

11-2012

# Administration and Finance Division Newsletter, Nov. 2012

San Jose State University, Administration and Finance Division

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# Facilities Development & Operations

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## Environmental Health and Safety

Environmental Health and Safety (EH&S) is a department within Facilities, Development and Operations and has the responsibility to provide a safe and healthful environment for the campus community. This is accomplished, in part, through collaboration and consultation with campus departments.



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## Training for Employees

A large part of the EH&S mission is to provide training to employees who may be exposed to hazardous conditions and materials, or who may be involved in environmental protection activities. Confined Space Entry Safety Training provides necessary training to employees who must enter underground service vaults and tunnels.



## Automated External Defibrillator Program

An automated external defibrillator (AED) is a portable electronic device that can automatically diagnose potentially life threatening cardiac symptoms and treat a patient through defibrillation.

The management of the AED program is a collaborative effort between EH&S and several departments across SJSU's divisions.

We have expanded our Automated External Defibrillator (AED) Program, increasing the number of devices from 24 to 66. Please visit the [AED Program](#) to learn more about the program, find locations and watch a demonstration video.

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# Human Resources

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## Well U Events



### Spartan Baby Shower

Well U is throwing a baby shower for all staff and faculty members who are new parents, expectant parents, and anyone planning to start or expanding their family. Learn about the benefits and services offered to you from the HR Benefits Representatives, CONCERN: EAP, Kaiser Permanente, Blue Shield and the New Parents Support Group. There will be games, giveaways, prizes, food and cake! RSVP to [Julie Wong](#).

**Thursday, November 15**

**12:00pm-1:30pm**

**CL 547**

### Chair Yoga

Take a break from your busy day to relax and stretch. Learn yoga stretches that you can do throughout the day, in your office and at your desk...no workout clothes or mat required. Please visit [Well U](#) for more information about all upcoming events.

**Thursday, November 8**

**12:00pm-1:00pm**

**ENG 285/287**

## 2012 Wage and Tax Statement (W-2)

In January of 2013, the State Controller's Office (SCO) will mail the 2012 W-2 form to employees at the mailing address on file with Human Resources. If you have had an address change during 2012, please update your personal information in PeopleSoft to ensure it reflects your current mailing address.

You may update your personal information in Peoplesoft, using self-service, or you may submit the [Employee Action Request \(PDF\)](#) to Payroll. Changes must be received by 12:00pm on Friday, December 14 to ensure the SCO has your current mailing address on file for the January 2013 mailing.

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## Direct Deposit

Are you tired of long lines at your financial institution on payday? Experience the convenience and consistency of Direct Deposit.

With Direct Deposit your money is automatically deposited into your account on time, every time, and you don't have to be at work - or even in town. In addition, Direct Deposit gives you access to your money sooner than other types of deposits.

Enroll today! Complete the [Direct Deposit Form \(PDF\)](#) and return it to Human Resources - 0046. If you have questions, please contact your Payroll representative at 924-2250.

## Benefits

Changes made during Open Enrollement will take effect on January 1, 2013. Contact your Benefits Representative at 924-2250 with any questions about benefits.

## CONCERN: EAP newsletter

Be sure to check out the two [newsletters](#) provided by CONCERN: EAP as part of the Employee Assistance Program. Topics for this month include fitness, turning on passion at your job, 10 ways to keep your family safe, and quitting smoking. Visit [CONCERN: EAP](#) for more information about the resources offered.

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# Spartan Shops

## Campus Dish

Get the dish on our tastiest dishes on campus!



### Just Below-Maple Morning Breakfast Sandwich

Looking for something to warm up your morning? Try our newest addition to the breakfast menu. Made with egg, maple butter, bacon, American cheese and your choice of bagel.



### Market Café-Iced Matcha Green Tea

Our delicious and creamy Iced Matcha Green Tea is perfect for those afternoons when you need a little boost of energy.

## Special Dining Hours for November

### Veterans Day Holiday Monday, November 12

Dining Commons is Open  
9:00am-1:00am

Village Market is Open  
10:00am-7:00pm

### Thanksgiving Holiday Break Hours

Dining Commons  
Wednesday, 11/21  
6:30am-5:00pm

Thursday-Saturday, 11/22-11/24  
Closed

Sunday, 11/25  
5:00pm-9:00pm

Student Union Food Court  
Wednesday, 11/21  
7:00am-2:00pm

Panda Express 10:00am-2:00pm  
Subway 9:30am-2:00pm  
Jamba Juice 8:00am-2:00pm  
Thursday-Sunday, 11/22-11/25  
Closed

Just Below  
Wednesday, 11/21  
7:00am-3:00pm

Thursday-Sunday, 11/22-11/25  
Closed

On Fourth Café  
Monday-Tuesday, 11/19-11/20  
7:30am-9:00pm

Wednesday, 11/21  
7:30am-5:00pm

Thursday-Friday, 11/22-11/23



## Coming Soon Sammy's Value Cafe

Sammy's Value Café is coming soon to the Event Center! Created with students in mind, this affordable concession stand will serve students at our basketball games with value-based meals that include hot dogs, pretzels, pizza slices and more.



## Street Eats

Street Eats will be out grilling some tasty dishes every week in November. Check out the [menu!](#)



## Spartan Bookstore - Sale 25% off champion

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Closed  
Saturday, 11/24  
9:00am-5:00pm

Sunday, 11/25  
12:00pm-5:00pm

**Village Market**  
Wednesday, 11/21  
7:00am-1:00pm

Thursday-Saturday, 11/22-  
11/24  
Closed

Sunday, 11/25  
4:00pm-1:00am

**Grounded**  
Wednesday-Sunday, 11/21-  
11/25  
Closed

Spartan Bookstore would like to thank all our customers. Get 25% off all Champion clothing items between November 12 and November 24.

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## Video Tutorials

Finance is pleased to share video tutorials, providing step by step information for some of the processes within the Common Finance System (CFS) and the Financial Transaction Services (FTS). In addition to PDF Guides and Quick Steps, users now have video tutorials offering quick demonstrations of various processes. Our first video tutorials are for FTS Login, ProCard/GoCard Reconciliations, and CFS Login. We look forward to sharing other video tutorials in the future. Visit [Finance Tutorials](#) to learn more.

## New Feature - Financial Transaction Services

A new feature has been added to the FTS Travel Component. The history of all activity associated with a Travel Authorization/Reimbursement is now available. FTS users now have access to a detailed record of action taken on their travel requests, including the date, action and any added comments at each level of approval. Now, reviewers and approvers can add comments when taking any type of action. Comments are also captured and included in email notifications to the traveler or requester. We hope you find the new feature beneficial in monitoring the activity of travel requests submitted through FTS.

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## Web Migration Nearly Complete

We would like to extend a huge thanks to all departments and offices that have completed the migration to our new website design and content management system!

The changes improve the experience of our website visitors, make it easier for users to find important content across our site, and provide a consistent visual identity for the university. Our new content management system allows users to create and maintain web pages without HTML knowledge.

We would like to share a few terrific examples of recently migrated websites.

- [SJSU Career Center](#)
- [Student Involvement](#)
- [Academic Technology](#)

We have a few more sites to go, and we look forward to completing the web migration by December 1, 2012.

There are many user resources available for SJSU's web migration. Check out the [Campus Website Migration Policy](#) and learn about training and support for [OU Campus](#).

[Web Services](#) is here to help! If you have any questions, please feel free to contact us.

## Student Email

As previously communicated, we are migrating the SJSU Student Email accounts from Microsoft Hotmail to utilize the same Google Mail platform used by SJSU faculty and staff, allowing for enhanced interaction within the available Google Apps platform. As part of the transition, the student email accounts will change from [student.name@students.sjsu.edu](mailto:student.name@students.sjsu.edu) to [student.name@sjsu.edu](mailto:student.name@sjsu.edu).

The new student email accounts will be available on Tuesday, November 13, 2012. Login to the new @sjsu.edu account will use the SJSUOne ID which is used for access to MySJSU today. We are not able to automatically migrate previous student email to the new Google account. However, instructions on how students can individually migrate the previous email are available at [Student Email](#).

We will enable temporary routing of the email addressed to old accounts to the new @sjsu.edu account through December 31, 2012. After that date, email sent to @students.sjsu.edu will not be delivered.

Visit [Student Email](#) for more information about the transition plan and account maintenance instructions. We appreciate your support during this change to improved electronic communication functions.

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# University Police Department

## National Bike Registry Offered to Campus Community



Bicycle theft has been on the increase. By registering your bicycle, you increase the chance of having a lost or stolen bicycle returned to you. Members of the University Police Department (UPD) are able to verify the ownership status of a bicycle if it is registered with the National Bike Registry.

On October 18, 2012, UPD detectives and cadets set up a bicycle registration booth in the Campus Village Quad for residents of Housing. Over 30 bicycles were registered during this successful event.

UPD is now offering free bicycle registration with the [National Bike Registry](#) to members of the campus community. If you are interested, visit UPD with your Tower Card to receive free registration materials.

Each member of the campus community may register one bicycle for free. Tower Card holders may purchase additional registration packets for \$3.50. Non Tower Card holders may purchase registration packets for \$7.00.

For questions regarding the Bicycle Registration Program, please contact the [University Police Department](#) at 408 924-2222.

## 21st Annual Holiday Toy Program



The University Police Department (UPD) is getting ready for the 21st Annual Holiday Toy Program. UPD is working with Lowell Elementary School to identify families that need

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assistance. This year, UPD will provide toys for children in each family, as well as a gift card for food.

Students, faculty and staff needing assistance with toys or food for the family this holiday season may bring their Tower Card to the UPD Lobby Service Area to receive an application. The offer is extended to the campus community, south of the main campus. Applications for the campus community are also available at UPD.

In the past, UPD has received generous assistance from members of the SJSU community. This year, we need your help once again. We invite you to donate toys, money, gift cards and/or your time to wrap toys on December 14, 2012.

There are many ways to give. You may leave a toy in department bins, or bring it to UPD. You may also [donate online](#), or, send a check to the Tower Foundation (Tax ID #83-0403915) to the address below. If you are donating through the Tower Foundation, please indicate that your donation is for the UPD Holiday Toy Drive.

**Tower Foundation**  
**c/o San Jose State University**  
**One Washington Square**  
**San Jose, CA 95192-0183**

Dates to remember:

Today-December 14, 2012	Donate an unwrapped gift (ages 0-14), money or gift card
November 12, 2012	Donation boxes will be on campus
December 6-7, 2012	Donation boxes will be picked up
December 12, 2012	Wrapping Party, 12:00pm-3:30pm, Aerobics Studio at the Event Center
December 15, 2012	Delivery/Pick-Up day, 8:00am-12:00pm, 7th Street Garage

For more information, please contact [Claire Kotowski](#) at 408 924-2174, or [Manuel Aguayo](#) at 408 924-2168.

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