

9-2013

Administration and Finance Division Newsletter, Sept. 2013

San Jose State University, Administration and Finance Division

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Laboratory Safety

EH&S has implemented an internal auditing process for the proper storage, labeling and handling of materials and wastes within the Colleges of Science, Engineering, Applied Sciences, and the Humanities and Arts. College deans, associate deans and their staff use an audit checklist to verify that laboratories, studios, shops and service centers are using best laboratory safety practices. The audits are conducted each semester and the college takes action to correct deficiencies.

The audits have identified a need for each college to better control the inventory of materials kept on hand. EH&S collaborates with the colleges to implement an inventory control system that will enable them to identify, track and reduce the inventory of outdated, unwanted, recyclable or surplus materials. The software system is expected to be available to the campus community by the end of the Fall 2013 semester.

The IIPP - Injury and Illness Prevention Program

An effective Injury and Illness Prevention Program (IIPP) assists management to determine what hazards exist in the workplace, how to correct hazards that occur, and how to prevent them from recurring.

At SJSU, Environmental Health & Safety is responsible for the [Injury and Illness Prevention Program \(PDF\)](#).

There are 8 key elements in the program:

- Identify the person or persons with authority and responsibility for implementing the program
- Ensure that employees comply with safe and healthy work practices
- Communicate with employees on matters relating to occupational safety and health
- Identify and evaluate workplace hazards and schedule periodic inspections to identify unsafe conditions and work practices
- Maintain procedures to investigate occupational injury or occupational illness
- Maintain procedures to correct unsafe or unhealthy conditions, work practices and work

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procedures in a timely manner based on the severity of the hazard

- Provide training and instruction
- Keep records of steps taken to implement and maintain the program

The IIPP applies to all San Jose State faculty, staff, students and visitors. The immediate responsibility for workplace health and safety belongs to each campus employee who performs a supervisory role. Accordingly, all faculty and staff are to ensure that safe and healthful conditions and work practices are provided and followed within the areas under their control. Members of the campus community are to cooperate fully with all aspects of the campus health and safety program.

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Finance



Tower Card Maxx

Here's a perk. Combine your Tower Card with a US Bank Checking account to make it a Tower Card Maxx. Workplace Banking from US Bank gives you an array of banking benefits designed especially for you. When you sign up, you'll receive:

- Workplace Checking with no minimum balance requirement or monthly maintenance fee
- Free first box of checks
- Free internet banking, bill pay and online statements
- Free US Bank check card with rewards
- Preferred consumer loan pricing with autopay
- 25% off a mortgage loan origination fee

You can also open a US Bank Package and you'll received the great benefits above, additional discounts and you will be eligible for our START (Start Today and Rewards Tomorrow) program.

Terms and conditions apply. Please visit a US Bank representative at the Tower ID area in the Student Services Center on Tuesdays from 1:00pm to 4:00pm to get more information, or visit a US Bank branch. The nearest branch is in Willow Glen. Be sure to mention that you are a San Jose State University employee.

If you have not signed up for direct deposit of your paycheck because you don't have a bank account, this is the perfect solution for you! There are also two US Bank ATMs on campus for withdrawals.

US Bank also offers similar banking services to our SJSU students. Visit [US Bank](#) for details.

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MPP Evaluation Process

Creating Dialogue through the Evaluation Process

In May, Human Resources introduced the new and improved MPP Evaluation Process and MPP Evaluation Form to promote the ongoing dialogue about work performance and goals. The presentation gives MPPs the tools needed to initiate and maintain ongoing workplace dialogue from establishing expectations, providing and engaging in feedback, to actively evaluating performance.

The Human Resources Leadership Team has received positive reviews and feedback from the four training sessions offered in August. This is a great opportunity for the SJSU management team to have cross-departmental conversations. Two more training sessions are scheduled on September 3 and September 20. Thereafter, sessions will be offered quarterly.

For more information, contact [Tina Camba](#).

Step Beyond: Customer Service Training Coming Soon

In the spirit of the Vision 2017 goal of Helping and Caring, and in response to campus-wide requests, HR is developing customer service training. Look for Step Beyond: SJSU Customer Service Training to be rolled out in the coming weeks. Step Beyond will cover the components of quality customer service and will give attendees an opportunity to step out of their own shoes and into those of the customer. The major theme of the training is going a "step beyond" to create a culture of helping and caring on campus.

HR will be offering Step Beyond: SJSU Customer Service Training as an open HR101 class throughout the year. We will also go to departments to facilitate trainings upon request.

For more information, contact [Julie Inouye Wong](#).

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Benefits Open Enrollment

The annual Benefits Open Enrollment period for SJSU employees is September 16, 2013 through October 11, 2013. All changes made during Open Enrollment will be effective January 1, 2014.

Open Enrollment is the annual opportunity to make changes to your benefit plans. During this period, you may enroll in or change a health or dental plan, add or delete dependents,

enroll or cancel FlexCash and enroll in a Flexible Spending Account (HCRA/DCRA).

Please note that if you currently participate in either HCRA or DCRA and wish to continue for tax year 2014, you must re-enroll during Open Enrollment.

More information regarding Open Enrollment will be distributed in the coming months, but if you have any questions about your benefits, please don't hesitate to contact your benefits services representative at (408) 924-2250.

Employee Services Fair

The Employee Services Fair is your opportunity to meet your health care providers, as well as other vendors, to get more information about the numerous benefits you are eligible for as a San Jose State employee.

Tuesday, September 24

10:00am-2:00pm

Barrett Ballroom (Student Union)

Contact Information

Update your Contact Information - It's quick and easy!

Having your contact information current is very important. SJSU will use this information to contact you or your contact in case of an emergency. Faculty, staff and students can update information, including phone, address, email and emergency contact information, via MySJSU.

- Log into MySJSU
- Click "Self Service"
- Click "Campus Personal Information"

It's that easy!

Direct Deposit

Employees with Direct Deposit have their paycheck automatically deposited into their designated bank account and have access to their money sooner than other types of deposits. If you are not enrolled in the Direct Deposit program and would like to participate, complete the Direct Deposit Enrollment Authorization and return it to Human Resources on the 3rd floor of the UPD Building.

Your first payment will be deposited within 40 days after your form is received by the State Controller's Office. If you have questions, please contact your payroll representative at (408) 924-2250.

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Campus-Wide Active Directory

Another Step Towards One Sign-On Username and Password

Your username and password are the keys you need to connect to SJSU Wireless, check your SJSU Gmail, Peoplesoft, FTS, and many other tools you use in your position. Currently, your password in one place may not necessarily be the same at the next.

IT Services is beginning a campus-wide initiative to eliminate the need for you to remember so many passwords and to make it easier for you to access the services you need. Working with more than 25 IT departments across campus, and the Active Directory experts at Moran Technology Consulting, IT Services is striving to consolidate more than 34 independent directories into a single, robust system.

For students, the new directory will allow them to use a single username and password for everything from checking their position on course waitlists, to logging into the housing lab, to browsing the Internet.

IT Services is excited to deliver this enhanced service to campus. It is an opportunity to collaborate with all the IT professionals across campus and to work with the team that literally wrote the book on Active Directory design.

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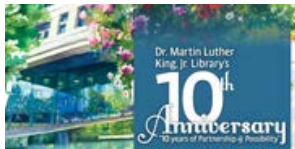
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Spartan Shops



Spartan Pride Thursday

Celebrate [Spartan Pride Thursday](#) by wearing your blue and gold SJSU gear on campus every Thursday! Join Spartan Shops and other departments by spreading the word to faculty, staff and students. We encourage everyone at SJSU to take part in the University's Spartan Pride Strategic Initiative. GO SPARTANS!



10th Anniversary of the Dr. Martin Luther King, Jr. Library

Celebrate the 10th anniversary of the beautiful Dr. Martin Luther King, Jr. Library during the month of September.

Join President Qayoumi, with Mayor Chuck Reed, as they unveil the contents of a time capsule buried at the old King Library in 1970.

Enjoy complimentary pastries and coffee,



Spartan BBQ Bash Fundraiser

In an effort to support on-campus student organizations, Spartan Shops has created the [Spartan BBQ Bash Fundraiser](#).

The Spartan BBQ Bash is a new mobile food concept. Hot and tasty food is grilled right on campus!

Student organizations can reserve Spartan BBQ Bash for their event and we will donate \$1 per entree sold. Spartan BBQ Bash will support your fundraising efforts at no additional cost, because we provide the materials, our staff and food.

This is one more way that Spartan Shops actively promotes the University's Helping & Caring Strategic Initiative!



Union Square - Coming Soon!

We are excited about Union Square opening soon and all the delicious eateries inside! You can look forward to Mojo Burger and Le Boulanger Bakery and more!



Street Eats Fall 2013

Street Eats is back! Starting on Thursday, September 5, we are grilling savory Cuban Sandwiches. Check out our Fall 2013 schedule, locations and menus at [Street Eats](#).

Is there something new that your would like to see offered on the Street Eats grill? [Let us know!](#)

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donated by Spartan
Shops.

Join us:

September 5, 2013

11:00am

Dr. Martin Luther

King, Jr. Library

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University Police Department

Back to School Safety Reminders

The University Police Department would like to provide you with some helpful reminders as we begin the Fall 2013 semester.

- Take a moment to program your cell phone with the University Police Department direct dial number: (408) 924-2222.
- Review your [MySJSU](#) account to ensure that the phone number you have listed can receive an AlertSJSU SMS text message.
- You may send an anonymous text or voicemail message regarding suspicious activity to the University Police Department any time of day or night. Text (408) 337-2919, or email SJSU@tipnow.org.
- The UPD Evening Guide Service is available to all students and employees 24 hours a day. A Police Service Assistant or University Police Officer will escort you up to two blocks off campus. Use a Blue Light phone, an elevator phone, or call (408) 924-2000 to request an escort.
- The Evening Shuttle is a safe alternative to walking alone at night, beyond the zone covered by the Evening Guide Service. The shuttle runs Monday-Friday, from 7:00pm to 1:00am, and you can reach the service from a blue light phone, elevator phone, or by calling dispatch at (408) 924-2000.

Remember: See Something/Say Something!

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