

HR LIAISON MEETING

January 21, 2015

MEETING NOTES/HIGHLIGHTS

- Make Safety Happen – Presentation by Mark Majewski
Please visit website: ehs.sfsu.edu
- Peter Coe, Work Study Coordinator, Office of Student Financial Aid
Email: pcoe@sfsu.edu, extension: 82593
- Employment forms have been moved to the top of the HR Forms webpage at <http://hr.sfsu.edu/forms>
- Effective, January 20, 2015, Division of Information Technology is now called Information Technology Services
- Lactation rooms are at the following locations:
 - GYM, Room 120F
 - Library, Room 267
 - Children's Center Multipurpose Room
- Revised instructions for Fall 2014 and Spring 2015 Student ETRAC Processing are now posted on the HR Website
- Campus Solutions User Experience Focus groups to be scheduled in the next 2 months. Please send Pat an email at ricketts@sfsu if you are interested in participating in a focus group
- The faculty appointment letter process is run daily during faculty appointment periods. Emailed appointment letters are sent to all lecturers hired that particular day who have email addresses in the system. For lecturers who do not have email addresses in the system, we run a separate process that prints out a hard copy appointment letter, which is then given to our student assistants to fold and place in a department envelope and mailed via USPS, to the address we have in the system for that particular lecturer. If the lecturer has an email address in the system, they should receive an appointment letter via email the same evening their ETRAC is loaded.
- When hiring students, faculty or staff, please be sure that they have a SFSU email address as their primary email address.
- To create a SFSU email address, please click on the link below:
<https://www.sfsu.edu/online/sfsuemail.htm>
- To create a password, please click on the link below:
<https://www.sfsu.edu/online/auth/reset.htm>