

SAN JOSÉ STATE UNIVERSITY

New Employee Orientation Welcome to San José State!



Agenda

- Welcome and Introductions
- Campus Administration & Leadership
- Human Resources
- Welcome Packet
- Campus Safety Basics
- Your Position and Career at SJSU
- Unions at SJSU
- Performance Management
- SJSUOne and MySJSU
- Campus Community
- What's Next?
- Questions & Answers
- Campus Tour



Welcome and Introductions



- ✓ Who you are
- ✓ Where you'll be working
- ✓ What you'll be doing

Campus Administration and Leadership



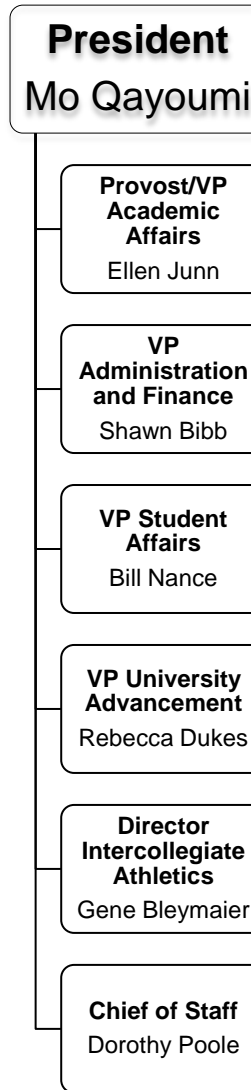
California State University

- 23 Campuses
- 1 Chancellor's Office
- 1 Board of Trustees

SJSU

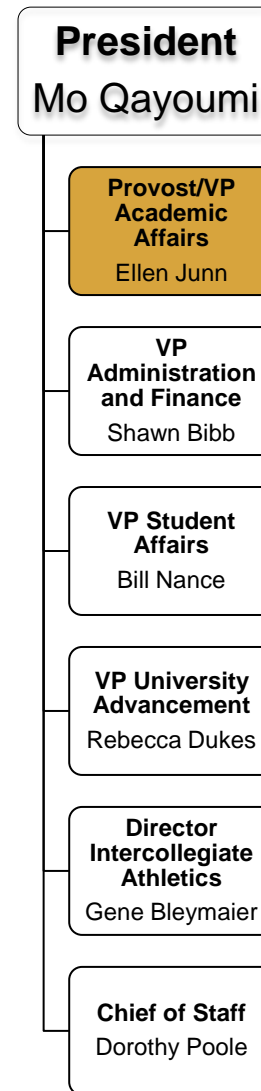
- Founded 1857
- Approximately 30,000 students

Campus Administration and Leadership



Campus Administration and Leadership

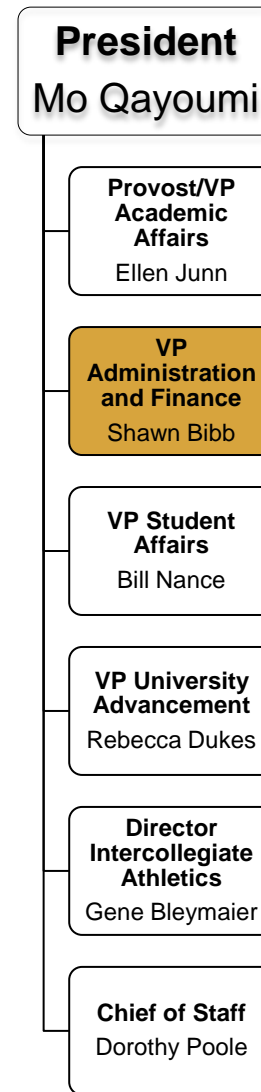
College of Applied Sciences & Arts
College of Business
College of Education
College of Engineering
College of Humanities & the Arts
College of International and Extended Studies
College of Science
College of Social Sciences
Academic Planning and Budgets
Academic Technology
Faculty Affairs
Graduate Studies & Research
Institutional Effectiveness & Analytics
Student Academic Success Services
Undergraduate Studies
University Library
University Research Foundation



Campus Administration and Leadership



Facilities Development & Operations (FD&O)
Finance
Human Resources (HR)
Information Technology Services (ITS)
Spartan Shops, Inc.
University Police (UPD)



Campus Administration and Leadership

Campus Life

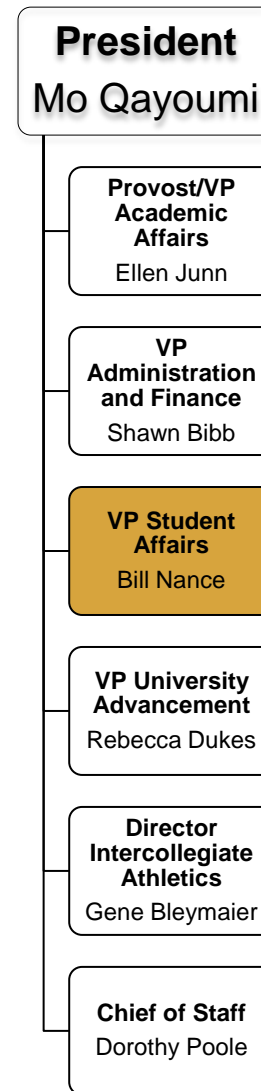
- Associated Students
- LGBT Resource Center
- MOSAIC Cross Cultural Center
- Office of Student Conduct & Ethical Development
- Student Involvement
- Student Union, Inc
- University Housing Services
- Women's Resource Center

Enrollment Services

- Admissions and Outreach
- Enrollment Operations and Communications
- Financial Aid and Scholarships Office
- Office of the Registrar
- Testing Office

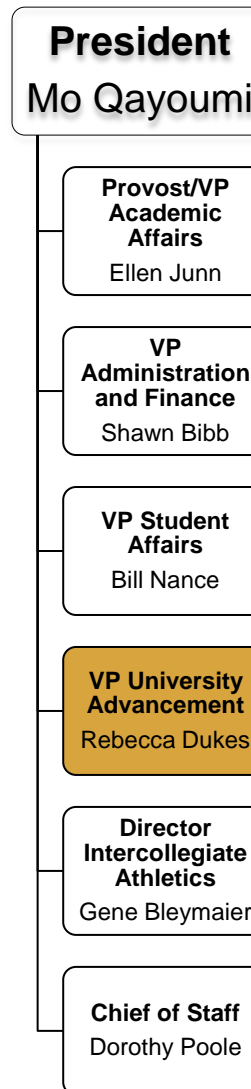
Student Services

- Career Center
- Counseling Services
- Disability Resource Center
- Student Health Center
- University Ombudsperson



Campus Administration and Leadership

Advancement Operations
Alumni Association
Development
Public Affairs
Tower Foundation
University Events



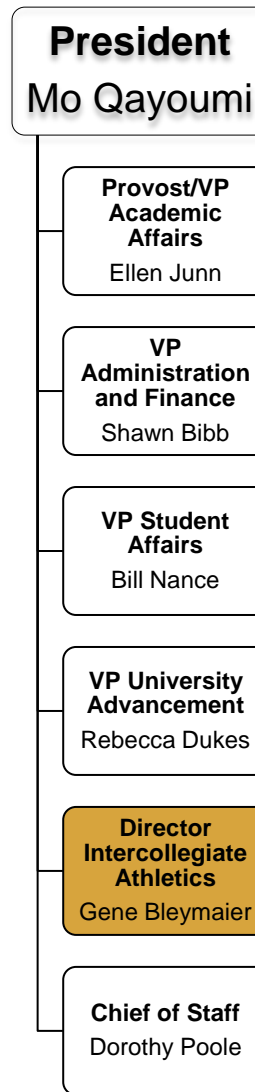
Campus Administration and Leadership

Men's Sports


- Athletics
- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Soccer

Women's Sports

- Basketball
- Cross Country
- Golf
- Gymnastics
- Soccer
- Softball
- Swimming/Diving
- Tennis
- Volleyball
- Water Polo



The Mission of SJSU



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.

Vision 2017 – SJSU's Strategic Vision

Spartan Pride

Develop vibrant, safe and welcoming communities that create a sense of belonging and instill Spartan pride.

Unbounded Learning

Enhance student success through continuous learning innovations.

Helping and Caring

Create a culture of helping.

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.



Human Resources Organization

Operations

- Workforce Planning
- Personnel Services
- Benefits
- Payroll

Training

Equal Opportunity

Employee Relations

Worker's Compensation



Human Resources Website – sjsu.edu/hr

SJSU

HUMAN RESOURCES
SAN JOSÉ STATE UNIVERSITY | HUMAN RESOURCES

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

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

Human Resources



MISSION

We partner with the campus community to create a high performing university.

Upcoming HR Events

4/11

Medicare 101
Informational
Presentation

Welcome

HR invites you to explore our website and learn how HR partners with the university to achieve its strategic goals and vision. HR embraces the university's shared values and vision for becoming the University of Choice. The SJSU Vision guides HR operations to recruit, retain and engage a team of well-qualified employee.

Search SJSU



Quick Links

Search the HR site:

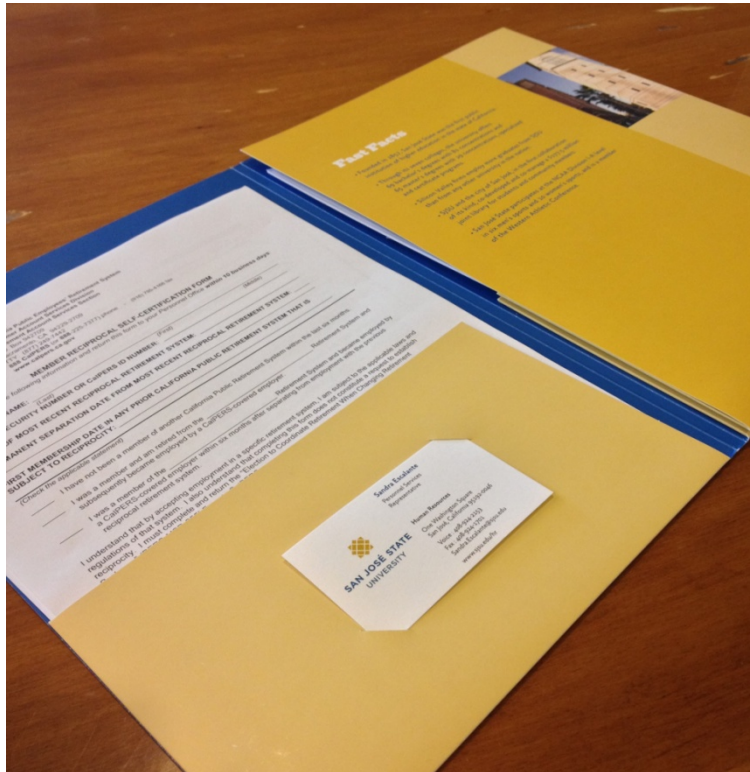
- [EO 1083 - Mandatory Reporting on Child Abuse](#)
- [CSU 403B Tax Sheltered Annuity Program](#)
- [Expiration of the Employee Social Security Tax Rate Reduction](#)
- [Benefits Provider Phone Numbers](#)
- [Discrimination and Complaint Process - Students](#)
- [Discrimination and Complaint Process - Employees](#)
- [Payroll FAQs](#)
- [Title IX](#)
- [Tuition Fee Waiver Application Due Dates - Fall 2013](#)
- [Well U Upcoming Events](#)
- [Your HR Representatives](#)

Welcome Packet

CSU Employee Information
Campus Programs
Yours to keep!



Welcome Packet



Spartan Shops Gold Points Calendars

- Master Payroll Calendar
- Holiday Calendar

Campus Map

Personnel Services Representative

Welcome Packet

Parking (sjsu.edu/parking)

Transportation Solutions

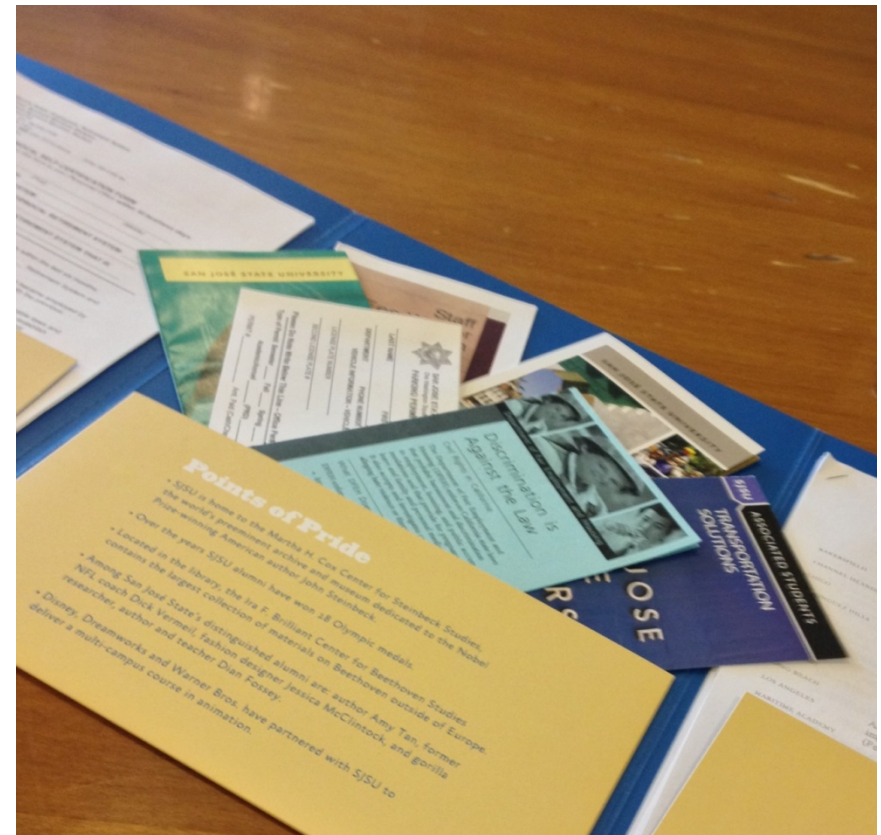
- Eco Pass

Bike to SJSU

Unity in Diversity

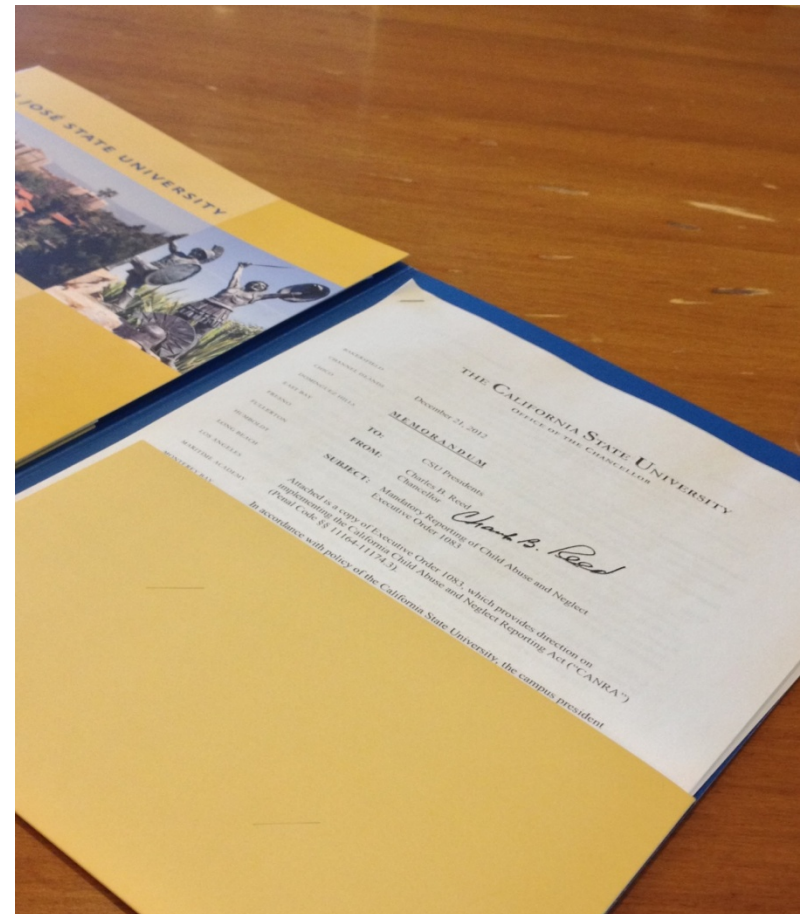
Discrimination

Staff Fee Waiver



Welcome Packet

Executive Order 1083: *Mandatory Reporting on Child Abuse*
Alert SJSU
Whistleblower
Workers' Compensation



Campus Safety Basics



In an emergency, contact University Police

- Blue Light phones across campus
- 911 from campus phones
- 408.924.2222 from cell phones

Evening Guide Escorts

- Get to your car or up to 2 blocks off campus safely
- 24 hours a day/7 days a week

Evening Shuttle

- Extended distance escort M-F from 7pm – 1am

More information: sjsu.edu/police

Break Time!



Time for a quick break...
We'll start again in 5 minutes...

Your Position and Career at SJSU

Position Description

- Purpose
- Signed copy for personnel file
- Classification
- Review with your Manager

[Your Career at SJSU](#)



Unions at SJSU

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)

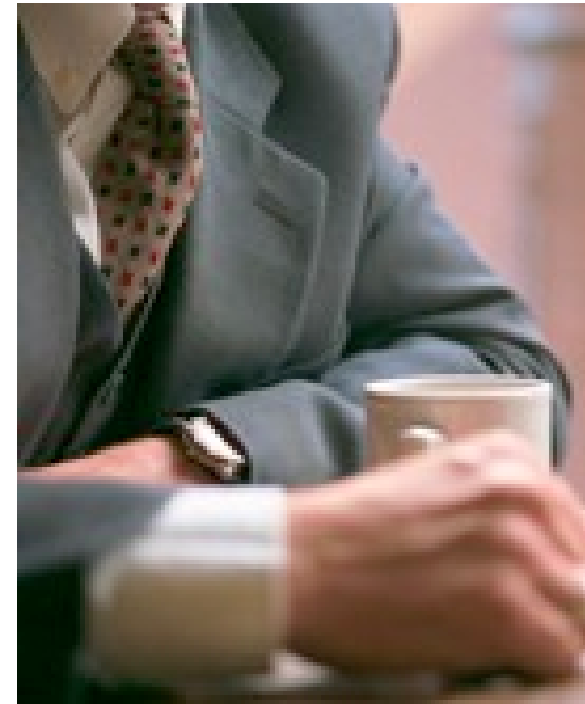
Unit 11 – Academic Student Employees (UAW)

Management Personnel Plan (MPP / M80)

- At-will employees
- Not represented

Confidential (C99)

- Not represented



Performance Management



Feedback

- Informal
- Formal
 - Probationary
 - Annual
 - [Guidelines and Forms](#)

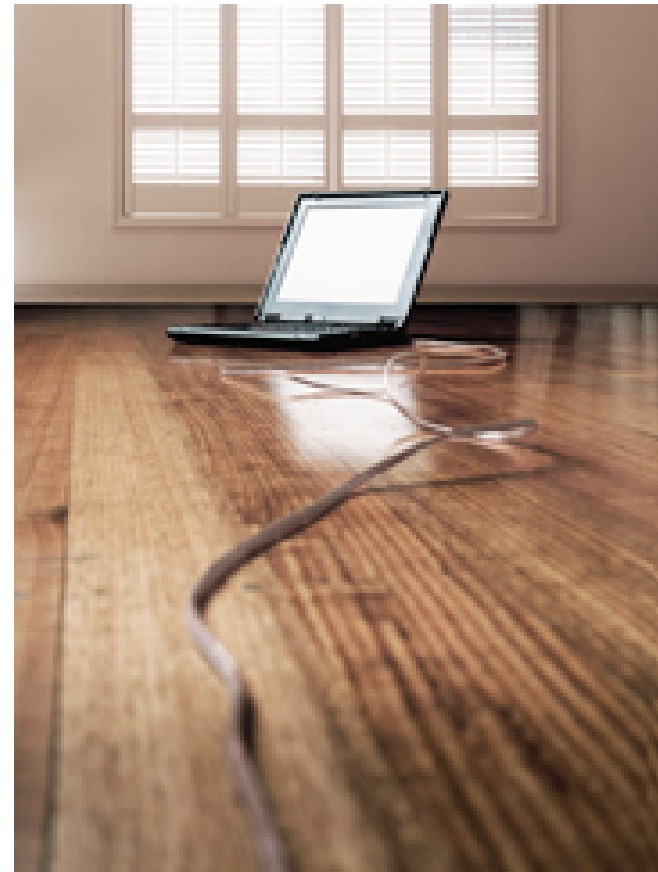
Password consolidation system

Use the same login credentials for most systems

- Campus wireless network
- Campus email
- MySJSU

Set Your Password

- 9-digit SJSU ID
- Date of birth
- Last 4 digits of your SSN





INFORMATION TECHNOLOGY SERVICES (ITS)
SAN JOSE STATE UNIVERSITY | ADMINISTRATION AND FINANCE DIVISION

- About ITS ▾
- Policies & Standards ▾
- Projects ▾
- Help & Training ▾
- IT Service Catalog ▾

[SJSU Home](#) > [ITS](#) > [SJSUOne](#) >

SJSUOne Set / Reset Password

SJSU ID

It is 9 numeric digits. Include the zeros at the beginning. Your SJSU ID is the same as your emplid and student ID. Your SJSU ID is also printed on the back of your tower card.

Continue



INFORMATION TECHNOLOGY SERVICES (ITS)
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- About ITS ▾
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- Help & Training ▾
- IT Service Catalog ▾

[SJSU Home](#) > [ITS](#) > [SJSUOne](#) >

SJSUOne Set / Reset Password

Please choose one of the options below to reset your password

[Option 1](#)

Set SJSUOne password using your birthday and the last 4 digits of your SSN:

BIRTH DATE

LAST 4 DIGITS OF SSN

Continue

SJSUOne Set / Reset Password

PASSWORD

CONFIRM PASSWORD

PASSWORD REQUIREMENTS:

Password needs to be between 8 and 28 characters long and can follow one of the complexity schemes:

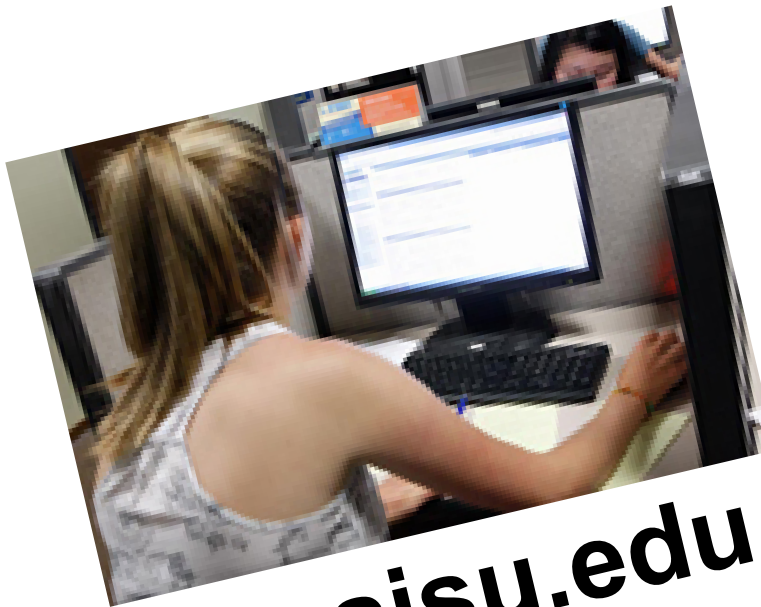
If password is 8 - 16 characters long:

- It can not contain spaces.
- It needs to contain at least one lowercase letter.
- It needs to contain at least one uppercase letter.
- It needs to contain at least one number.
- It needs to be uniquely different than previous passwords (do not reuse passwords).

If password is 17 - 28 characters long:

- No character restrictions.
- It needs to be uniquely different than previous passwords (do not reuse passwords).

Continue



my.sjsu.edu

Announcements

System Downtime

Documentation/Tutorials

Log in with SJSUOne ID/password

- Alert SJSU
- Employee Self Service
- Manager Self Service

Sign in to MySJSU/Oracle/PeopleSoft



SJSU ID:

Password:

Employee Self Service



[Home](#) | [Add to Favorites](#) | [Sign out](#)

[Favorites](#) | [Main Menu](#)

Employee Info & Tasks | [Manager Info & Tasks](#)

Personalize [Content](#) | [Layout](#)

[Help](#)

Menu

Search:

▶ [Alert-SJSU](#)
▶ [Campus Info](#)
▶ [Self Service](#)
▶ [Manager Self Service](#)
▶ [SJSU Campus Solutions](#)
▶ [SJSU Human Resources](#)
▶ [Recruiting](#)
▶ [Workforce Administration](#)
▶ [Benefits](#)
▶ [Enterprise Learning](#)
▶ [Reporting Tools](#)
▶ [PeopleTools](#)
- [My Personalizations](#)

Employee Self Service

Alert-SJSU Alert-SJSU Summary Alert-SJSU Personal Phones Alert-SJSU Personal Email	Time Reporting Employee Balance Inquiry Report Time View Time	Benefits Benefits Information Dependents and Beneficiaries Benefits Summary Dependent/Beneficiary Info 5 More...
Payroll and Compensation View Paycheck Compensation History	Learning and Development SJ- Enroll in Training Classes SJ-Training Summ./Drop Class Professional Training	Campus Personal Information Addresses Names Phone Numbers Email Addresses 1 More...
Recruiting Activities Careers	SJSU Payment Home	

Alert-SJSU



[Home](#) | [Add to Favorites](#) | [Sign out](#)

[Favorites](#) | [Main Menu](#)

[Main Menu](#) > [Employee Self Service](#) >

Alert-SJSU

SJSU Emergency Notifications -- Set up EMAIL, Phone and/or Text Messaging to receive campus alerts.

 **[Alert-SJSU Summary](#)**
Alert-SJSU Summary of Personal Alert Email and Phone Numbers

 **[Alert-SJSU Personal Phones](#)**
Alert-SJSU Personal Phones

 **[Alert-SJSU Personal Email](#)**
Alert-SJSU Personal Email Addresses

Campus Personal Information



[Home](#) | [Add to Favorites](#) | [Sign out](#)

[Favorites](#) | [Main Menu](#)


[Main Menu](#) > [Employee Self Service](#) >

Campus Personal Information

Maintain your personal information and review holds and to dos pending to your record.

 **[Addresses](#)**
View and update your addresses.

 **[Names](#)**
View and update your names.

 **[Phone Numbers](#)**
View and update your phone numbers.

 **[Email Addresses](#)**
Email Addresses.

 **[Emergency Contacts](#)**
View and update your emergency contacts.

Benefits



Benefits

Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.

 **[Benefits Information](#)**
Review health, insurance, savings, pension or other benefits information.

- [Health Care Summary](#)
- [Savings Summary](#)
- [Flexible Spending Accounts](#)

 **[Dependents and Beneficiaries](#)**
Review and update dependent and beneficiary personal information.

- [Dependent/Beneficiary Coverage](#)
- [Health Care Dependent Summary](#)
- [Insurance Beneficiary Summary](#)


 **[Benefits Summary](#)**
Review a summary of current, past or future benefit enrollments.

 **[Dependent/Beneficiary Info](#)**
Review or update dependent and beneficiary information.

 **[Insurance Summary](#)**
Review a summary of your life and AD&D insurance.

 **[Pension Estimates](#)**
Visit CalPERS website for Pension Estimates

 **[New Enrollment](#)**
Newly hired/newly eligible employee benefit enrollment.

 **[Life Events](#)**
Initiate Life Events such as the birth or adoption of your child or adding a spouse or domestic partner.

 **[Open Enrollment](#)**
Enroll in benefits.

Report and View Absences



[Home](#) | [Add to Favorites](#) | [Sign out](#)

[Favorites](#) | [Main Menu](#)

[Main Menu](#) > [Employee Self Service](#) >

Time Reporting

Report and review your time, schedules, request absences and more.

 [Employee Balance Inquiry](#)
Employee Absence Balance Inquiry

 [Report Time](#)
Report your time and request planned overtime and absences.
[Report and View Absences](#)

 [View Time](#)
View your schedules, forecasted, payable and comp time, exceptions and more.
[Monthly Schedule](#)

View Paycheck



[Home](#) | [Add to Favorites](#) | [Sign out](#)


[Favorites](#) | [Main Menu](#)

[Main Menu](#) > [Employee Self Service](#) >

Payroll and Compensation

Review your pay and compensation history.

 [View Paycheck](#)
Review current and prior paychecks.

 [Compensation History](#)
Review compensation history for base, variable, and stock options.

Enroll in Training Classes



Learning and Development

Add or review information related to learning and other development such as languages, licenses and certificates, competencies and memberships.

 **[SJ-Enroll in Training Classes](#)**
Search for and enroll in SJSU classes

 **[SJ-Training Summ./Drop Class](#)**
View Training Summary / Drop Classes

 **[Professional Training](#)**
Add or review information about your professional training.

Manager Self Service



The screenshot displays the Oracle Manager Self Service web interface. At the top left is the Oracle logo. Below it is a breadcrumb trail: Favorites | Main Menu > Manager Self Service. A blue bar contains the text 'Main Menu >'. The main heading is 'Manager Self Service' with a small icon of a person at a computer. Below the heading is a descriptive sentence: 'Navigate to self service information and activities for people reporting to you.' A section titled 'Time Management' is highlighted, with a description: 'Manage schedules, view and approve reported and payable time, absence and overtime requests, exceptions, and more.' Underneath are four menu items, each with a folder icon: 'Manager Balance Inquiry', 'Approve Time and Exceptions', 'Report Time', and 'View Time'.

ORACLE

Favorites | Main Menu > Manager Self Service

Main Menu >

 **Manager Self Service**

Navigate to self service information and activities for people reporting to you.

 **Time Management**
Manage schedules, view and approve reported and payable time, absence and overtime requests, exceptions, and more.

-  [Manager Balance Inquiry](#)
-  [Approve Time and Exceptions](#)
-  [Report Time](#)
-  [View Time](#)

Approve Hourly Time & Absences



[Home](#) | [Add to Favorites](#) | [Sign out](#)


Favorites | [Main Menu](#) > [Manager Self Service](#)

[Main Menu](#) > [Manager Self Service](#) > [Time Management](#) >

Approve Time and Exceptions

Approve reported or payable time, overtime and absence requests, and manage exceptions.

 **[Payable Time](#)**
Approve payable time.

 **[Approve Reported Absences](#)**
Review employees time and absences and for accuracy and flag as approved or needs correction.



Self Service Automatically Granted Need more access?

- System Access Request Form

Need help?

- Email info-support@sjsu.edu
- Phone 924.1530

Hours: M-F 7:30am – 4:30pm

Employee Discounts and Perks



SJSU Tickets at Work
Discover and Go
Santa Cruz Beach Boardwalk
Destination Coupons
Bay Area Attractions
Bay Area Kid Fun
Wild at Work Vacations
California Tourism
San Jose Visitor's Bureau
Hotel and Car Rental Discounts
Restaurant Discounts
Cell Phone Discounts

Training

- Practical tools and techniques
- Enhance employee skills

Types of courses

- Financial Education
- Health and Wellness
- Campus Resources
- Skills Development

Enroll via MySJSU



Sign up for the HR User Group via Google!

Staff Fee Waiver

- ✓ 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



Activities and Events

Athletics

Theatre

Lectures

Music

Art

Film

Wellness

Health & Fitness

[Campus Event Calendar](#)



Spartan Shops – spartanshops.com

Gold Points

Spartan Bookstore

Dining

Catering



Gold Points



Campus purchasing option

- Spartan Bookstore
- All campus dining locations

Access with your Tower Card

\$10 to all new employees!

Spartan Bookstore

Located in the Student Union

A Barnes and Noble College Store

Employee Discount

- Show your Tower Card for 10% off (*excludes electronics, electronic accessories, textbooks and clearance items*)

Barnes and Noble Discount Card

- 10% off at Stevens Creek B&N

More than just textbooks!

- SJSU Apparel
- Gifts
- Technology
 - *Discount on Apple Computers*
- Snacks



Campus Dining

On Fourth Café

- Tully's Coffee

Just Below

- Deli
- Peet's Coffee
- Jamba Juice (closed for summer)

Student Union Food Court

- Subway
- Panda Express
- Jamba Juice
- Market Café

Grounded (closed for summer)

- Vegetarian and Organic



Campus Dining



Village Market (closed for summer)

- Grocery
- Flying Pizza & Wings
- What's the Scoop
- Bagel Lounge

Dining Commons (closed for summer)

- Cuisines from around the world
- Jamba Juice
- Tully's



Campus Dining

Street Eats

- Mobile dining
- Menu variety
- Weekly this summer



- Find the schedule online: spartanshops.com/streeteats

Campus Dining



UNION
SQUARE

Union Square – Coming Soon!

- Le Boulanger
- Taco Bell
- In the Mix Salad
- 360 Grill (Mongolian Grill)
- Mojo Burger
- Brick Oven Pizza and more!

Spartan Catering



Catering

- Breakfast to banquets
- Professional culinary staff
- spartanshops.com/catering



Good to Go

- Budget-friendly option
- Browse, Order, Pick up...Good to go!
- spartanshops.com/goodtogo

What's next?

- ✓ Campus tour
- ✓ Individual benefits orientation
- ✓ Review position description with manager
- ✓ Spartan 101



Slideshow on the HR Website



HUMAN RESOURCES SAN JOSE STATE UNIVERSITY | HUMAN RESOURCES

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

SJSU Home > Human Resources > New Employees

New Employees



Welcome to San Jose State University!

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

Your First Day

The first day on a new job can be overwhelming, but we're here to help you.

- [Form I-9](#)
- [New Employee Orientation](#) *Slideshow*
- [New Employee Forms](#)
- [Telephone & Voicemail](#)
- [Transportation Solutions](#)

Questions?





SAN JOSÉ STATE
UNIVERSITY