

The UP Side
LIVE!

Presented by University Personnel



- Welcome
- Leadership Team
- What Are We UP To?
- Academic Employee Relations
- Office for Equal Opportunity and Employee Relations
- Benefits and Payroll
- Employee Support Services
- Classification/Compensation
- Training and Special Events
- Technology
- UP Communications

- Joanne Wright, Senior Associate Vice President
- Carrie Medders, Senior Director
- Julie Paisant, Senior Director
 - Office for Equal Opportunity and Employee Relations
- Paul Garrison, Senior Director
 - Academic Employee Relations
- Anita Vasquez, Director
 - Benefits and Payroll
- Patricia Rodriguez, Senior Manager
 - Employee Support Services
- In Recruitment: Senior Director, Faculty Affairs

- Located in Two Buildings
 - Administration Building
 - Faculty Affairs
 - Employee Relations
 - Title IX
 - UPD
 - Everybody else! (Benefits, Class Comp, Compliance, Employee Support Services, Fee Waiver, Immigration, Leaves, Payroll, Recruitment (staff), Technology, Training, Wellness, Workers' Compensation)

OUR GOALS

**BE AN EMPLOYER OF CHOICE
ENABLE EMPLOYEES TO BE EXCEPTIONAL**



- **Pillar One: Customer Service**
 - Serving our customers, clients (with confidentiality and care)
 - Coming soon: Welcoming space – please visit!
 - Internal (department) customers

- Pillar Two: **Communication**
 - Communicating out - processes, policies, things to know
 - Hence, this presentation!
 - Provide opportunities for stakeholders to engage on issues of importance
 - Communicating with each other

- Pillar Three: **Collaboration**
 - Working with our business partners on campus, assisting them, ultimately serving the mission of SJSU - educating our students
 - Bringing together exceptional people through engagement
 - Professional Development/Growth
 - Foster Leadership Skills
 - Evolving our processes
 - Collaborating with each other in UP

- **Pillar Four: Connection**

- Connecting to the campus and to the greater community
- Volunteering, ensuring we are not becoming insular
- Build sustained connections and relationships with on-and-off campus stakeholders
- Connecting to each other

- Academic Employee Relations ensures harmonious relationships between the University and the Unions representing employees performing academic-related work
 - Faculty and Academic Student Employees (ASE)
 - Unit 3: California Faculty Association (CFA) represents all faculty
 - Unit 11: United Automobile Workers (UAW) represents ASEs

- Academic Employee Relations Services:
 - Interpret collective bargaining agreements and provide guidance
 - Resolve conflicts; manage grievances and complaints
 - Facilitate working relationships

- The Office for Equal Opportunity and Employee Relations investigates allegations of discrimination, harassment, retaliation and ensures compliance with collective bargaining agreements and policies
- Provides campus trainings, guidance related to management best practices and employee relations
- Staff:
 - Carwin Liang, Manager
 - Stacey Elsibai, Senior Analyst
 - Sandy Thang, Analyst

- CalPERS Retirement
 - Planning retirement
 - Meeting with your Benefit Representative
 - Meeting with a CalPERS Representative
 - Reciprocity

- Supplemental Retirement Plan (SRP) – 403(b)
 - Voluntary program that allows eligible CSU employees to save toward retirement by contributing to tax-deferred investments
 - Contributions are made solely by the employee through payroll deductions, prior to federal and state taxes being calculated
 - Allows a maximum pre-tax deduction of \$19,000 for plan year 2019 (additional \$6,000 catch-up for age 50+)

- Savings Plus Programs – 401(k) and 457
 - Eligible employees may participate in the IRC 401(k) Thrift Plan and the IRC 457 Deferred Compensation plans
 - Administered by CalHR/State of California (CSU does not administer the 401(k) and 457 plans)
 - Allows a maximum pre-tax deduction of \$19,000 for the 401(k) plan and \$19,000 for the 457 plan for 2019 (\$6,000 catch-up for age 50+)
 - Go to the CalHR [Savings Plus Program](#) official website to learn about the program

- **What is the age limit for benefits for dependents of SJSU employees?**
 - Dependents will no longer be covered beginning the month after they turn 26.


- Now a DocuSign process!
- Go to [Forms & Policies / Employee Off Boarding](#)
 - [Confidential Exit Survey \(.pdf\)](#)
 - [Death of Employee Guideline & Checklist \(.pdf\)](#)
 - [Employee Clearance Form \(DocuSign\)](#) ←
 - [Employee Clearance Form - Internal Transfer \(DocuSign\)](#) ←
 - [Reconsideration Request Procedures for Non-Represented Employees \(.pdf\)](#)
 - [Separation from Employment - Resignation & Retirement \(.pdf\)](#)

- Department initiates the process; requires employee's signature

1

Contact for Department of Separating Employee


 NEEDS TO SIGN

Contact for Department of Separating Employee 

Email *

2

Separating Employee

 NEEDS TO SIGN

Name * 

Email *

- WIIFY? (What's In It For You?)
 - No more walking all over campus
 - Automatically forwarded to UP
 - Faster turnaround
 - Clearance status available
 - Confirmation email

- Special Circumstances
 - If employee unavailable to sign, print a blank form and collect signatures manually
- Questions? Contact your [Employee Support Services Representative](#)

- Available as a DocuSign packet soon
- New employee will receive a link to complete forms
- More information coming in the next few weeks

- WIIFY? (And for New Employees)
 - New employees can complete forms anywhere
 - Ample time to complete forms and review policies
 - Auto-fill feature saves time
 - Shorter lines in UP so we can attend to our customers (YOU!) faster

- All UP forms can be submitted via DocuSign **except:**
 - Form I-9
 - Direct Deposit Enrollment Authorization
 - Conflict of Interest Form
 - Warrant Release Authorization Form

OnBase Temporary Faculty Appointment Submission

- Pilot launching in fall 2019
- Available to all colleges in spring 2020
- Only submission option by fall 2020

(Applies to Regular Session appointments only at this time)

- WIIFY?
 - Only complete packets can be submitted
 - Appointments processed more rapidly
 - Built-in notifications
 - Documents automatically upload into the faculty's PAF

- UP will provide original **and** copy
- Effective with April student paycheck distribution
- Applies to all warrant releases requiring a signature

WIIFY?

- No more waiting in line in UP to make copies

- Four Types of Fee Waiver
 - Job-related
 - Career Development
 - Dependent
 - Teaching Associate

- \$55 university application fee reimbursed (Career Development)
- Fees waived
 - State tuition for a maximum of 2 courses or 6 units, whichever is greater, per term
 - Early MBA graduate professional fees
- Employees may be taxed

- Visit our [Tuition Fee Waiver](#) webpage
- Find forms under [Forms & Policies / Tuition Fee Waiver](#)
- Contact our Fee Waiver Coordinator, Tracy Vuong, at fee-waiver@sjsu.edu or (408) 924-2454.

- **Are there any deadlines for submitting Fee Waiver applications?**
 - The fee waiver applications are due 10 days before the payment due date. More information about the Fee Waiver program can be found on the UP website: [Tuition Fee Waiver](#). You may also contact the Fee Waiver Coordinator at fee-waiver@sjsu.edu.

- What does Class/Comp Handle?
 - All classification and compensation requests
 - Staff volunteers
 - Position Management
- Coming Soon – MPP Transaction Request Form
 - New form to request various MPP transactions (recruit, new position, class/comp reviews, bonus, etc.)
 - Routed via DocuSign for approval

- Contacting the Class/Comp Team
 - Class/Comp and Staff Volunteer questions, requests, supporting documents should be submitted to classcomp@sjsu.edu
 - Position Management questions should be submitted to position-management@sjsu.edu

- **If an email is received from the Class Comp team, will it come from the Class Comp email (classcomp@sjsu.edu) or Tony's personal email?**
 - Initial emails will come from the Class Comp email but subsequent communications for those in progress will come from the analyst or manager's personal email.

- **Will the MPP transaction form have a provision to extend an MPP temp assignment?**
 - Yes, there will be multiple transactions available on the form, and one of them will be to extend interim/acting appointments.

- **Regarding the minimum wage increases for student assistants...will the University follow as it has any future increases?**
 - The plan is to review any City increases and, as has been done in previous years, the University will likely follow what they do. Depending on the amount of any future increases, more than just student assistants could be affected.

- CSU Learn Required Courses
 - Data Security & FERPA Training
 - Active and assigned to all employees as appropriate
 - Sexual Misconduct Training
 - Active and assigned to current employees as appropriate
 - Assignment to new employees since December 1 is in progress
 - Sexual Harassment Training
 - Not yet rolled out by the Chancellor's Office

- CSULearn
 - Hundreds of Courses Available to Employees
 - Need Help?
 - Email csulearn@sjsu.edu
- LinkedIn Learning
 - Available to All Employees via one.SJSU
 - Can Connect to Existing LinkedIn Account
 - Developing Management Course Track for MPPs
 - Need Help?
 - Email up-training@sjsu.edu

- Employee Benefits & Services Fair
 - Tuesday, September 24, 2019 (10:00 a.m. – 2:00 p.m.)
 - Department Tabling Available
 - Contact Tamera Sullivan via email: tamera.sullivan@sjsu.edu
- Spartan Service Celebration (staff service recognition)
 - Spring 2020; date coming soon

- [UP Website](#)
 - Finding information online
 - Forms & Policies
 - Resources
 - How Do I...?
 - Working on removing old pages; if you find one, let us know!
 - Moving to new university template
 - Faculty and Staff sections will be merged
 - Resources and How Do I...? will be organized by high level categories
 - Go live planned for Summer 2019

- PeopleSoft Temporary Faculty Support
 - Training, Open Labs
 - General Troubleshooting
 - Email hr-info-systems@sjsu.edu or log a help desk ticket

- Coming Soon – Direct Access via iSupport
 - iSupport form to complete requesting support
 - Linked from UP website
 - Goes directly to HRIS

- Faculty 250-day Grace Period
 - Faculty no longer employed will show in the campus directory for 250 days after their separation date
 - Allows temporary faculty to skip a term and still have active SJSUOne and email access
 - To have access removed sooner, log a help desk ticket to IT with your request

- **Where do we email things found about the website that are in error?**
 - Email the HRIS team: hr-info-systems@sjsu.edu

- **Will they fix the search feature for the SJSU website?**
 - This is an IT supported function, but there was a switch late last year to a new search engine that seems to work much better. If you are experiencing difficulty finding things using the search tool, we recommend contacting IT via a service desk ticket.

- **Recommendation:** Add instructions for requesting for work accommodations under the How Do I section of the website.
 - We will work on adding this information to the UP website.

- UP Info & Announcements Google Group
 - Training Announcements; Event Information
- The UP Side Newsletter
 - Sent to All Employees
- Contact UP: university-personnel@sjsu.edu

- Group Emails for UP Units
 - Benefits: benefits@sjsu.edu
 - Class/Comp: classcomp@sjsu.edu
 - CSULearn: csulearn@sjsu.edu
 - Employee Support Services: employee-support-services@sjsu.edu
 - Employment Eligibility: immigration-employment@sjsu.edu
 - Faculty Additional Employment: additionalemployment-faculty@sjsu.edu
 - HRIS: hr-info-systems@sjsu.edu
 - Payroll: payroll-services@sjsu.edu
 - Position Management: position-management@sjsu.edu
 - Faculty Recruitment: faculty-recruitment@sjsu.edu
 - RTP: efaculty@sjsu.edu
 - Staff Recruiting & On Boarding: onboarding@sjsu.edu
 - Staff Jobs: jobs@sjsu.edu
 - Training: up-training@sjsu.edu

- **Is there a support group for admins that get the data for faculty appointments together?**
 - There is no such group currently but that is something we can discuss.

Thanks for joining us!

