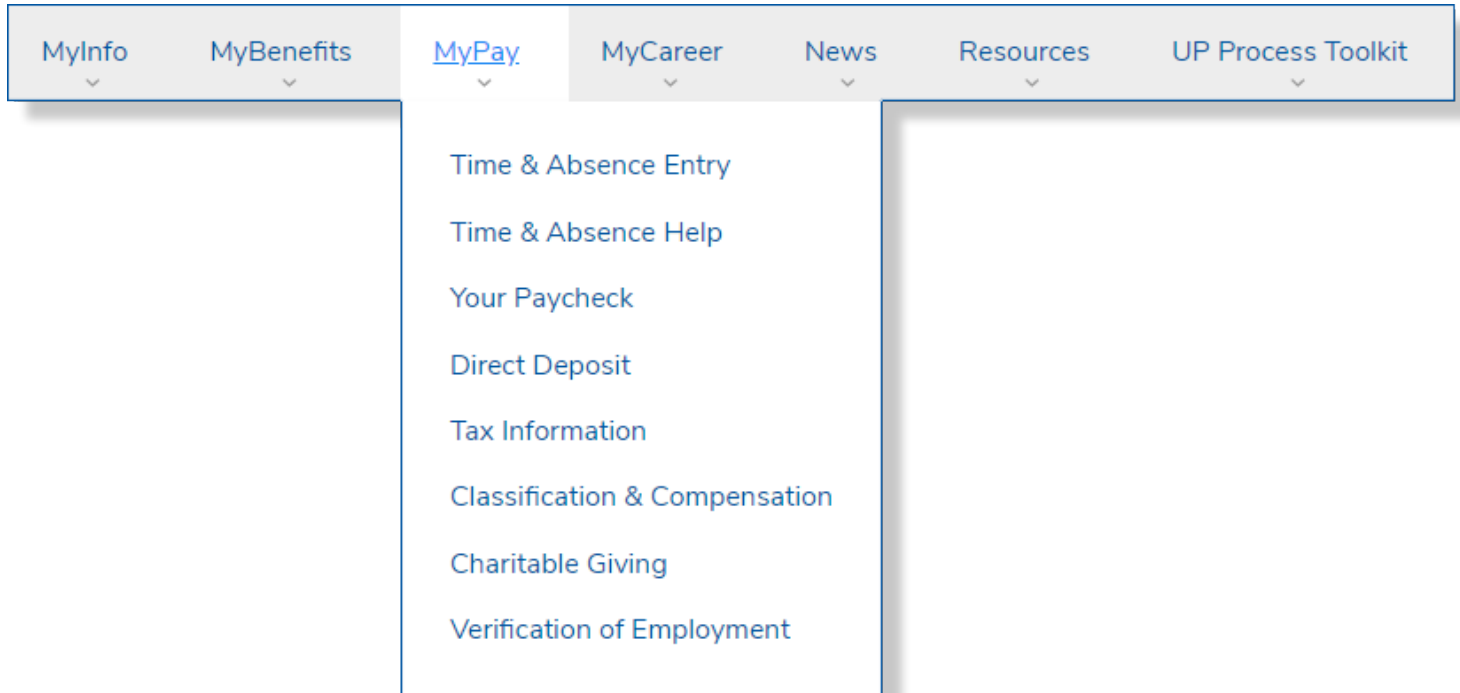
- **Leave Programs**
  - Learn more about standard leave (vacation, sick, etc.) as well as programs such as Family Medical Leave, Military Leave, and Sabbatical Leaves for Faculty.
- **Tuition Fee Waiver**
  - Learn more about the Tuition Fee Waiver program for you or your dependent.
- **Additional Benefit Programs**
  - Review other benefit programs such as tax-sheltered annuities, life insurance, etc.
- **Employee Discounts**
  - Take advantage of your Employee Discounts.
- **Health & Well-being**
  - Balance your work life with health and well-being programs available to you.

Also available from the MyBenefits main page:

- **Benefits News & Announcements**
  - Current News & Announcements pertaining to Benefits.
- **Frequently Asked Questions**
  - Review Frequently Asked Questions regarding benefits.



## MyPay



- **Time & Absence Entry**
  - Enter your hours worked and/or your absences.
- **Time & Absence Help**
  - Information regarding your pay, paycheck, how to view your absence balance, enter your absences, and more.
- **Your Paycheck**
  - Information about receiving your paycheck, as well as how to interpret your check.
- **Direct Deposit**
  - Learn more about direct deposit. All faculty, staff and student employees are eligible to enroll.
- **Tax Information**
  - Manage your withholding status; understand Form W-2 information.
- **Classification & Compensation**
  - Request a review for an IRP or reclass, understand your position description, review classification standards, see the salary schedule, and more.
- **Charitable Giving**
  - Your donations to the University and/or charitable organizations through Our Promise can be deducted from your paycheck.
- **Verification of Employment**
  - Access to the Release of Confidential Information form and guidance regarding United States Citizenship and Immigration Services (USCIS).

Also available from the MyPay main page:

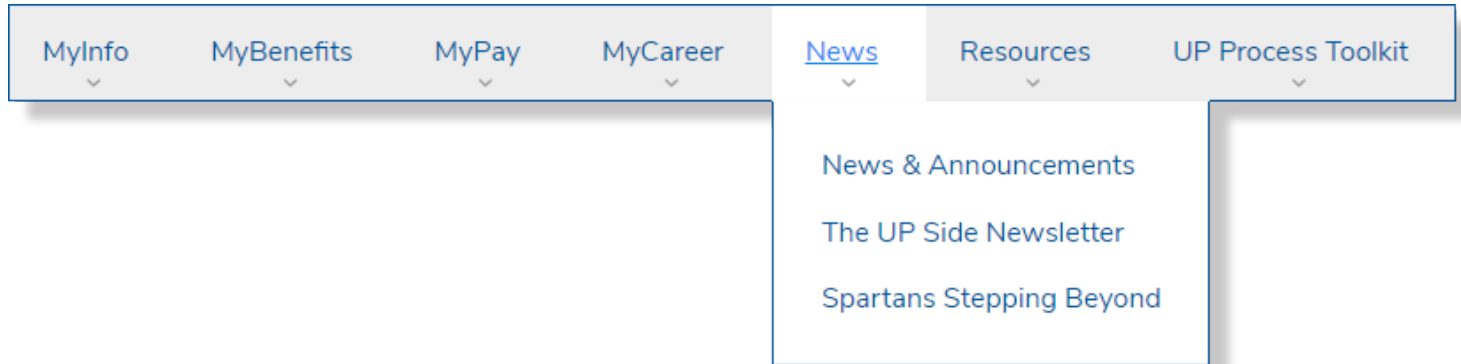
- **View My Absence Balances**
  - View your vacation, sick, state service and other balances.
- **Calendars**
  - View holiday, payroll and academic calendars.
- **Understanding your Paycheck**
  - Explains what each section on your paycheck is.
- **Paycheck Calculator**
  - Estimate what your monthly check will look depending on withholding and other factors.
- **Total Compensation Calculator**
  - The Total Compensation Calculator estimates your total compensation based on your chosen benefits.

## MyCareer



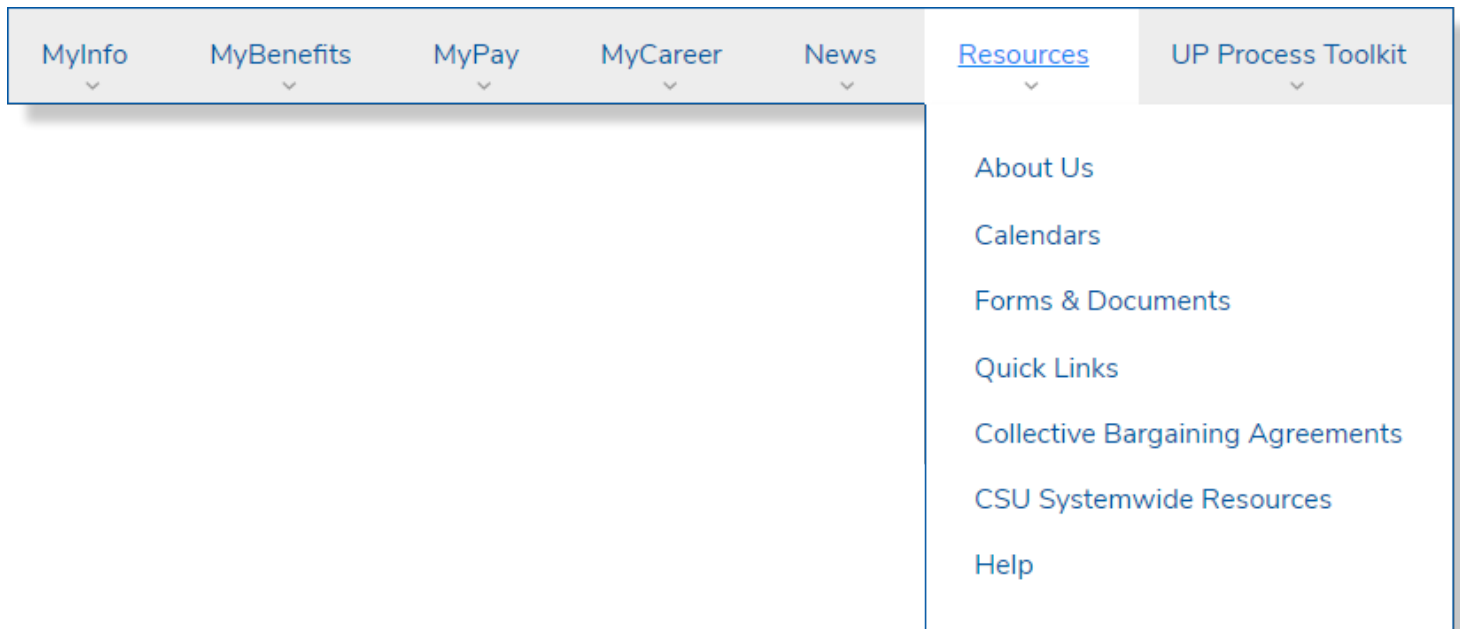
- **Training and Professional Development**
  - Find information about training offered by University Personnel and The Center for Faculty Development.
- **Faculty**
  - Find information regarding RTP (retention, tenure and promotion) processes as well as information on range elevation.
- **Staff & MPP**
  - Find information regarding performance evaluation processes, goal writing and tracking feedback.

## News



- **News & Announcements**
  - Current News & Announcements from University Personnel; subscribe to our blog.
- **The UP Side Newsletter**
  - The UP Side Newsletter is sent to all employees via email semi-monthly throughout the year.
- **Spartans Stepping Beyond**
  - Spartans Stepping Beyond is SJSU’s online recognition program that allows faculty, staff and students to recognize a fellow Spartan for going above and beyond.

## Resources

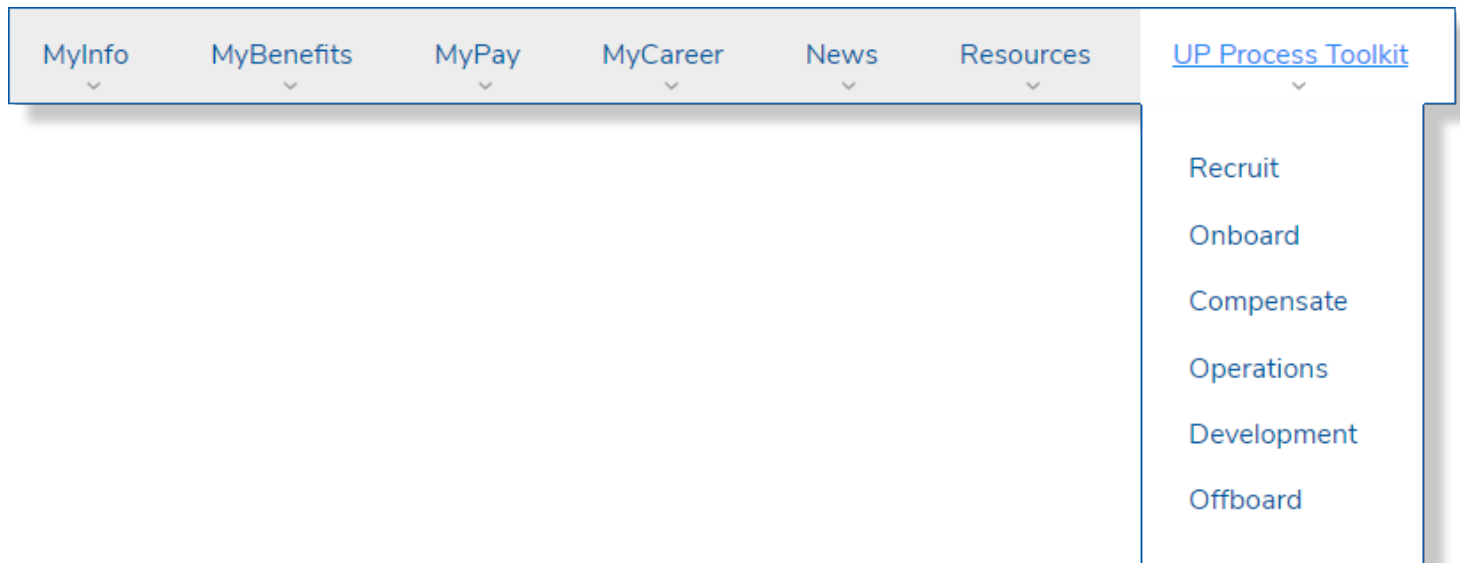


- **About Us**
  - Information on UP staff and locations.
- **Calendars**
  - Holiday and Payroll Calendars, Academic Calendars, UP Events & Reminders.
- **Forms & Documents**
  - Find forms and documents in alpha order or by category.
- **Quick Links**
  - Find quick links to some of the most used pages in the website.
- **Collective Bargaining Agreements**
  - View the Collective Bargaining Agreement for your union.
- **CSU Systemwide Resources**
  - Information for all CSU employees related to compensation, faculty resources, HR policies, and more.
- **Help**
  - Find links to Frequently Asked Questions.

Also available from the Resources main page:

- **New Employees**
- **New Student Employees**
- **MPP & C99 Employee Guidelines**
- **Your UP Representatives**

## UP Process Toolkit



The UP Process Toolkit is for managers, department chairs, and administrative staff who manage various processes related to employees.

The information on these pages will help you find guidance and procedural steps for those processes. The information contained here is designed to help you do your job.

- **Recruit**
  - Information found here is related to the recruiting of regular employees (staff, management, faculty, temporary faculty), as well as information about CHRS Recruiting. Information on the emergency hire process, as well as hiring students, can be found in Onboard.
- **Onboard**
  - Find information on appointing employees including those who came through a formal recruitment process and those who did not (e.g. students, emergency hires, special consultants). You will also find information related to volunteers.
- **Compensate**
  - Here you will find tools and information regarding how to effectively compensate employees, including information on class/comp and payroll processes.
- **Operations**
  - This area contains instruments that help you carry out the necessary operations you need to manage employees and/or departments. Find things such as position management and time & absence approval.
- **Development**
  - Sections here are focused on the development of employees, such as evaluation and RTP processes, as well as training information.
- **Offboard**
  - Information found here is related to employees leaving the university or transferring to a new department.

**Where do I find?**

Listed in the Information column are some of the more popular items on our website. The Navigation column shows how to find that information in the new design. Please note that many of the items below can be reached from numerous pages in the website. The information here is the direct path to the page.

<b>Information</b>	<b>Navigation</b>
Benefit Providers	MyBenefits > Medical Benefits > Benefit Providers
Benefits	MyBenefits
Calendars	Resources > Calendars
Classification Standards	Resources > CSU Systemwide Resources
Coded Memoranda	Resources > CSU Systemwide Resources
Collective Bargaining Agreements (CBAs)	Resources > Collective Bargaining Agreements
eFaculty	MyCareer > Faculty > eFaculty Training and Help
Employee Discounts	MyBenefits > Employee Discounts
Employee Profile	Resources > Forms & Documents > Forms By Category > Hiring
FAQs/Help	Resources > FAQs
Fee Waiver	MyBenefits > Tuition Fee Waiver
FERP	MyBenefits > Retirement > FERP
Hiring Information	UP Process Toolkit > Onboard
In-Range Progression (IRP) Request	MyPay > Classification & Compensation Review > Classification Review for Staff Resources > Forms & Documents > Forms By Category > Classification & Compensation UP Process Toolkit > Compensate > Management Initiated Classification Review
Jobs on Campus	<a href="http://www.sjsu.edu/careers/">Careers</a> (http://www.sjsu.edu/careers/)
Leaves	MyBenefits > Leave Programs
MPP Toolkit	UP Process Toolkit
New Employees	MyInfo > New Employees
Position Management <a href="#">Action Form</a>	Resources > Forms & Documents > Forms By Category > Classification & Compensation
Reclass Request	MyPay > Classification & Compensation Review > Classification Review for Staff Resources > Forms & Documents > Forms By Category > Classification & Compensation UP Process Toolkit > Compensate > Management Initiated Classification Review
Recruitment Processes	UP Process Toolkit > Recruit

<b>Information</b>	<b>Navigation</b>
Reference and Background Check Release Form	Resources > Forms & Documents > Forms By Category > Recruiting
Retirement Information	MyBenefits > Retirement
Retention, Tenure & Promotion (RTP)	MyCareer > Faculty > Retention Tenure & Promotion Resources > Forms & Documents > Forms By Category > Retention, Tenure & Promotion UP Process Toolkit > Development > Retention Tenure And Promotion
Sabbatical	MyBenefits > Leave Programs > Sabbaticals
Salary Schedule	Resources > Calendars
SkillSurvey	UP Process Toolkit > Recruit > Staff & Management > Reference Checks
SOTES	UP Process Toolkit > Development > SOTEs & Evaluation of Teaching
Spartans Stepping Beyond	News > Spartans Stepping Beyond
Special Consultant Form	Resources > Forms & Documents > Forms By Category > Hiring Resources > Forms & Documents > Forms By Category > Payroll
Student Hiring Guide	UP Process Toolkit > Onboard > Student Employees Resources > Forms & Documents > Forms By Category > Hiring
Temporary Faculty Range Elevation	UP Process Toolkit > Development > Temporary Faculty Evaluations / Range Elevation MyCareer > Faculty > Lecturer Evaluations / Range Elevation
Temporary Support Request	Resources > Forms & Documents > Forms By Category > Hiring
Tenure Track Recruiting	UP Process Toolkit > Recruit > Tenure/Tenure Track Faculty
Training and Professional Development	MyCareer > Training
Unit 11 CBA	Resources > Collective Bargaining Agreements
Unit 3 CBA	Resources > Collective Bargaining Agreements
Visa Information	UP Process Toolkit > Onboard > Faculty > Employment Based Visas
Your HR Reps	Resources > About Us > UP Staff Directory > Your UP Representatives