

New Employee Orientation

Welcome to San José State!





- Welcome and Introductions
- Get to Know the University
- Get to Know University Personnel
- Payroll
- Informational Packet Review
- Union Discussion
- BREAK
- Technology
- Training
- Tuition Fee Waiver
- Spartan 101
- Employee Discounts & Perks
- Campus Activities and Events
- Spartan Eats



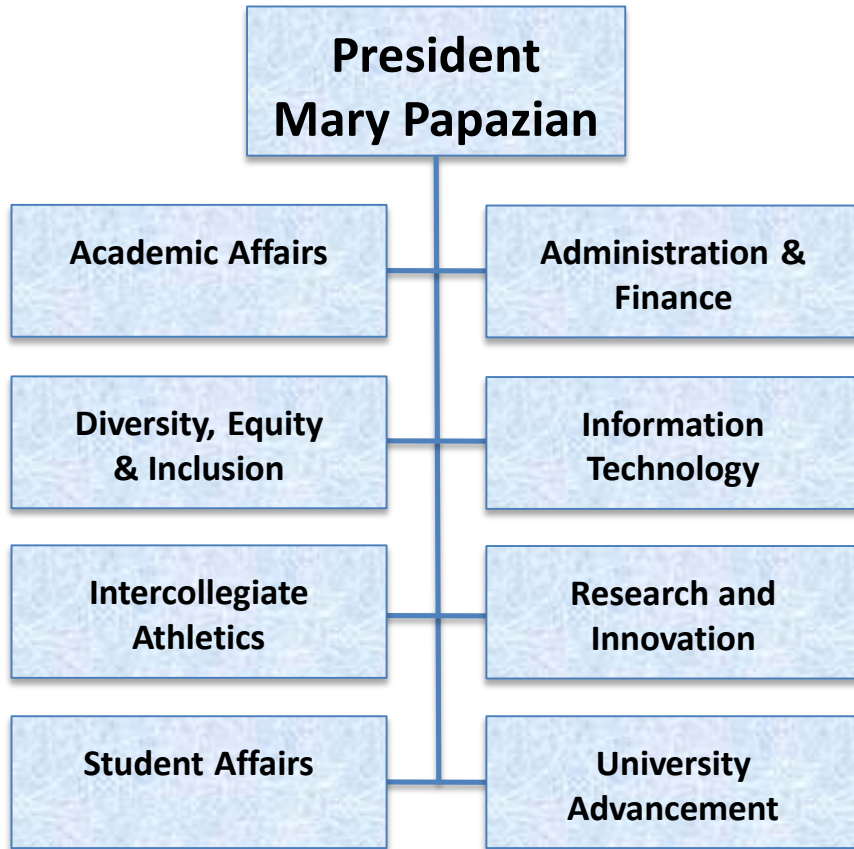
- We'd like to get to know you...
 - Name
 - Where you'll be working
 - What you'll be doing
 - Where you were before SJSU
 - A fun fact about yourself





- California State University
 - 23 Campuses
 - Largest System in the World
 - 1 Chancellor’s Office
 - 1 Board of Trustees
- SJSU – The Original CSU
 - Founded 1857
 - Approximately 36,000 students





*"I am here because my story is your story.
My story is San José State's story."
President Mary Papazian*





- Transformation 2030 is the university's vision and strategic plan for the next 10+ years
- See the plan, the goals and the progress on the web:
 - [sjsu.edu/strategic plan](https://sjsu.edu/strategic-plan)



- Transformation 2030 Goals
 - Engage and Educate
 - Excel and Lead
 - Grow and Thrive
 - Connect and Contribute
 - Rebuild and Renew

- University Personnel's Goals
 - Be an employer of choice
 - Enable employees to be exceptional
- University Personnel's Four Pillars
 - Customer Service
 - Communication
 - Collaboration
 - Connection

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.



Did You Know?

SJSU's Co-Generation Plant produces 80% of campus electricity and 90% of heating and cooling.



Recycled water is used for cooling university buildings, irrigating campus grounds, etc.

New campus buildings are designed to meet Leadership in Energy and Environmental Design (LEED) standards.

SJSU has an award winning waste reduction and recycling program and uses single stream recycling.



- Your Position Description (PD)
 - Review with your manager
 - Understand the work and expectations
- Formal Evaluations
 - Probationary
 - Annual Review Period
 - Staff: April 1 – March 31
 - Management: July 1 – June 30
 - Guidelines and Forms on the web:
 - sjsu.edu/up/staff_and_mpp/performance_management
- Informal Feedback
 - Ongoing communication via 1x1s
 - Don't be afraid to ask for feedback!



- UP South/UPD Building 3rd Floor
 - Benefits and Leaves
 - Classification and Compensation
 - Employee Support Services
 - Immigration
 - Information Systems
 - Payroll
 - Staff Recruiting and On Boarding
 - Training
 - Workers' Compensation
- UP North/Admin Building 2nd Floor
 - Academic Employee Relations
 - Equal Opportunity and Employee Relations
 - Faculty Affairs
 - Recruitment and Appointment
 - Retention, Tenure, and Promotion
 - Sabbaticals and Difference in Pay Leaves
 - Additional Employment





Welcome to the University Personnel website! This site is for our employees and those looking for a career in the Spartan community. The information found on these pages is a combination of that which was previously in the Faculty Affairs and Human Resources sites.

News & Announcements

Last Update: February 7, 2019

- [The UP Side - February 2019 Edition](#)
- [2019-20 Support our Staff Scholarship – Apply Today!](#)
- [CSU Learn is LIVE!](#)
- [51st Annual Spartan Service Celebration](#)
- See [Retention, Tenure & Promotion](#) for all information related to RTP.
- The updated guide for recruiting tenure-track faculty is now posted. See [Faculty Recruitment Guide \(.pdf\)](#) for more information.
- [CalPERS Dependent Eligibility Re-Verification FAQs](#)
- [DACA Renewal Process](#)

- [one.SJSU](#)
- [Canvas](#)
- [Athletics](#)
- [Give to SJSU](#)
- [Facebook](#)
- [Twitter](#)
- [RSS](#)

- [Benefit Providers](#)
- [Catastrophic Leave Donations](#)
- [eFaculty](#)
- [Employee Rights & Complaints](#)
- [Report Concerning Behavior](#)
- [Spartans Stepping Beyond](#)
- [Student Discrimination & Complaints](#)
- [The UP Side Newsletter](#)
- [Title IX \(Not Alone\)](#)
- [University Personnel Events](#)
- [UPInfo](#)
- [UP Website Feedback](#)
- [View/Join the UP Info & Announcements Group](#)
- [Your UP Representatives](#)

- Find information and resources on the UP website
 - News & Announcements
 - Job Opportunities
 - Forms & Policies
 - Contact Information
 - Campus Resources
 - Process & Procedure Information
- Let's take a closer look!

UNIVERSITY PERSONNEL

SAN JOSÉ STATE UNIVERSITY | ORGANIZATIONAL DEVELOPMENT



[About Us](#) [Careers](#) [Faculty](#) [Staff & MPP](#) [Student Employees](#) [Forms & Policies](#) [Resources](#) [How Do I...?](#)

[SJSU Home](#) > [University Personnel](#)



one.SJSU

Canvas

Athletics

Give to SJSU

Facebook

Twitter

RSS

News & Announcements

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- [CalPERS Dependent Eligibility Re-Verification FAQs](#)
- [DACA Renewal Process](#)

Highlighted Job Opportunities

- [Vice President for Research and Innovation](#)
- [Associate Vice President Facilities Development and Operations \(Job ID: 24883\)](#)
- [Senior Director of Customer Services \(Job ID: 24885\)](#)
- [Senior Director, Faculty Affairs \(Job ID: 24835\)](#)
- [Senior Director of Media Relations \(Job ID: 24747\)](#)
- [Police Officer \(Job ID: 24673\)](#)
- [Clery Compliance Director \(Job ID: 24841\)](#)

See [Careers](#) for additional job opportunities on campus.

- [Benefit Providers](#)
- [Catastrophic Leave Donations](#)
- [eFaculty](#)
- [Employee Rights & Complaints](#)
- [Report Concerning Behavior](#)
- [Spartans Stepping Beyond](#)
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- [Your UP Representatives](#)

[SJSU Home](#) > [University Personnel](#) > [About Us](#)

About Us



University Personnel provides a variety of services to all faculty, staff and student employees at San José State University. We have two locations on campus, each of which houses different services.

University Personnel North – 2nd Floor of the Administration Building, Room 218 – Academic Employee Relations, Faculty Recruitment, OEO/ER, Retention, Tenure and Promotion (RTP)

University Personnel South – 3rd Floor of the University Police Department Building – Benefits, Class/Comp, Employee Support Services, HRIS, Immigration, Payroll, Staff Recruiting and Training

- [Directory](#)
- [Directory by Function](#)
- [Leadership Team](#)
- [Organizational Chart \(.pdf\)](#)
- [Your UP Representatives](#)
- [Contact Us](#)

Directory

Directory by Function



Leadership Team

Organizational Chart (.pdf)

Your UP Representatives

Contact Us

Directory by Function

Can't find what you are looking for? Please call [408-924-2250](tel:408-924-2250) or email university-personnel@sjsu.edu for assistance.

Absence Management - UP South

See [Your UP Representatives](#) for your specific department and Payroll Representative.

Academic Student Employees (TA, GA, ISA) - UP South

- Patricia Rodriguez patricia.rodriguez@sjsu.edu 408-924-4095

Additional Employment - UP North

- Rosario Gaspar additionalemployment-faculty@sjsu.edu 408-924-2264

Benefits - UP South

See [Your UP Representatives page](#) for list of departments and your specific Benefits Representative

Chair Appointments - UP North

- James Lee james.lee@sjsu.edu 408-924-5866

Classification and Compensation - UP South

- Tony Garcia tony.garcia@sjsu.edu 408-924-2143
- Maggie Carrera magdalena.carrera@sjsu.edu 408-924-2256

Conflict of Interest - UP South

- Maggie Carrera magdalena.carrera@sjsu.edu 408-924-2256

[Directory](#)

[Directory by Function](#)

[Leadership Team](#)

[Organizational Chart \(.pdf\)](#)

[Your UP Representatives](#) 

[Contact Us](#)

Your UP Representatives

Use the search boxes below to find your Benefits, Payroll and Employee Support Services representatives. Enter either your Department Name **or** the 4-digit Department ID for your department and click Submit. If you are unable to find your department, please contact University Personnel for assistance: university-personnel@sjsu.edu or (408) 924-2250.

To find contacts for other units in University Personnel, please see the [Directory by Function](#).

Department Name:

[Go to results](#)

OR

Department ID:

[Go to results](#)

Department Information

Department Name	Department ID	Check Sort Unit
Biological Sciences	1245	100

UP Representatives

Unit	Representative	Email	Phone
Employee Support Services	Sharon Austin	sharon.austin@sjsu.edu	(408) 924-2153
Payroll	Ligaya H Barber	ligaya.barber@sjsu.edu	(408) 924-1713
Benefits	Marie E Garcia	marie.garcia@sjsu.edu	(408) 924-2260

Staff & MPP



The information in this section is for Staff and Management Personnel Plan (MPP) employees at San José State University.

Employees seeking information concerning how to process various staff transactions, see [How Do I...?](#)

- [Benefits](#)
- [Classification & Compensation](#)
- [Employee Relations](#)
- [Employee Rights & Complaints](#)
- [Employee Support Services](#)
- [Equal Opportunity](#)
- [Learning & Development](#)
- [Leave Programs](#)
- [New Employees](#)
- [Payroll](#)
- [Performance Management](#)
- [Retirement Programs](#)
- [Tuition Fee Waiver](#)
- [Wellness](#)
- [Workers' Compensation](#)

Resources



RESOURCES



- [Calendars](#)
- [Campus Email](#)
- [Charitable Giving](#)
- [Collective Bargaining Agreements](#)
- [CSU Systemwide Resources](#)
- [Employee Discounts](#)
- [FAQs](#)
- [Information Systems](#)
- [Manager \(MPP\) Toolkit](#)
- [MySJSU and SJSU @ Work](#)
- [New Employees](#)
- [Parking Services](#)
- [SJSU Campus Resources](#)
- [SJSUOne](#)
- [Spartan Athletics](#)
- [Spartans Stepping Beyond](#)
- [Telephone and Voicemail](#)
- [Transportation Solutions](#)
- [Travel Guide](#)
- [Your UP Representatives](#)

How Do I...?



- [Apply for jobs?](#)
- [Appoint a volunteer?](#)
- [Complete my new hire documents?](#)
- [Enter and approve time and absence?](#)
- [Evaluate employee performance?](#)
- [File a complaint regarding discrimination or harassment?](#)
- [Get eFaculty access/help?](#)
- [Get PeopleSoft access/help?](#)
- [Know who to contact in UP?](#)
- [Manage my benefits?](#)
- [Manage my payroll/compensation information?](#)

- Processes and procedures
- PeopleSoft Quick Steps



- State Controller's Office (SCO)
 - State agency for payroll
 - Generate paychecks, issue W2s, etc.
- Paychecks (also called Warrants)
 - Paid monthly at beginning of pay period
 - Department contacts pick up checks and distribute
- Direct Deposit
 - May take 45-60 days to become effective





- Employee Action Request (EAR)
 - Used to change withholding and primary name
- Update Address in MySJSU or via one.SJSU direct link
 - Used for CalPERS communications and W-2 mailing
 - May also complete EAR but online is preferred method
- Find your Payroll Rep on the UP website
 - Your UP Representatives

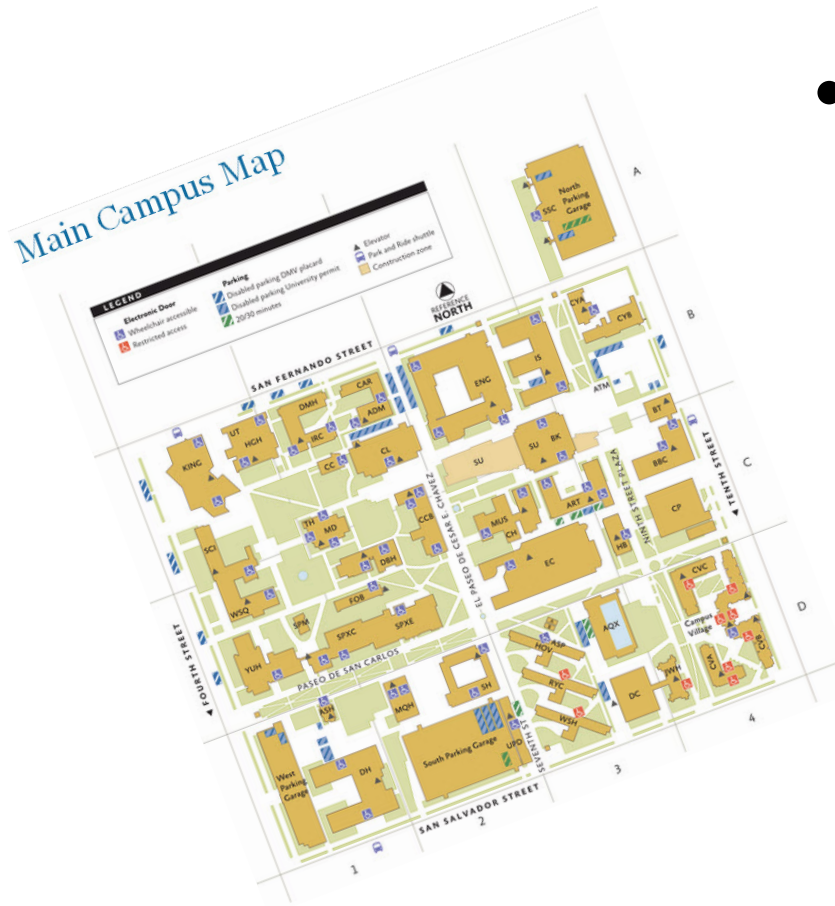


- CSU Employee Information
- Campus Programs
- Yours to keep!



- Calendars
 - Master Payroll Calendar
 - See each month's payday
 - Holiday Calendar
 - See when the campus is closed
 - On the web:
 - sjsu.edu/up/resources
 - [one.SJSU](https://one.sjsu) (search: calendars)





- Maps
 - Online
 - sjsu.edu/map
 - sjsu.edu/map/southcampus
 - one.SJSU (search: maps)





- ▶ **Parking on Campus**
 - Monthly parking deducted from paycheck pre-tax
 - Three garages and several lots you can park in, including park and ride
 - Parking only takes cash or check in person; credit/debit cards can be taken online and at the kiosk
 - 2 free passes per month if you use alternative transportation
- **More information on the web or one.SJSU**
 - sjsu.edu/parking
 - one.SJSU (search: parking)



- Transportation Solutions
 - Pre-tax Transit Passes
 - Eco Pass Clipper Card
 - Bike to SJSU
 - Many programs to help reduce auto-related trips to campus
 - 70% of those who come to campus use alternative transportation
- More information on the web
 - as.sjsu.edu/asts
 - one.SJSU (search: transportation)

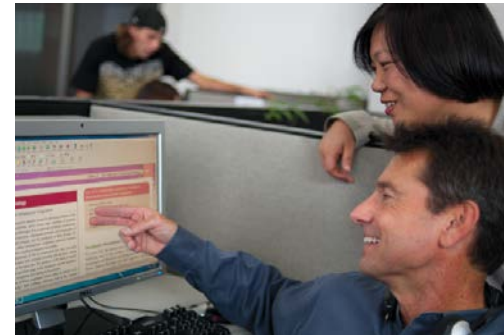


On Campus

- Office for Equal Opportunity
- On the web:
 - sjsu.edu/up/all/equal_opportunity

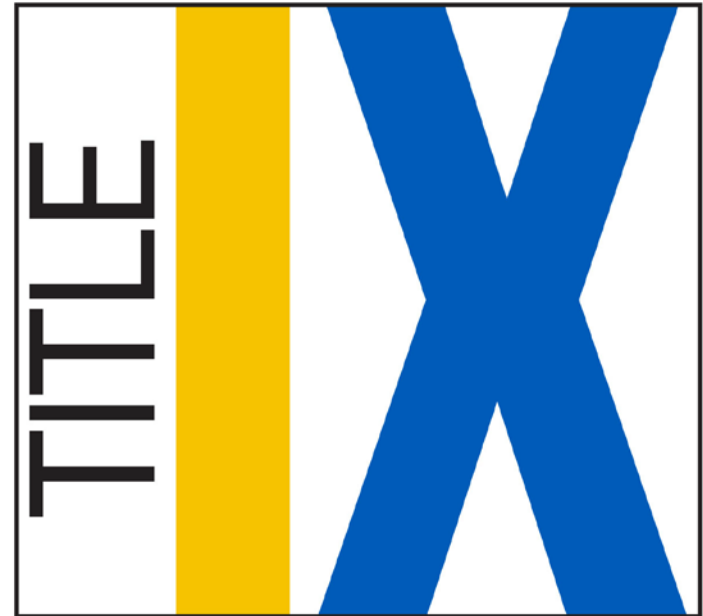
Off Campus

- Department of Fair Employment and Housing
- Equal Employment Opportunity Commission



SJSU has a duty to create and sustain an educational environment free of:

- Sexual Discrimination
- Sexual Harassment
- Sexual Misconduct
- Dating & Domestic Violence
- Stalking



More information on the web: notalone.sjsu.edu



Whistleblower Protection



- CSU Executive Order 1116: *Whistleblower Protection Act*
- Report dangerous conditions or illegal activities to a state agency; identity is protected



- State-mandated employee benefit
- If injured on the job
 - Alert your supervisor or manager unless life-threatening, then dial 9-1-1
 - Workers' compensation claim form submitted to University Personnel
- More information and forms found on the web
 - sjsu.edu/up/all/workers_comp



RED FOLDER
SEE SOMETHING
SAY SOMETHING
DO SOMETHING



- Alert-SJSU
- Blue Light Phones
- University Police Dispatch
 - From Campus Phones: Dial 911
 - From Cell Phones: Dial 408.924.2222



- Safety Guides
 - 24/7 guides on campus
- SJSU Safe Ride Program
 - M-F 7:30pm-1am
- Rave Guardian
 - Mobile application for safety on campus
- Numerous training classes offered by UPD
- More information: sjsu.edu/police



TOBACCO FREE SJSU

Making our campus healthier for everyone.

sjsu.edu/tobaccofree

Established 8-1-15



SCO

MPP

EAR

SRP

CO

SJSU @ Work

PERS

CatLeave

MySJSU

Warrant



- Most SJSU Employees are in Represented Positions:
 - 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, Confidential and Non-Academic Student Employees are NOT in Represented Positions



- Read your Collective Bargaining Agreement (CBA);
Managers, read the CBAs for the employees who report to you
 - Links to all CBAs found on the web:
 - sjsu.edu/up/resources/collective_bargaining_agreements
 - one.SJSU (search: collective bargaining)



- Representatives from campus unions will meet with new employees
- Those not in represented positions will meet separately with UP staff







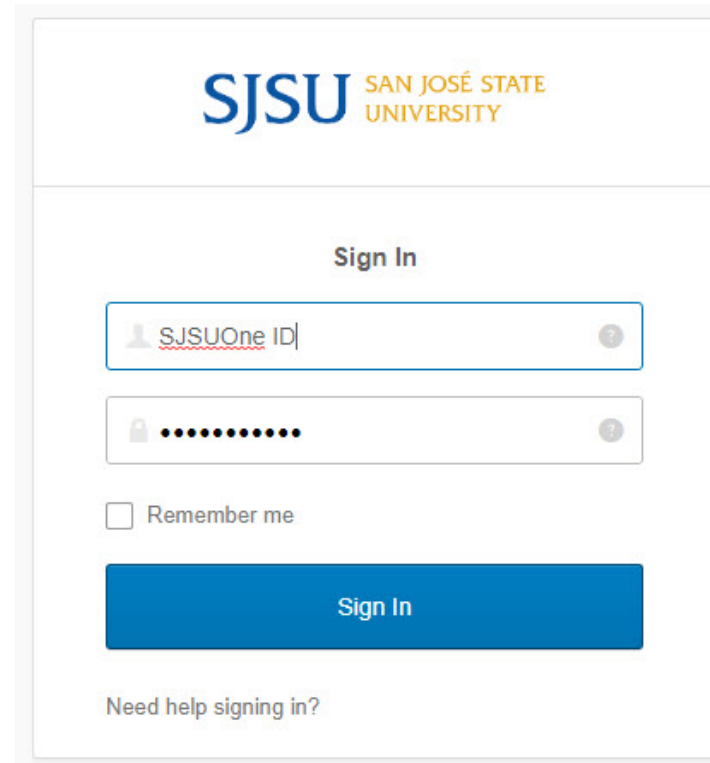
Time to open your iPads/Laptops!



- The Spartan Applications Portal (one.sjsu.edu)
 - Campus systems
 - Web pages
 - Campus announcements
- Sign in for direct access to campus systems
- Activate your SJSUOne account for access



- SJSU's Single Sign-On Solution
 - one.SJSU
 - Campus Email
 - MySJSU/SJSU @ Work
 - Finance Systems
 - Online Training
 - Wireless Network
 - CSU Website

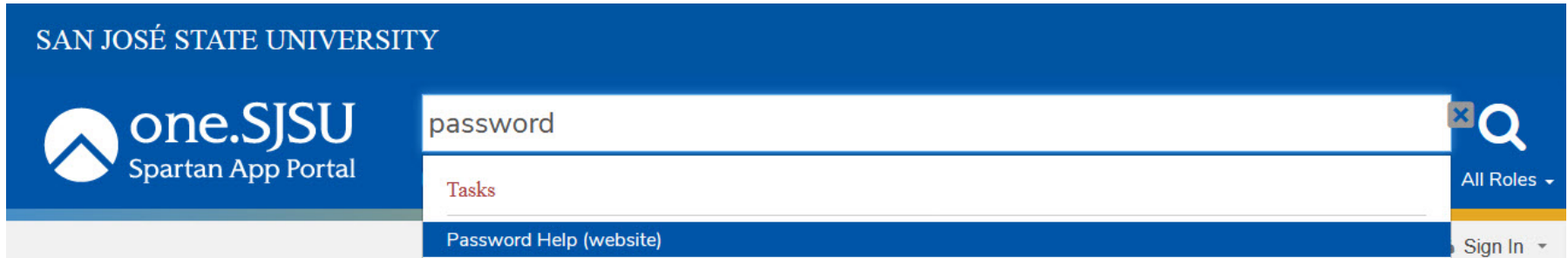


The screenshot shows the SJSU One Sign In interface. At the top, the SJSU logo and 'SAN JOSÉ STATE UNIVERSITY' are displayed. Below the logo, the text 'Sign In' is centered. There are two input fields: the first is for the 'SJSUOne ID' and the second is for the password, represented by a series of dots. Below the password field is a checkbox labeled 'Remember me'. A large blue button labeled 'Sign In' is positioned below the checkbox. At the bottom of the form, there is a link that says 'Need help signing in?'.



- To set (or reset) your password you will need:
 - 9-digit SJSU ID
 - Date of birth
 - Last 4 digits of your SSN
- With Duo, your password expires every two years
- Let's activate your account now!





- Set your password
 - Visit one.SJSU (one.sjsu.edu)
 - Search for “password”
 - Select the Password Help task
 - Click the Password Help tile



Information Technology

IT Self-Service



Support



Services



Information Security



About



[< Back to IT Self-Service](#)

[One.SJSU.edu](#)

Password Help

[MySJSU Account Help](#)

[Open a Help Ticket](#)

[MySJSU Tutorials](#)

[IT Training](#)

Password Help

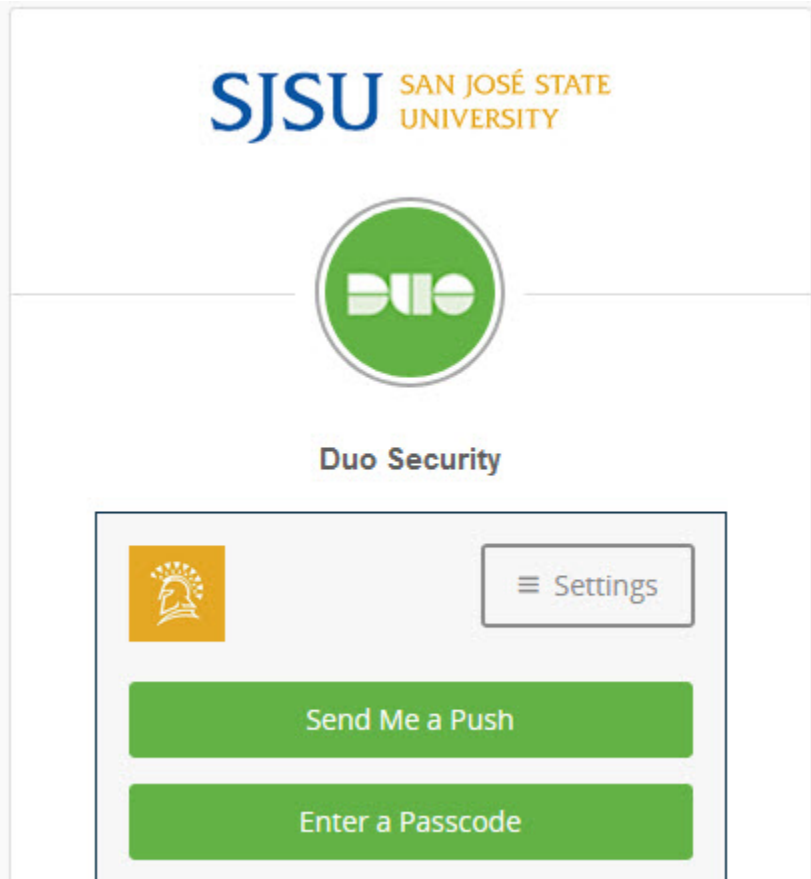
First-Time User

- [I am a first-time user](#)
- [I don't remember my SJSUOne ID](#)

Current User

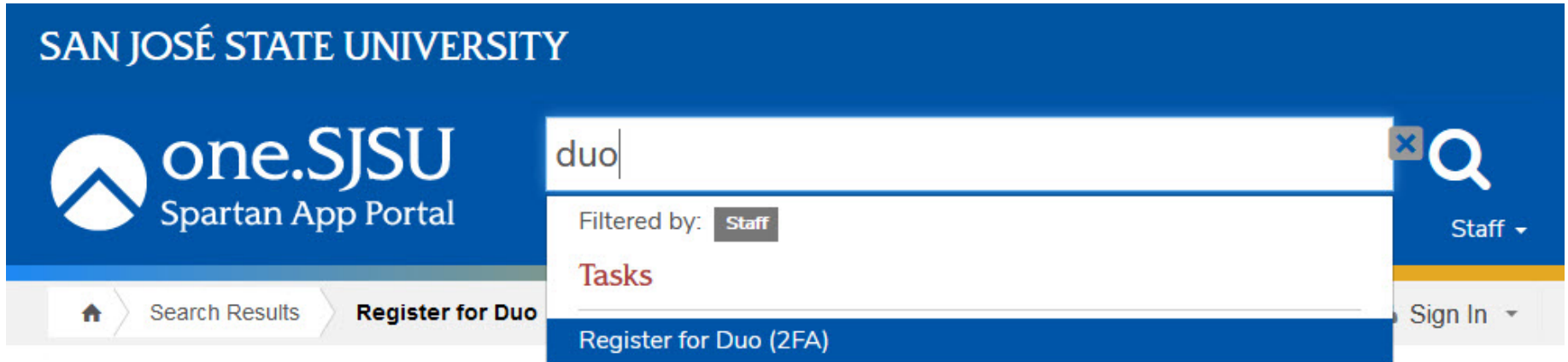
- [I want to change my password](#)
- [I forgot my password](#)



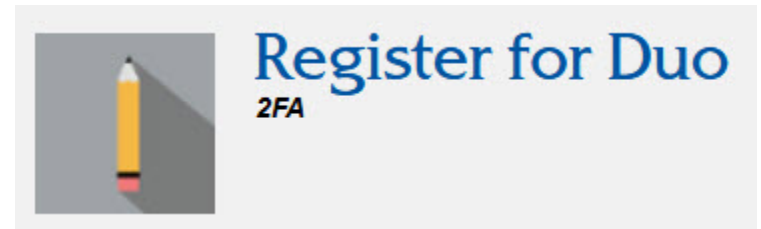


- Duo is used to add a second layer of security to the campus data
- You may only have to authenticate with Duo once or twice a day (depending on your internet activity)





- Register for Duo
 - Visit one.SJSU (one.sjsu.edu)
 - Search for “duo”
 - Select the Register for Duo (2FA) task
 - Click the Register for Duo tile





Register for Duo 2FA - Faculty & Staff Only

Faculty and staff (including Student Assistants) can register for Duo 2FA, please complete the form below. This is not currently available to students. After submitting this form, you will be contacted by the IT Service Desk for the next steps.

Full Name

SJSUOne ID

Email

Phone Number

Duo Method

- Key Fob
- Smartphone App

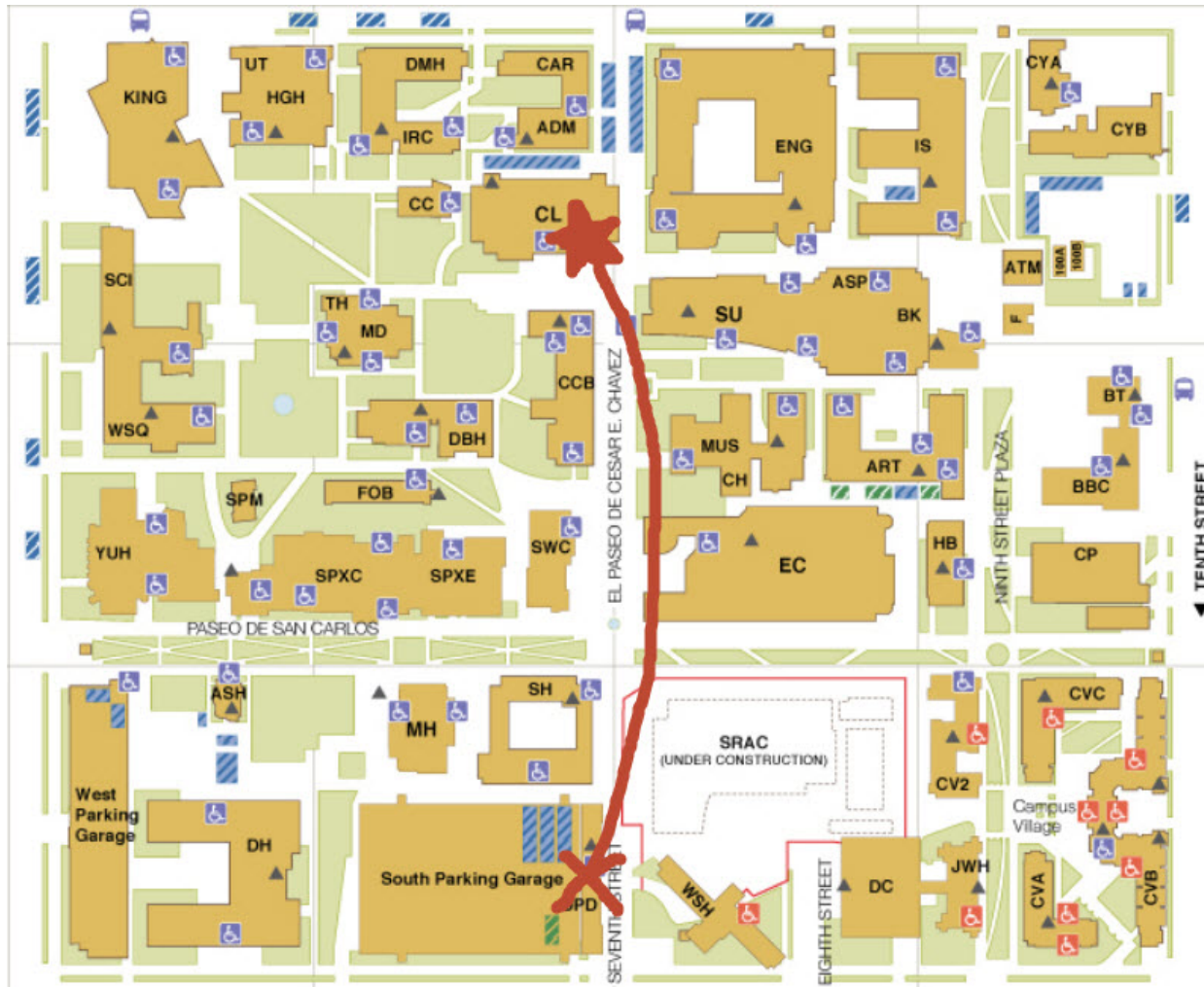
Division or College

Submit



- Once Registered:
 - Key Fob
 - The Key Fob can be picked up at the IT Service Desk on the 1st Floor of Clark Hall
 - Smart Phone
 - Install the App on your phone (Apple and Android compatible)
 - The IT Service Desk can assist with setup of the app on your phone (408-924-1530 / itservicedesk@sjsu.edu)
 - IT will email when your access is setup and when you can pick up your key fob if you chose that option



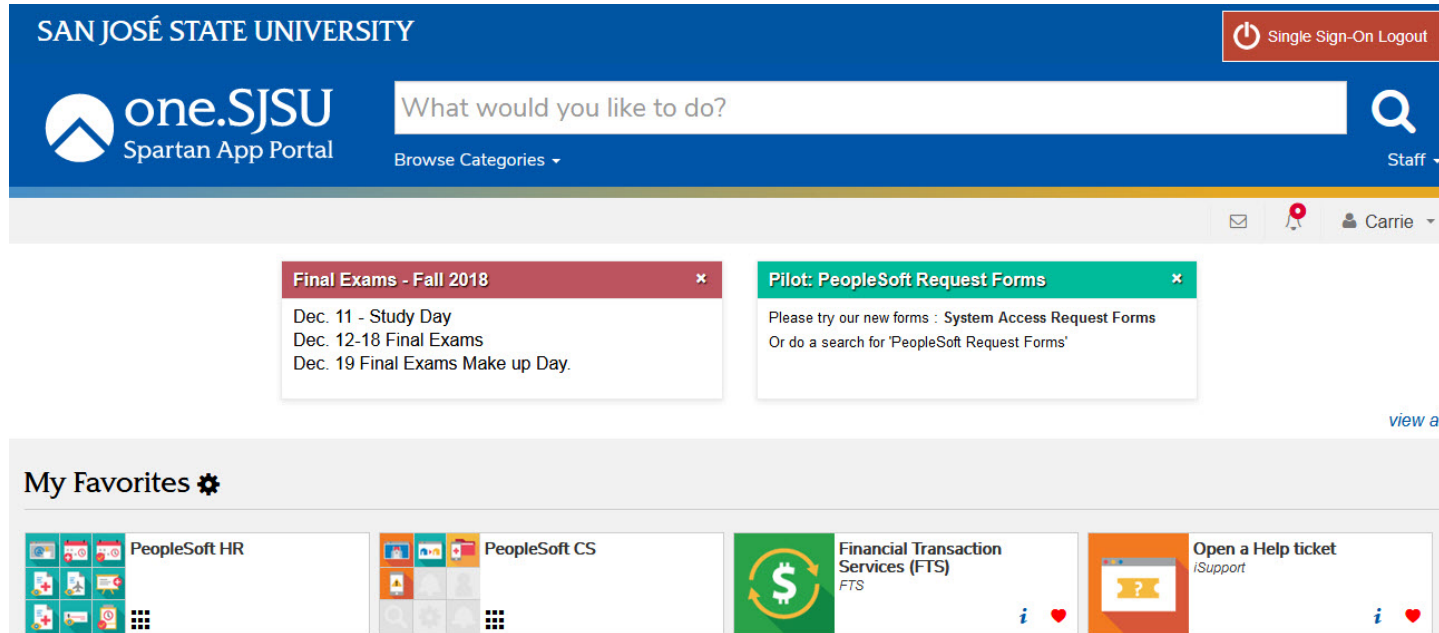


- Sign into one.SJSU using your SJSUOne ID/password

The screenshot shows the one.SJSU Spartan App Portal interface. At the top, there is a blue header with the text "SAN JOSÉ STATE UNIVERSITY" on the left and a red button labeled "Single Sign-On Logout" on the right. Below the header, the "one.SJSU Spartan App Portal" logo is on the left, followed by a search bar containing the text "What would you like to do?". To the right of the search bar is a magnifying glass icon and a "Staff" dropdown menu. Below the search bar, there is a "Browse Categories" dropdown menu. On the right side of the page, there is a "Sign In" dropdown menu with options: "Sign In", "Preferences", "Send Feedback", and "Help". Below the search bar, there is a "Most Popular" section with four app tiles: "MySJSU PeopleSoft - CS", "My Email G Suite", "SJSU @ Work PeopleSoft - HR", and "Financial Services (FTS)". Each tile has an information icon and a heart icon.



- Once signed in, mark your favorites by clicking 



The screenshot shows the one.SJSU Spartan App Portal interface. At the top, there is a blue header with the SJSU logo and the text "SAN JOSÉ STATE UNIVERSITY". To the right of the header is a "Single Sign-On Logout" button. Below the header is a search bar with the placeholder text "What would you like to do?" and a search icon. To the left of the search bar is the "one.SJSU Spartan App Portal" logo. Below the search bar is a "Browse Categories" dropdown menu. To the right of the search bar is a "Staff" dropdown menu. Below the header is a navigation bar with a mail icon, a notification icon, and a user profile icon labeled "Carrie". Below the navigation bar are two notification cards. The first card is titled "Final Exams - Fall 2018" and contains the text: "Dec. 11 - Study Day", "Dec. 12-18 Final Exams", and "Dec. 19 Final Exams Make up Day.". The second card is titled "Pilot: PeopleSoft Request Forms" and contains the text: "Please try our new forms : System Access Request Forms" and "Or do a search for 'PeopleSoft Request Forms'". Below the notification cards is a "view all" link. Below the notification cards is a "My Favorites" section with a gear icon. Below the "My Favorites" section are four favorite items: "PeopleSoft HR", "PeopleSoft CS", "Financial Transaction Services (FTS)", and "Open a Help ticket iSupport". Each favorite item has a grid of icons and a heart icon to mark it as a favorite.

- Arrange your favorites by clicking 





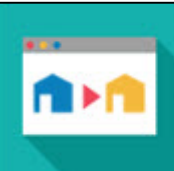
MySJSU
PeopleSoft - CS

i 





Sign Up for Alert-SJSU
PeopleSoft

i 




**Change My Address and
other contact info**
PeopleSoft - CS

i 



**Update My Emergency
Contacts**
PeopleSoft - CS

i 





View My Benefits
PeopleSoft - HR

i 



View My Paycheck
PeopleSoft - HR

i 



Enter My Absences
PeopleSoft - HR

i 



**Enroll in Training Classes
(Employees)**
PeopleSoft - HR

i 



View My Leave Balances
PeopleSoft - HR

i 

- *Report absences as they occur; report No Leave Taken when applicable*
- *Absences must be approved by 5pm on 1st working day of next pay period*
- *Always review hard copy pay stub; some deduction data gets summarized online*



- Managers and Supervisors have additional access



- *Approve student/hourly time (Payable Time)*
- *Approve/Enter/View staff and faculty absences (Reported Absences)*
 - *Absences must be approved by 5pm on 1st working day of next pay period*



- MySJSU and SJSU @ Work
 - Self Service is automatic, except Time Approval for Students/Hourly Employees
- Financial Transaction Services
 - Travel access is automatic
- All other access
 - Search Access on one.SJSU then select System Access Request form and click the tile

SAN JOSÉ STATE UNIVERSITY

Single Sign-On Logout

one.SJSU
Spartan App Portal

What would you like to do?

Filtered by: Staff

Tasks

System Access Request form
(MySJSU, SJSU@Work, CFS, FTS requests)

Student deadlines extended



System Access Request form
MySJSU, SJSU@Work, CFS, FTS requests





- Universities are frequent targets for email phishing and data hacking
- Confidential data like SSN and DOB should not be stored on your hard drive
- DUO Two-Factor Authentication provides additional security for data
- If your laptop/tablet/phone is stolen, or if you believe data has been compromised, you should first contact University Police
- SJSU has a dedicated information security team – contact them @ 924.1530 or security@sjsu.edu
- SJSU offers free anti-virus protection for your home computer!



- **Instructor-Led Training**
 - All Employees
 - Courses offered by a variety of departments on campus
 - Managers
 - Performance Management
 - Conflict Management
 - Finance System Approvals



- Required Compliance Training via CSULearn
 - Data Security & FERPA
 - Sexual Misconduct Prevention
 - Sexual Harassment Prevention (Coming Soon)
- Required depending on role:
 - Conflict of Interest (in designated COI position)
 - HIPPA (primarily Student Health employees)
 - Defensive Driving





- On the web:
 - sjsu.edu/up/all/learning_and_development
 - [one.SJSU](#) (search: training)
- eLearning Options
 - CSULearn
 - Go2Knowledge
 - LifeMatters by Empathia
 - LinkedIn Learning





- 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
 - Taxation may apply for some courses
-
- On the web:
 - sjsu.edu/up/all/tuition-fee-waiver
 - Email: fee-waiver@sjsu.edu





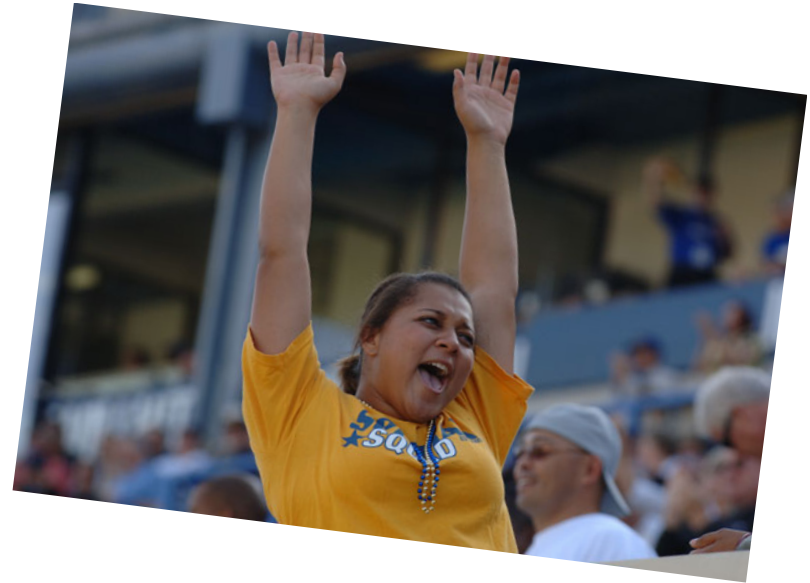
- A continuation of our New Employee Orientation program
- Learn more about SJSU, our leadership, mission and vision
- Learn about additional campus resources
- Meet and network with other new Spartans
- More information: sjsu.edu/up/all/new_employees



- Car Rentals
- Cell Phone
- Hotels
- Museums and Attractions
- Software
- Spartan Bookstore

On the web:

- sjsu.edu/up/all/resources
- [one.SJSU](#) (search: discounts)



- Athletics
- Theatre
- Lectures
- Music
- Art
- Film
- Wellness
- Health & Fitness



- *See the Campus Events calendar on sjsu.edu for more information*



- Wear your Blue and Gold on Thursdays to celebrate being a Spartan!



See the Spartans for Free!



- Free admission to all regular-season home athletic events for employees and their families – up to four total
- Show your Tower Card and you're in!

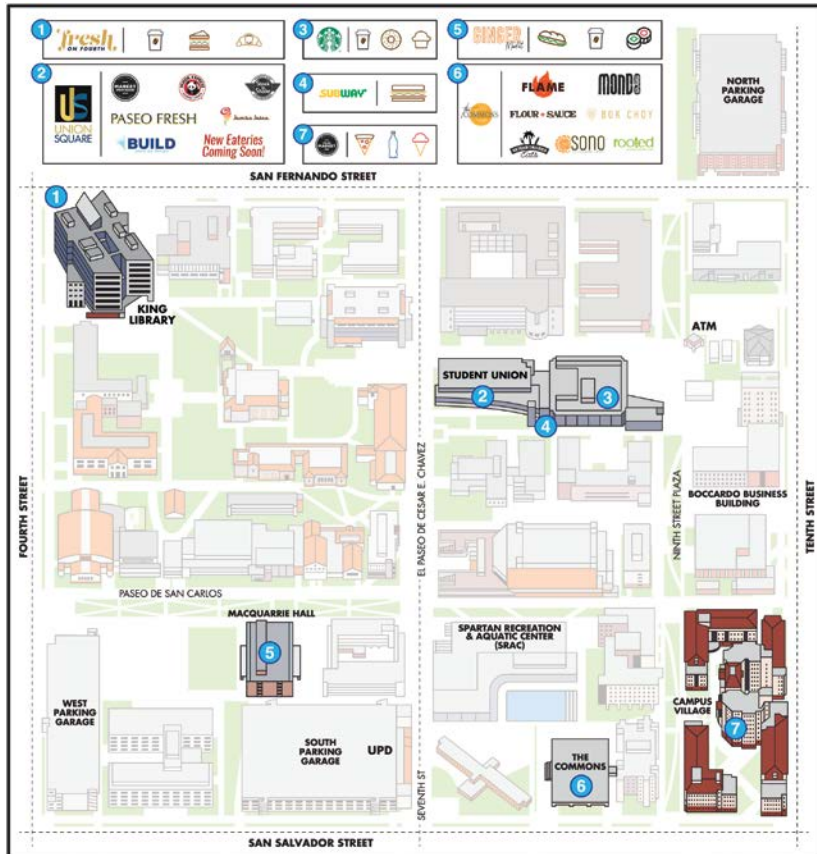


- Located in the center of the Student Union
- A Barnes and Noble College Store
- More than just textbooks!
 - SJSU Apparel
 - Gifts
 - Snacks
 - Technology
 - *Discount on Apple Computers - \$50-\$200, depending on machine*
- Employee Discount
 - Show your Tower Card for 10% off (excludes electronics, electronic accessories, textbooks, and clearance items)



SPARTAN EATS
CAMPUS DINING





Menus, hours, special offers, events, catering and much more on the Spartan Eats website or download the “Dine on Campus” mobile app!



dineoncampus.com/sjsu



Fresh On Fourth

- ✓ Barefoot Coffee
- ✓ Deli, Soup, Breakfast
- ✓ Fresh & Ready Items
- ✓ Bottled Beverages



Ginger Market

- ✓ MacQuarrie Hall
- ✓ Pan-Asian Experience
- ✓ Sushi, Poke, Banh Mi, Hot Lunch Bowls
- ✓ Breakfast & Grab-N-Go Items

Village Market

- ✓ Breakfast Burritos & Coffee
- ✓ Pizza & Wings
- ✓ Hot Snacks and Grab-N-Go
- ✓ Ice Cream, Bottled Beverages
- ✓ Household Items





Pizza, wings, custom salads
and baked potatoes



Sandwiches, salads,
soups and more

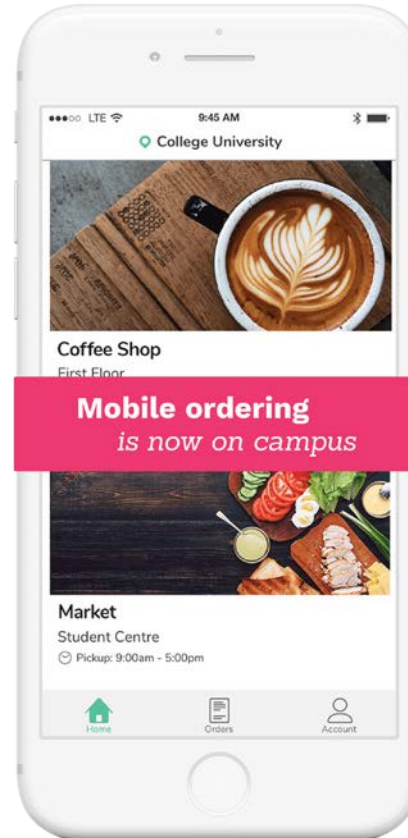
**COMING
SOON!**

4 NEW EATERIES

- Boba Bar
- Japanese Custom
Rice & Ramen Bowls
- & More!



- Skip the lines – Order and pay ahead with Boost!
- Download the free app, available in iTunes and Google Play



- Faculty & Staff
- All-you-care to eat dining
- The Commons (when classes are in session)
- Friday Lunch & Dinner, each only \$7 + tax (no cash transactions)
- Dining with a to-go box \$4.00 surcharge



Faculty & Staff Discounts



- Faculty & Staff Appreciation
 - 10% off every Friday w/your Tower ID card
- Sales Tax-Free
 - When you dine with a Meal Plan or with Dining Dollars, you don't pay sales tax on campus!
 - Save 9.25%!
 - Dining Dollars are loaded on your Tower ID card
 - [Dineoncampus.com/SJSU](https://dineoncampus.com/SJSU)



**THE FRIDAY
FILL UP**

SERVING UP THE LATEST SCOOP

Want to get the latest scoop on what's tasty on campus? Stay up to date on upcoming events, promotions, new menu items, and receive coupons with The Friday Fill Up e-newsletter!

Subscribe today: <http://bit.ly/SpartanEats>



Sustainability in Campus Dining



- \$0.50 discount for bringing a reusable mug for any beverage purchases
- Use compostable utensils and cups in eateries, biodegradable plates in The Commons





- Campus purchasing option
- Dollars on your Tower Card
- Can be used for:
 - Spartan Bookstore
 - Spartan Eats
 - Boost Mobile Ordering
- \$10 for new employees!





- Your Tower Card has Many Uses
 - Campus Identification
 - Building Access
 - Purchasing Option w/Gold Points
 - Connect to USBank and make it a debit card!



FOOD INSECURITY

HOMELESSNESS

DISASTER RELIEF

ECONOMIC CRISIS

SJSU Cares



Spartan Food Pantry



Just In Time

Emergency Financial
Assistance



- Support for SJSU students
- On the web: sjsu.edu/sjsucares



- **University Personnel:**
 - Join the UP Info & Announcements Google Group
 - *Email the UP Team: university-personnel@sjsu.edu*
- **Finance Connect:**
 - Subscribe to the blog: <http://blogs.sjsu.edu/financeconnect/>
 - *Email the Finance Connect Team: financeconnect@sjsu.edu*
- **IT Service Desk:**
 - Submit a support ticket online: one.SJSU (search: help)
 - *Email the Service Desk: itservicedesk@sjsu.edu*
- **Facilities Service Center:**
 - Submit a support ticket online: <http://admtma.sjsu.edu/>
 - *Email the Service Center: workcontrol@sjsu.edu*





- Complete your Benefits orientation
- Set up Alert-SJSU
- Review position description with your manager
- Attend Spartan 101



Have a great first day!

