

University Personnel Process Forum

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UPP Forums [website](#)

How to contact University Personnel: [UP Emails](#)



**University Personnel Processes Forum
Meeting Agenda**

August 13, 2024		
Topic	Participant	Time
Hot Topics/Reminders 1. I-9 (EVC) 2. CSU Learn 3. Tower Cards and Pay Warrants 4. Employee Clearance Form 5. GSI 6. Job Card: FS will do this 7. Faculty & ASE Appt Reminders 8. FS Processes 9. Committee Elections	Christie Christie Christie Crystal Crystal Crystal Crystal Crystal Crystal	10:02am
Questions		11:00am



Hot Topics/Reminders



EVC Reminders



- **New employees cannot work without obtaining the EVC**
 - The dept Admin also receives a copy and should *not* allow employees to work without seeing the EVC
- Depts will get notice if they are out of compliance and will be responsible for fines if we are audited by the USCIS
- Employees who are out of compliance will get notice that their start date will be updated
 - They will not be able to work until the Form I-9 is complete
 - Pay will be prorated as of the day that the Form I-9 is complete



- [Non-CHRS Recruiting OnBoarding: Form I-9](#) form must be completed for any students, faculty, and staff who are not being hired via CHRS Recruiting
 - UP initiates the Form I-9 and sends email to the employee with link to the new hire paperwork
- Open Lab for I-9 and New Employee Forms Process Mondays from 9-10

<https://sjsu.zoom.us/j/81366836966>

- Provisioning will happen when the EVC has been issued





**OUR COMMITMENT,
OUR RESPONSIBILITY**

**TOGETHER FOR A SAFE,
INCLUSIVE & ETHICAL CAMPUS**



LOG IN

to CSULearn TODAY

- Compliance Training via CSULearn
 - Who is required to complete these trainings
 - All SJSU Employees
 - When should they complete these trainings
 - Within 30 days from receiving the trainings



UP Updates



UP North - Admin building

- Tower Card process
 - 9:00 am - 4:00 daily
- Check distribution -
 - Changes effective September 1
 - Employees picking up checks
 - Admin 177 - warrant pickup
 - Check Distribution days and times
 - **Monthly and Mid Monthly**
 - 9:00 am to 11:00 am & 2:00 to 4:00pm
 - **Daily Warrant Pickup**
 - 9:00 am to 11:00 am



Employee Clearance Form




Employee Clearance Form

- Employee Clearance Form updated
 - Salary Schedules will be updated to include tracking of department/IT property

Department Clearance

Departments are responsible for costs associated with the failure to secure university property and resources upon separation of an employee.

DEPARTMENT CONTACT		
<input checked="" type="checkbox"/> Final time and attendance approved in Absence Management	<input checked="" type="checkbox"/> Voicemail Cleared	
<input checked="" type="checkbox"/> All employee bios have been removed from webpages (e.g. "Faculty Index" at www.sjsu.edu/people)		
Does employee have direct reports? <input checked="" type="radio"/> Yes <input type="radio"/> No		
Complete the Position Management Action Form to update the reporting structure: Go to form		
Did employee manage/oversee any websites?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Have management/oversight duties been assigned to another employee?		<input checked="" type="radio"/> Yes <input type="radio"/> No
DEPARTMENT/IT PROPERTY RETURN: (check box to add row)		
Item:	Owned by:	Asset Tag/Serial Number: (if applicable)
<input checked="" type="checkbox"/> Laptop Compu	Department	asset tag or serial number here
<input checked="" type="checkbox"/> Monitor	IT	asset tag or serial number here
<input checked="" type="checkbox"/> -- select --	-- select --	
<input type="checkbox"/> -- select --		
<input type="checkbox"/> Laptop Computer		
<input type="checkbox"/> Desktop Computer		
<input type="checkbox"/> Monitor		
<input type="checkbox"/> Keyboard		
<input type="checkbox"/> Mouse		
<input type="checkbox"/> iPad or Other Tablet		
<input type="checkbox"/> Mobile Phone		
<input type="checkbox"/> Research Equipment		
<input type="checkbox"/> Other Equipment		
Appropriate Administrator of Separating Employee		
Signature: 	Date: 6/18/2024	



General Salary Increase



General Salary Increase Update

- GSI approved for CFA, CSUEU, SUPA, and UAW
 - Eligible employees will receive a 5% GSI effective July 1, 2024
 - New rate will be reflected in the Sept 1 paycheck
 - Adjustments for July 2024 will be processed in late August
 - Salary Schedules will be updated the week of August 19
 - New appointments must follow the updated salary schedules
- Faculty
 - The minimum salary floor for range/rank A (LA) will be increased by \$250 per month
 - Eligible faculty will receive a 2.65% SSI
 - 2322 Special Session Salary Schedule



Temporary Faculty Job Cards in CHRS Recruiting



- The creation of Job Cards in CHRS Recruiting for temporary faculty positions will now be handled by the Faculty Employment Specialist team
 - To create a new Job Card, send the appropriate Position Description
 - [Temporary Faculty](#)
 - [Special Session](#)
- Note: For tenure line faculty recruitments, Remie Bontrager will oversee steps within CHRS Recruiting



Temp Faculty and ASE Appointment Reminders



- [Temporary Faculty and ASE Appt Processing Deadlines](#)
 - 8/5/24: Appointments due in OnBase
 - 8/19/24: First day of the fall semester; start dates will be updated if I-9s are not completed on/before this day
 - 9/6/24: Mass termination of temp faculty, GAs, and TAs who are not reappointed
- Training video and guides available on the [Faculty](#) webpage of the UP website for reference
- New hires being added to the Faculty Appointment Log
 - Ensure that the faculty submit all required application materials ASAP



FS Processes



- [Evaluation Calendars](#) contains calendars for all FS processes
- Range Elevation:
 - 8/30/24: Deadline for faculty to email intent to apply
- Retention, Tenure & Promotion:
 - 8/30/24: Deadline for Chairs to submit names of faculty seeking early review
 - 8/30/24: Chairs provide faculty description of academic assignment
 - 9/6/24: Chair reviews dossiers for feedback
- Sabbatical:
 - 8/9/24: Cases opened for faculty who emailed intent to apply
 - 9/6/24: Deadline for faculty to email intent to apply



Committee Elections



- Committees must be formed to take part in these processes
 - Faculty elected to committees should be reported to FS via the FS/College Sheets
 - Based on processes, committee members will be enrolled in required training courses and/or sign confidentiality forms



