



HUMAN RESOURCES

WE MAKE CAREERS HAPPEN

J. Paul Leonard Library
Sutro Library

EMPLOYEE
SURVIVAL GUIDE

“The campus is always alive with good energy. People love to be here regardless of why there are here- studying, working, playing- everyone is here to make something better. It’s pretty amazing.”- Lindsay H.



GET CONNECTED!

SF State’s Mobile Application

SF State Mobile is an official mobile platform for iOS and Android devices. Use the app to navigate the campus, access SF State News, Twitter, Facebook, and much more. <http://tech.sfsu.edu/guides/sfstate-mobile>

Tours on the Main Campus

Experience the main campus by walking through the guided points-of-interest at your own pace. While visiting campus or from the convenience of your home, use your iTunes or Android enabled device to move through the various locations on our campus. www.sfsu.edu/outreach/visiting.htm

Explore the Grounds

Print a copy of the self-guided tour map and bring it with you to campus. Follow the numbered campus map and read the descriptions to learn about services and special features of the campus. www.sfsu.edu/outreach/self.htm

Unique to SF State

Interesting facts about SF State’s history, our schools, campus life and lots more. <http://puboff.sfsu.edu/sfsufact/archive>

SF State Strategic Plan

Review SF State’s five core University values that that represent our commitment to social justice and opposition to oppression and marginalization, which lives on through the work, scholarship and community engagement of its students, faculty, staff and alumni. <http://planning.sfsu.edu/>

SF State Online Magazine

Stay up-to-date with everything going on at the main campus. www.sfsu.edu/~sfsomag/

Campus Memo

Sign up for the University newsletter published by the Office of University Communications, providing news, information and campus event listings. campusmemosfsu.edu

Athletics on Campus

Attend any of the athletic events and demonstrate your enthusiasm for SFSU students who are also stellar athletes. www.sfstategators.com

University Calendar

Check out our calendar for all upcoming events such as concerts, lectures, symposia, exhibits and more. Many are free or discounted with your staff ID card. www.sfsu.edu/calendar
<http://lca.sfsu.edu/centers>

SF State Facebook & Twitter

Stay connected to campus life with SF State’s social media!
Facebook <https://www.facebook.com/sanfranciscostate>
Twitter <https://twitter.com/sfsu>

Shop ‘til you Drop

Shopping on the main campus can help you feel connected, too!
www.sfsu.bkstr.com
Find information about Stonestown Galleria. www.stonestowngalleria.com
Take a stroll through the Farmers Market on Thursdays in front of the Humanities building. http://asisfsu.com/asi/farmer_market/

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"S.F.S.U. = Serving, Facilitating, Solving, Upholding." - Andrew B.



Places to Eat on the Main Campus

There are a variety of delicious and healthy food options available at the Cesar Chavez Student Center, view your options below. www.sfsustudentcenter.com/services/restaurants.php

Vista Room

If you are looking for a gourmet meal you should try SFSU's Vista Room restaurant located on the fourth floor of Burk Hall. For reservations: vistaroom.sfsu.edu

Campus Food Trucks

Take advantage of the delicious food trucks that visit daily on campus, check the schedule below for dates and times. <http://ucorp.sfsu.edu/foodtrucks>

ATM's

Make use of the ATMs on campus from Wells Fargo, Chase and Bank of America. sfsustudentcenter.com/services/index.php

Get Active, Eat Better, Unwind

Explore the Holistic Health Learning Center for classes and resources concerning your health. http://www.sfsu.edu/~holistic/links/healthy_living/self.html

The **Village Fitness Center** has a variety of classes and knowledgeable fitness professionals dedicated to serving the health and fitness needs of S.F. State. <http://www.myvfc.com/>

Group Fitness

Campus recreation offers a variety of fitness opportunities, review the schedule below to find out when these classes meet. www.sfsu.edu/~recsport/groupfitnessclasstimesdescrip.html

KEY RESOURCES

Human Resources Office

Should you need HR assistance, please feel free to contact us!
Online: hr.sfsu.edu
Phone: (415) 338-1872
Email: hrwww@sfsu.edu
On Campus: ADM 252

Human Resources Operations & Systems Support

HRMS supports a wide-range of campus end-users activities including development, business process reengineering and training. http://hr.sfsu.edu/employment_hrms/hrms/hrms

Professional Development

Continue your education and gain skills you need to achieve your full potential.

- **Fee Waiver Program**
Enroll in work related course/degree program offered at SFSU at a reduced fee. <http://hr.sfsu.edu/content/employee-fee-waiver-work-related>
- **Employee University – Investing in U**
Employee led courses focused on advancing employees in their careers and personal lives. <http://hr.sfsu.edu/employee-university>
- **Skillsoft**
Provides access to thousands of online eLearning courses, books, and videos free of charge. <http://tech.sfsu.edu/guides/skillport>
- **Lynda.com**
Select from hundreds of topics and learn essential business, software, technology and creative skills to achieve personal and professional goals.

"I have enjoyed working with colleagues in my department and outside. They are a bright and dedicated group of people interested in the search for knowledge and devoted to teaching." – Steve K.



Driver's Safety

Learn more about the policies and procedures for employee use of private and University owned vehicles.
<http://erm.sfsu.edu/content/driver-safety-program>

Sustainability

Visit the sustainability homepage to learn about recycling, reducing your carbon footprint, and green campus initiatives.
<http://sustain.sfsu.edu/index>

Campus Resource Advocate

The Campus Resource Advocate provides a space where staff and faculty may discuss problems or issues within the University. The Campus Resource Advocate remains impartial and assists to resolve and create solutions in a fair and equitable manner.

Jeannette Peralta | Ext. 87187
E-mail: peralta@sfsu.edu

Employee Assistance Program (EAP)

When you or your family need guidance, counseling, or professional support, our EAP presented by Life Matters is available 24/7 via phone or internet.
hr.sfsu.edu/benefits/eap

Disability Programs and Resource Center (DPRC)

Eligible employees are provided with assistance in coordinating a full range of support services.
www.sfsu.edu/~dprc/employee.html

Environmental, Health & Safety

Browse through their website to learn about ways to protect the health and safety of the faculty, staff, and students at S.F. State.
ehs.sfsu.edu/home

Worker's Compensation

Workers' Compensation is an employer paid benefit that provides you with medical, compensation, and vocational rehabilitation benefits if you are injured on the job.
<http://ehs.sfsu.edu/content/workers-compensation>

Employee and Labor Relations

The Labor & Employee Relations Unit of HR is responsible for providing counsel, advice, and conflict resolution with respect to work related difficulties for all University employees.

Bryan Kauffman | Ext. 83672
E-mail: bkauffma@sfsu.edu

Title IX: Promoting Gender Equity & Preventing Sexual Harassment/Sexual Violence

Resources to address concerns about sexual discrimination, harassment and/or violence, plus training on harassment prevention.
titleix.sfsu.edu

Whistleblower Complaints

Offers guidance on how to report noncompliance with various laws, external regulations or SFSU policies.
<http://audit.sfsu.edu/content/annual-whistleblower-notification>

University Police

The S.F. State police department is a diversified organization that provides professional law enforcement, parking, transportation and traffic coordination.
Emergency: 911
Non-Emergency: (415) 338-7200
<http://upd.sfsu.edu>

Emergency Ride Program

This program provides a free ride home in case of an unexpected personal or family emergency for all S.F. State faculty and staff.
<http://parking.sfsu.edu/employee-programs/emergency-ride>

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ACTION STEPS CHECKLIST

Complete these steps at the beginning of your employment. Check with your supervisor to identify additional requirements within your school or department.

- Note your nine-digit employee ID number; you'll use the number to enroll in benefits and get a network ID and e-mail.
- Get your ID Card to use the libraries, get discounted tickets to events, use recreational facilities, and to access campus buildings. <http://onecard.sfsu.edu/get-onecard>
- Complete required forms, including I-9 documentation, tax withholdings (W4 or DE4) and direct deposit forms. Visit the Human Resources website to learn about pay dates and other important employee information. http://hr.sfsu.edu/calendar_launch
- Log on to the SF State Gateway portal, where you can view pay statements, benefits, as well as update your emergency contact information, permanent mailing address, and email. <https://gateway.sfsu.edu/>
- Use voicemail and get instructions on how to record your new greeting. <http://tech.sfsu.edu/guides/voicemail>
- Login to set up your email as soon as you have your SFSU nine-digit employee ID number. <http://www.sfsu.edu/login.htm>
- SF State Employee/Student Information Privacy (ESIP) Training is an instructional program consisting of a tutorial and quiz which all SFSU employees are required to complete. <http://www.sfsu.edu/online/esip.htm>
- Protecting Confidential Data - Guidelines & Practice Directive. Please review these guidelines as they apply to all employees with access to confidential employee, student, and applicant information/data who have a legitimate need to have such access as part of their required job responsibilities. http://hr.sfsu.edu/Labor_Compliance_ProfDev/emp_relations/hr_Directives/P202
- Human Resources Skillsoft e-learning program gives all SF State employees access to thousands of online eLearning courses, books, and videos free of charge, including various industry certification study guides (please refer to certification eligibility requirements). Some courses are required.
- After you have a plan to complete required training, talk with your manager about any other training that will help you succeed in your new role.
- Identify commute options: Get loads of information and view bicycle, parking, and shuttle maps on the Parking & Transportation website. Find a carpool buddy, buy the appropriate parking permit, or learn about bus and rail pass plans. The San Francisco State Transportation Department provides free shuttle service during the fall and spring semesters. <http://parking.sfsu.edu/home>



**KEEP
CALM
&
CONTACT
HR**



hr.sfsu.edu



hrwww@sfsu.edu



askhr.sfsu.edu



(415) 338-1872