



**CSUB**

NEW EMPLOYEE

ORIENTATION



***'RUNNER* STARTING LINE**



# Agenda

8:30 – 9:00 am	Meet and Greet	
9:00 – 9:15 am	Welcome	<b>Daniel Jiménez</b> Director of Organizational Excellence, Training and Development
9:15 – 9:35 am	Get to Know CSUB	<b>Nadya Carr</b> Human Resources Training and Reporting Coordinator
9:35 – 9:55 am	Benefits	<b>Nancy Garcia</b> Benefits Specialist
9:55 – 10:15 am	Payroll	<b>Yolanda Cisneros</b> Lead Payroll Technician
10:15 – 10:45 am	ITS	<b>Derek Chaney</b> Campus Technology Trainer, Information Technology Services
10:45 – 10:55 am	Break (10 minutes)	
10:55 – 11:30 am	How to Succeed in your First 90 Days	<b>Daniel Jiménez</b> Director of Organizational Excellence, Training and Development
11:30 – Noon	Union Presentations (For applicable employees)	Union Representatives
Noon	Released	



# Icebreaker introductions

- Name
- Department
- Job Title
- Why did you choose CSUB?
- Are you a CSUB Alumni?





# Get to know CSUB

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Nadya Carr, HR Training and Reporting Coordinator

# History of CSUB



## 1965 - CSUB Founded

The California State University system authorized the establishment of CSUB in 1965, hence the year on the university seal. The first day of classes was October 1, 1970.



## Early Years

Since that time, CSUB has filled half of the 375 acres, adding facilities to accommodate academic programs, student life and the greater community.



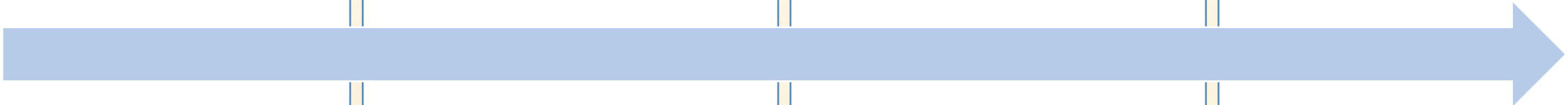
## 2000s - Expansion

The 2000s saw the addition of the Business Development Center, Science III, Student Recreation Center and The Dr. Jacquelyn A. Kegley Center for Student Success which greatly enhanced the student academic experience.



## CSUB Now - A University on the Rise

The university serves nearly 10,000 students today. The master plan builds out the entire campus to accommodate 18,000 students. There continues to be a great deal of growth potential for the campus.



# CSUB Rankings



**No. 1**  
Top 10 Best Nursing Schools in CA  
Nurse.org, 2022



**No. 5**  
Economic Mobility  
Third Way, 2022



**No. 10**  
Social Mobility Index  
CollegeNET, 2022



**No. 13**  
Best Bang for the Buck College: West  
Washington Monthly, 2022



**No. 18**  
Top Performers on Social Mobility  
U.S. News and World Report, 2022



**No. 21**  
Most Affordable Four-Year  
Colleges in 2021  
Best Value Schools



**No. 29**  
Top Public Schools  
U.S. News and World Report, 2022

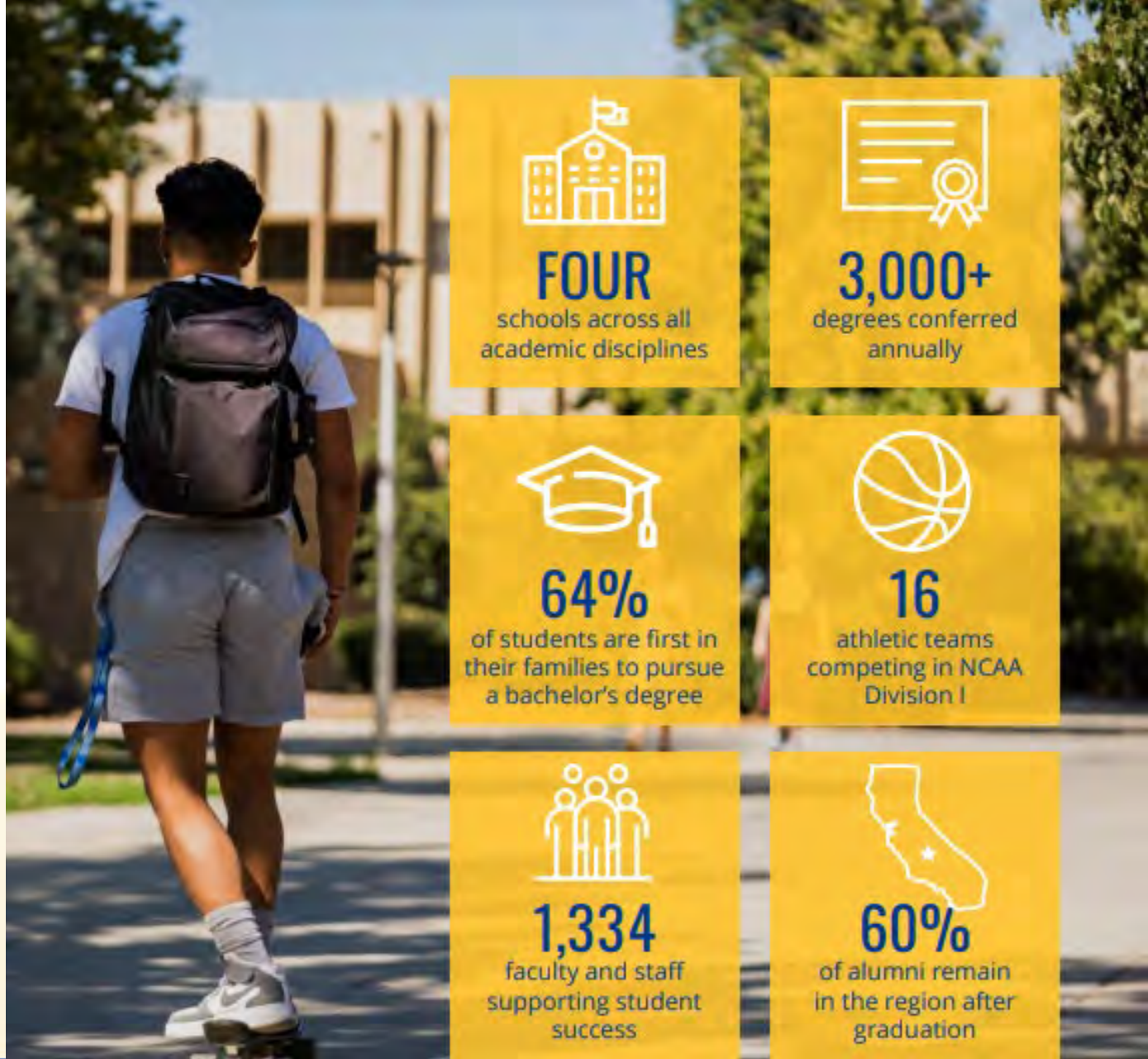


**No. 49**  
Total Bachelor's Degrees Granted  
Hispanic Outlook on Education, 2022

**CSUB is proud to be a designated Hispanic-Serving Institution**

As of Fall 2022, CSUB reports **67.8 percent** of undergraduates are of Hispanic heritage.

# CSUB Today



**FOUR**  
schools across all  
academic disciplines



**3,000+**  
degrees conferred  
annually



**64%**  
of students are first in  
their families to pursue  
a bachelor's degree



**16**  
athletic teams  
competing in NCAA  
Division I



**1,334**  
faculty and staff  
supporting student  
success



**60%**  
of alumni remain  
in the region after  
graduation

*'RUNNER STARTING LINE*

# Mission



California State University, Bakersfield is a comprehensive public university offering excellent undergraduate and graduate programs that advance the intellectual and personal development of its students. We emphasize student learning through our commitment to scholarship, ethical behavior, diversity, service, global awareness and life-long learning. The university collaborates with partners in the community to increase the region's overall educational attainment, enhance its quality of life and support its economic development.



# Vision



CSUB will be a model for supporting and educating students to become knowledgeable, engaged, innovative and ethical leaders in the regional and global community.

# Values



Developing the intellectual and personal potential of every student

Supporting the intellectual and professional development of all faculty and staff

Nurturing a collegial campus environment that values innovation, learning and the pluralism of persons and ideas

Collaborating with one another with respect, trustworthiness, ethical behavior and self-reflection

Promoting active and informed engagement in shared governance of students, faculty and staff

Engaging with alumni and the community to achieve the vision, mission and goals of the university

Contributing to the growth and well-being of the region

# Goals

Strengthen and inspire student success and lifelong learning

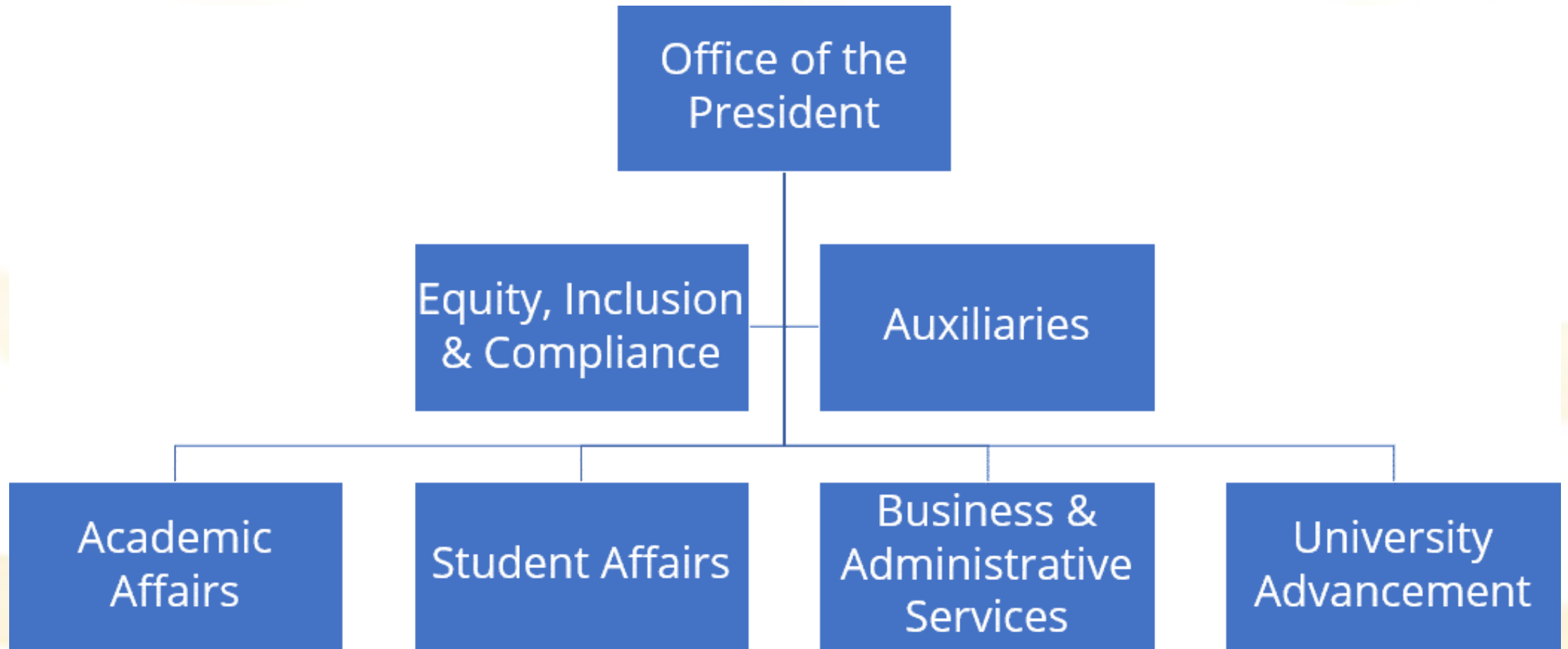
Advance faculty and staff success

Develop and sustain high-quality and innovative academic programs and support services

Recognize and address regional needs in collaboration with our community

Diversify, enhance and responsibly steward our campus resources

# Organizational Structure



# Schools



**SCHOOL OF ARTS  
AND HUMANITIES**  
CSU BAKERSFIELD



**SCHOOL OF BUSINESS  
AND PUBLIC ADMINISTRATION**  
CSU BAKERSFIELD



**SCHOOL OF NATURAL SCIENCES,  
MATHEMATICS AND ENGINEERING**  
CSU BAKERSFIELD



**SCHOOL OF SOCIAL SCIENCES  
AND EDUCATION**  
CSU BAKERSFIELD

# CSU Overview



The California State University is the nation's largest and most diverse four-year university, providing opportunities for upward mobility to nearly half a million students and empowering them to become leaders in the changing workforce.



**NATION'S LARGEST**  
four-year public  
university



**23 CAMPUSES**  
and seven  
off-campus  
centers



**477,000**  
**STUDENTS**

# Chancellor's Office



Located in Long Beach, the Chancellor's Office is the central headquarters of the CSU system.



# CSU Campuses



## 23 Campuses, ONE University

The CSU boasts 23 campuses that stretch 800 miles across the beautiful state of California.



# Graduation Initiative 2025



Graduation Initiative 2025 is the CSU's determined effort to ensure that **all students** regardless of racial, ethnic or financial background have an equal opportunity to earn a college degree.

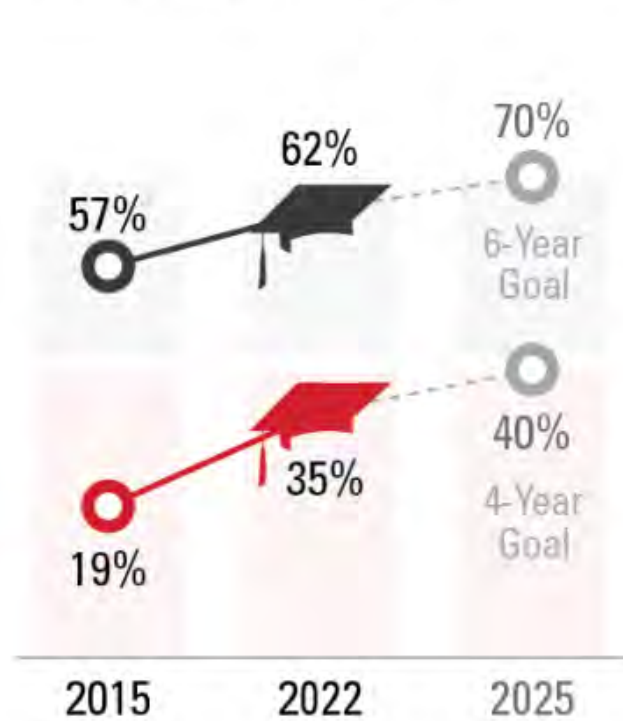




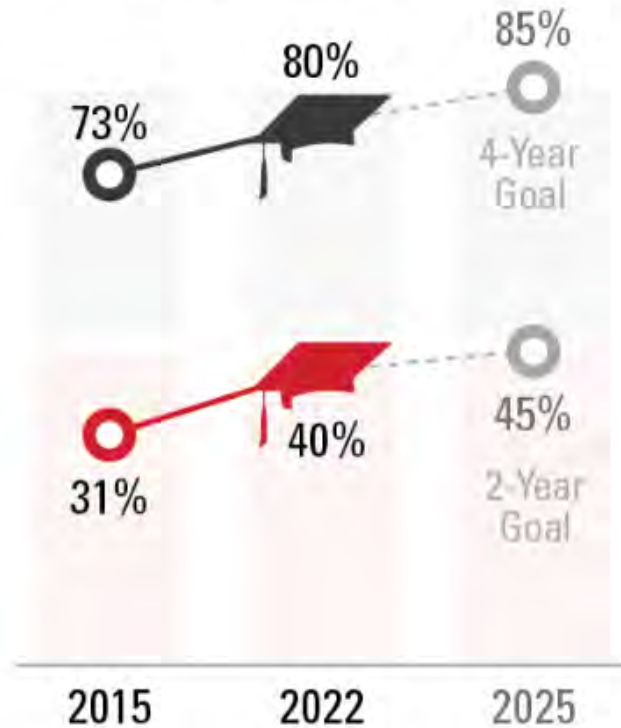
# Graduation Initiative 2025



## GRADUATION RATES: FIRST-TIME STUDENTS



## GRADUATION RATES: TRANSFER STUDENTS



# Pop Quiz! - What do you know about CSUB?



- When was CSUB founded?
- How many schools of academic discipline?
- How many athletic teams are competing in NCAA Division I?
- The number of faculty and staff?
- How many campuses comprise the CSU?
- True or false? CSU is the nation's third largest four-year public university system.

# The CSU Facts



 <p><b>1 IN 10</b> EMPLOYEES IN CALIFORNIA IS A <b>CSU</b> <b>GRADUATE</b></p>	 <p>THE <b>CSU</b> AWARDS NEARLY <b>HALF</b> THE STATE'S BACHELOR DEGREES</p>	<p>THE <b>CSU</b> SUSTAINS MORE THAN <b>209,000</b> <b>JOBS</b> IN THE STATE</p>
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# CSUB BENEFITS

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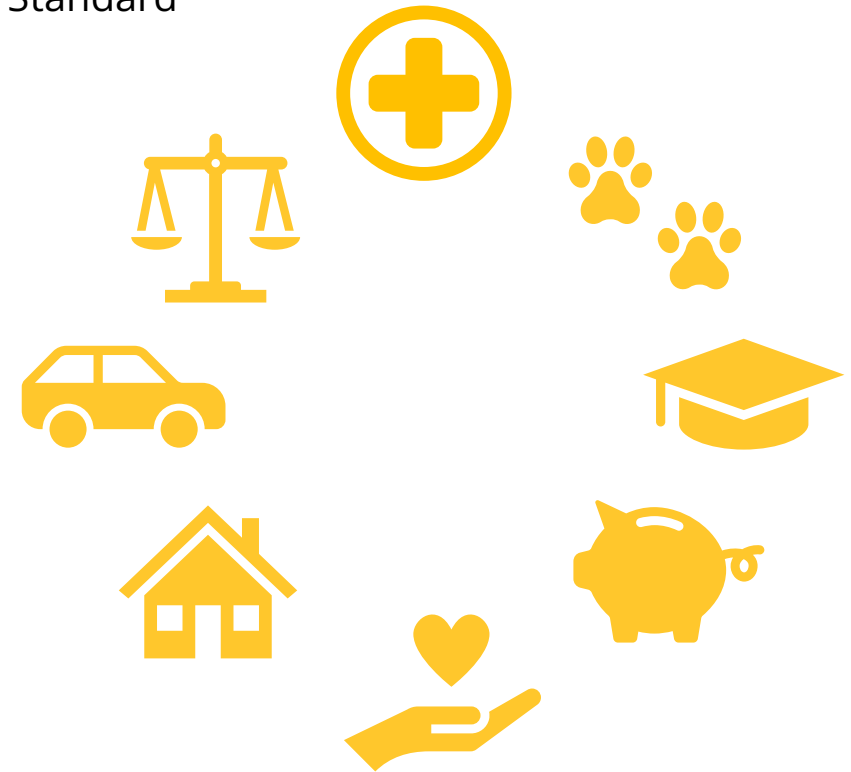
Nancy Garcia, Benefits Specialist



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**

# AVAILABLE BENEFITS

- Life, AD&D, LTD, Accident and Critical Illness Insurance through The Standard
- California Casualty Home and Automobile Insurance
- MetLife Legal Plan
- Nationwide Pet Insurance
- Health Care Reimbursement Account
- Dependent Care Reimbursement Account Plan
- 403(b) Supplemental Retirement Plan
- Savings Plus Program (401k and 457)
- ScholarShare 529 Plan
- Employee Assistance Program



\* These benefits are not available to Emergency Hires, Student Assistants, Faculty appointed solely to teach summer session, extension or intercession \*

# REMINDER : ENROLL IN CORE BENEFITS



- You have 60 days from your benefit eligibility date to enroll in benefits
- Health & Dental will be effective the first of the following month that enrollment paperwork is submitted
- Supporting documentation is required if adding dependents
- Benefit Enrollment form is located on CSUB Benefits website

# BENEFITS TO ENROLL IN WITHIN 60 DAYS OF ELIGIBILITY

- Employees can make changes during open enrollment every year during mid September through beginning of October or within 60 days of qualifying event such as new hire date, marriage and birth or adoption of child.
- This 60-day rule applies to Health, Dental, Vision, Flex Cash, HCRA/ DCRA, Legal Plan, Life, LTD, A&D, Accident and Critical Insurance.



# BENEFITS YOU CAN ENROLL IN AT ANYTIME



- Employee Assistant Program
- California Casualty Auto & Home Insurance
- Nationwide Pet Insurance
- ScholarShare 529
- Supplemental Retirement Plan 403(b)
- Savings Plus 401(k), 457



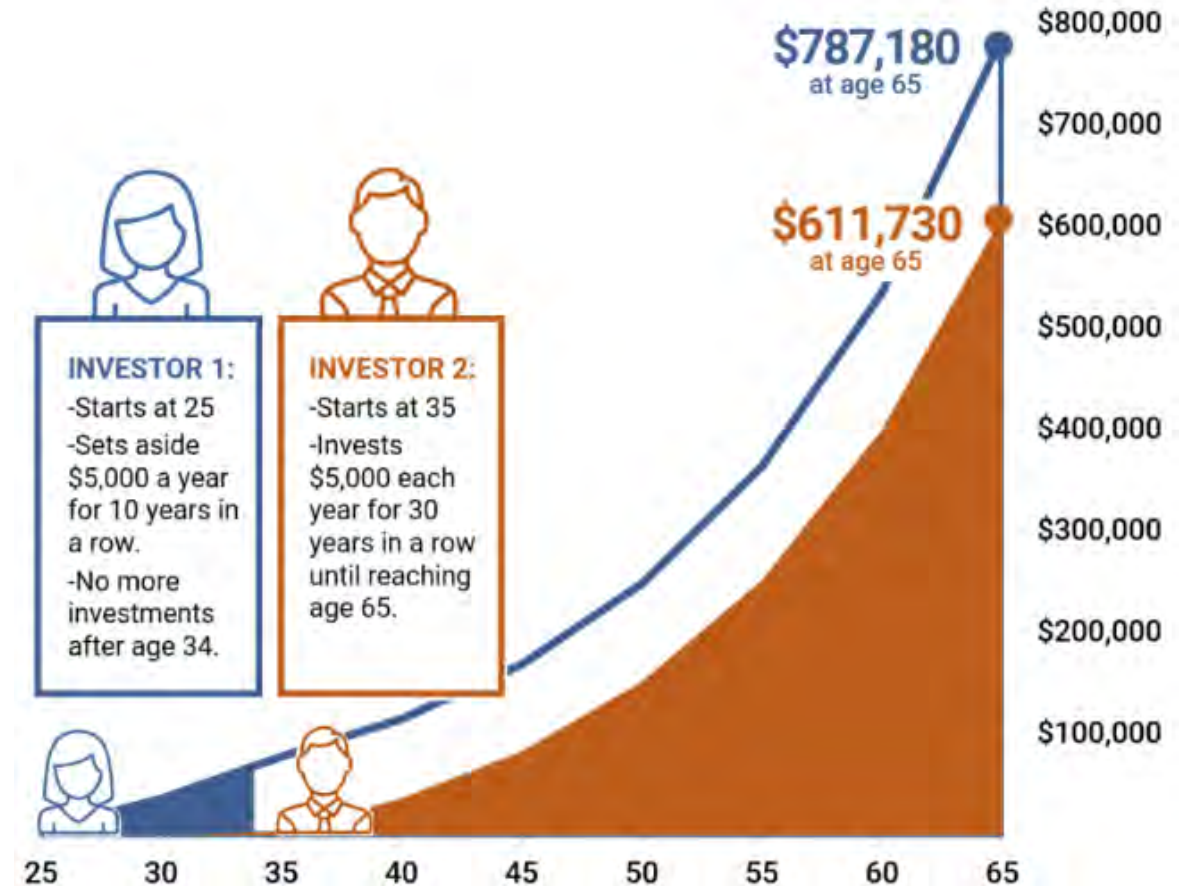
# SUPPLEMENTAL RETIREMENT PLANS

## CSU 403 (b) Plan

- Contributions can be automatically deducted from paycheck
- Contributions can be pre-tax elective deferrals or after-tax Roth contributions
- Eligible employees can defer a minimum of \$15 a month and a maximum pre-tax/post-tax of \$22,500 annually
- Complementary Fidelity Retirement Planner Consultations, a Brokerage Link, and a Portfolio Advisory Services are included

## Saving Plus Program 401(k) and 457

- Contributions can be automatically deducted from paycheck
- Contributions can be pre-tax elective deferrals or after-tax Roth contributions
- Contribute by percentage or set amount, \$50 monthly minimum



NOTES: Assumes an 8 percent interest rate, compounded annually. Balances shown are approximate.  
SOURCE: Author's calculations.

# Accident Insurance

Let's say your teenage daughter gets injured during tryouts for her school basketball team and goes to urgent care for treatment. Diagnosis: dislocated elbow and fracture of the forearm and wrist. Although surgery isn't necessary, she will need follow-up appointments and physical therapy.



You'd get an additional 25% if your child is injured while participating in an organized athletic activity — whether it's football practice, a soccer game or dance class.

## BENEFITS PAID TO YOU

Urgent Care Visit.....	\$60
X-ray.....	\$60
Dislocated Elbow.....	\$1,000
Arm Fracture.....	\$650
Wrist Fracture.....	\$650
Physician Follow-up Appointment.....	\$70
Physical Therapy Appointment (2 visits)	\$100
<b>SUBTOTAL.....</b>	<b>\$2,590</b>
Youth Organized Sports Benefit (25% of subtotal).....	\$648
<b>Total paid directly to you.....</b>	<b>\$3,238</b>

# Critical Illness Insurance

## SAMPLE OUT-OF-POCKET EXPENSES

Medical insurance deductible.....	\$1,300
Out-of-pocket expenses over the course of six months.....	\$5,000
Lost wages.....	\$4,500
Alternative treatments and diets not covered by medical plan.....	\$4,500
<b>TOTAL OUT-OF-POCKET EXPENSES.....</b>	<b>\$15,300</b>
<b>CRITICAL ILLNESS BENEFIT.....</b>	<b>\$15,000</b>
<b>OUT-OF-POCKET EXPENSES.....</b>	<b>\$300</b>

Costs are hypothetical. Actual costs will vary by state, cancer type, stage at diagnosis, treatments received and personal factors.

## Covered Conditions

Receive 100 percent of your coverage amount for:

- Heart attack
- Severe Stroke
- Invasive Cancer
- End stage renal (kidney) failure
- Major organ failure

Receive 25 percent of your coverage amount for:

- Severe coronary artery disease with recommendation for bypass surgery
- Non-Invasive Cancer (cancer that has not metastasized)

Initial diagnosis and initial recommendation must occur after your coverage becomes effective.

# Questions?

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Nancy Garcia, Benefits Specialist

[ngarcia92@csub.edu](mailto:ngarcia92@csub.edu)



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**





# Payroll Services

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Yolanda Cisneros, Lead Payroll Technician

# CSU Bakersfield

## Payroll Services

### CSUB Payroll

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Main Line: 661.654.3369  
e-mail: payroll@csub.edu



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**

# Payroll Technicians

Yolanda Cisneros 661.654.2563

[ycisneros@csub.edu](mailto:ycisneros@csub.edu)

Elana Contreras 661.654.6208

[econtreras3@csub.edu](mailto:econtreras3@csub.edu)

Yesenia Salado 661.654.6150

[ysalado@csub.edu](mailto:ysalado@csub.edu)

Sheila Gilbert 661.654.3369

[sgilbert@csub.edu](mailto:sgilbert@csub.edu)

## Payroll Analyst

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Elisa Baca

661.654.3220

[ebaca@csub.edu](mailto:ebaca@csub.edu)



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**

# Welcome to CSUB

## Cal Employee Connect

- ▶ <https://connect.sco.ca.gov/>
- ▶ W-2's
- ▶ Paystubs/Payment History
- ▶ Direct Deposit

# Form Search

## Contact Us

**HR Hours:**

Monday - Friday: 8:00 am - 5:00 pm

**Office Location:**

[Administration 104](#)

**Mailing Address:**

California State University, Bakersfield  
9001 Stockdale Highway  
Bakersfield, CA 93311-1099

**Email:** [hr@csub.edu](mailto:hr@csub.edu)

**Phone:** (661) 654-2266

**Fax:** (661) 654-2299

**HELP US IMPROVE THE HR WEBSITE BY ANSWERING THIS SHORT ONLINE SURVEY.**

[HR ORGANIZATIONAL CHART](#) ▶

## Find Us

## HR POLICIES AND FORMS

Use the search bar below to find policies, documents, procedures and forms. You can use keywords to help you narrow your search results. The table allows you to sort by title or category and scroll through.

**If the search feature is not working, please refresh your browser window or clear the cache on your browser.**

### HR Policies and Forms

Title (Category)
<a href="#">Absence Management (AM) Employee Guide</a> ( <a href="#">MyHR</a> , <a href="#">Guide</a> , <a href="#">Manager Department Resources</a> )
<a href="#">Absence Management (AM) Excess Hours Form</a> ( <a href="#">MyHR</a> , <a href="#">Guide</a> , <a href="#">Manager Department Resources</a> )
<a href="#">Absence Management (AM) Manager Guide</a> ( <a href="#">MyHR</a> , <a href="#">Guide</a> , <a href="#">Manager Department Resources</a> )
<a href="#">Absence Management (AM) Schedule Change Form</a> ( <a href="#">MyHR</a> , <a href="#">Guide</a> , <a href="#">Manager Department Resources</a> )



# Payroll Calendars

<https://www.csub.edu/hr/calendars>

CALIFORNIA STATE UNIVERSITY  
BAKERSFIELD

HR MENU

**CALENDARS**

EMPLOYEE RESOURCES/PAYROLL NAVIGATION

- Employee Resources Home
- New Hire Resources
- Classification and Compensation
- Retiring or Separating from the University
- Total Compensation
- Disability and Lactation Accommodations
- Calendars**
- Telecommuting
- Workers' Compensation
- Payroll
- Time and Attendance Reporting
- Employment and Salary Verification
- Cal Employee Connect

**2022/2023 Payroll Calendar**

**2022/2023 Academic Payment Schedule**

**2022/2023 PAYROLL CALENDAR - California State University, Bakersfield**

\$ Faculty & Staff Paper Warrant Payday/4pm - Mgrs. approve AM time  
 # Student Pay, Interim Hourly, Misc. Payments Payday/2pm  
 ^ Deadline - student to input time  
 @ PS Deadline - MPP or designee to approve student time  
 ▼ Direct Deposit Posting Date  
 ◆ SCD Cutoff/Decks Due/noon  
 ● Faculty/Staff 672's Due/noon - employees input AM time  
 ⊙ Hourly Staff, Misc. pay requests Due/4pm (2nd work day of each pay period)

Holiday (Campus Closed)  
 Academic Day

JULY 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Pay Period: July 1 - August 1 (22 days)

AUGUST 2022						
S	M	T	W	T	F	S
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Pay Period: August 2 - August 31 (22 days)

SEPTEMBER 2022						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Pay Period: September 1 - September 30 (22 days)

OCTOBER 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Pay Period: October 1 - October 31 (21 days)

NOVEMBER 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Pay Period: November 1 - November 30 (22 days)

DECEMBER 2022						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Pay Period: December 1 - December 31 (22 days)

JANUARY 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Pay Period: January 1 - January 31 (22 days)

FEBRUARY 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Pay Period: February 1 - March 1 (21 days)

MARCH 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Pay Period: March 2 - March 31 (22 days)

APRIL 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Pay Period: April 1 - May 1 (21 days)

MAY 2023						
S	M	T	W	T	F	S
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Pay Period: May 2 - May 31 (22 days)

JUNE 2023						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Pay Period: June 1 - June 30 (22 days)

# Getting Paid

- Payroll Forms
- Timesheets
- Absence Management
- Meeting Deadlines



**EMPLOYEE RESOURCES/PAYROLL NAVIGATION**

- Employee Resources Home
- New Hire Resources
- Classification and Compensation
- Retiring or Separating from the University
- Total Compensation
- Disability and Lactation Accommodations
- Calendars
- Telecommuting

## PAYROLL

Payroll Services is dedicated to processing accurate and timely pay warrants for our full-time faculty, staff, and student employees while adhering to university guidelines as well as state regulations.

### Payroll Forms

#### Hourly and One-Time Payments

- [Hourly Intermittent Timesheet](#)
- [Special Consultant Payments](#)
- [Summer Session Voucher](#)

#### Other Payments

- [Overtime, Holiday and Extra Hours Worked](#)
- [Substitute Faculty Timesheet](#)

#### Other Misc Forms

- [Direct Deposit Enrollment Form](#)
- [Absence and Additional Time Worked](#)



**myHR** WELCOME TO ( )

**CSUB Employee**

- Personal Information**  
Review and update your personal information.
  - Personal Information Summary
  - Home and Mailing Address
  - Phone Numbers
  - Email Addresses
  - Emergency Contacts
  - Ethnic Groups
- Payroll and Compensation**  
Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.
  - Request to MAIL check
  - View Paycheck
  - Compensation History
- Report Time**  
Report your time and request planned overtime and absences.
  - Timesheet
  - Report and View Absences
- View Time**  
View your schedules, forecasted, payable and comp time.

Hourly Intermittent Employee Timesheet (Positive Attendance)

CSU Bakersfield

Stateside thru  
Pay Period (MM/YY) Pay Period (MM/DD/YY-MM/DD/YY)

273  
Agy R/U Class Serial  
SCO Pay Position # (Stateside Only)

CSUB ID # First Name MI Last Name  
SSN - If no CSUB ID # (Please print Name as appears on Soc Sec Card)

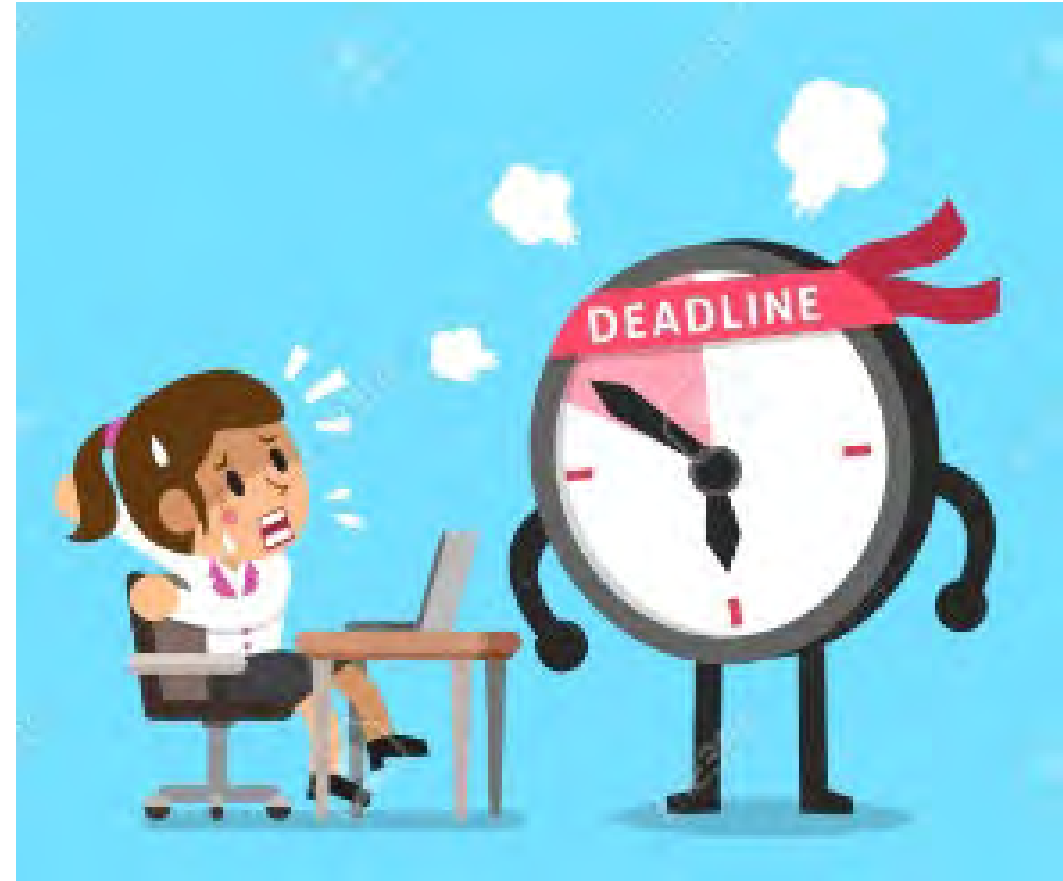
HR Title Peoplesoft Position # Name of Dept or Grant Department ID Fund \*Program ID (\*I required for Funding) \*Project

Instructions: Complete the appropriate boxes and submit to your Attendance Clerk when the pay period ends. Inclusive dates of the pay period are found on the annual Stateside & Foundation Payroll Calendars. (Stateside only: Submit this form with STD-672 Time and Attendance report.)

Day	Time			Sub Total	Total Hours	Day	Time			Sub Total	Total Hours
	In	Out					In	Out			
30						16					
31						17					
1						18					
2						19					
3						20					
4						21					
5						22					
6						23					
7						24					
8						25					
9						26					
10						27					
11						28					
12						29					
13						30					

# Deadlines

- Late Timesheets = Late Pay
- Payroll is a Process
- Understanding your payroll responsibilities



# Resources

## Your Department

- Deadlines
- Guide
- Information

## Payroll Websites

### CSUB Payroll

- Forms
- Tutorials
- Calendars

### Cal Employee Connect

- Paystubs or Pay History
- W-2's
- Direct Deposit

## Payroll Staff

- Email is the best way to contact
- Have specific questions
- Response Time  
24-48 hours

# Absence Management

- MyHR
- Timelines
- Time & Attendance Reporting



# Work Schedules

- **Traditional Work Schedule**

Monday to Friday  
8:00am - 5:00 pm

- **Flexible Schedule**

- ▶ Schedule Change Form
- ▶ Excess Deficit
- ▶ Form 634



# Work Schedules

- Report of Employee Schedule Change
- Excess/Deficit Hours Calculation Form
- Absence and Additional Time Worked Report





# Questions?

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Yolanda Cisneros, Lead Payroll Technician

Main Line: 661.654. 3369  
e-mail: payroll@csub.edu





# Break (10 minutes)

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# Informational Technology Services

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Derek Chaney, Campus Technology Trainer

# How to Request Help



IT Service Catalog



Enrollment  
Management Catalog



Facilities Service  
Catalog

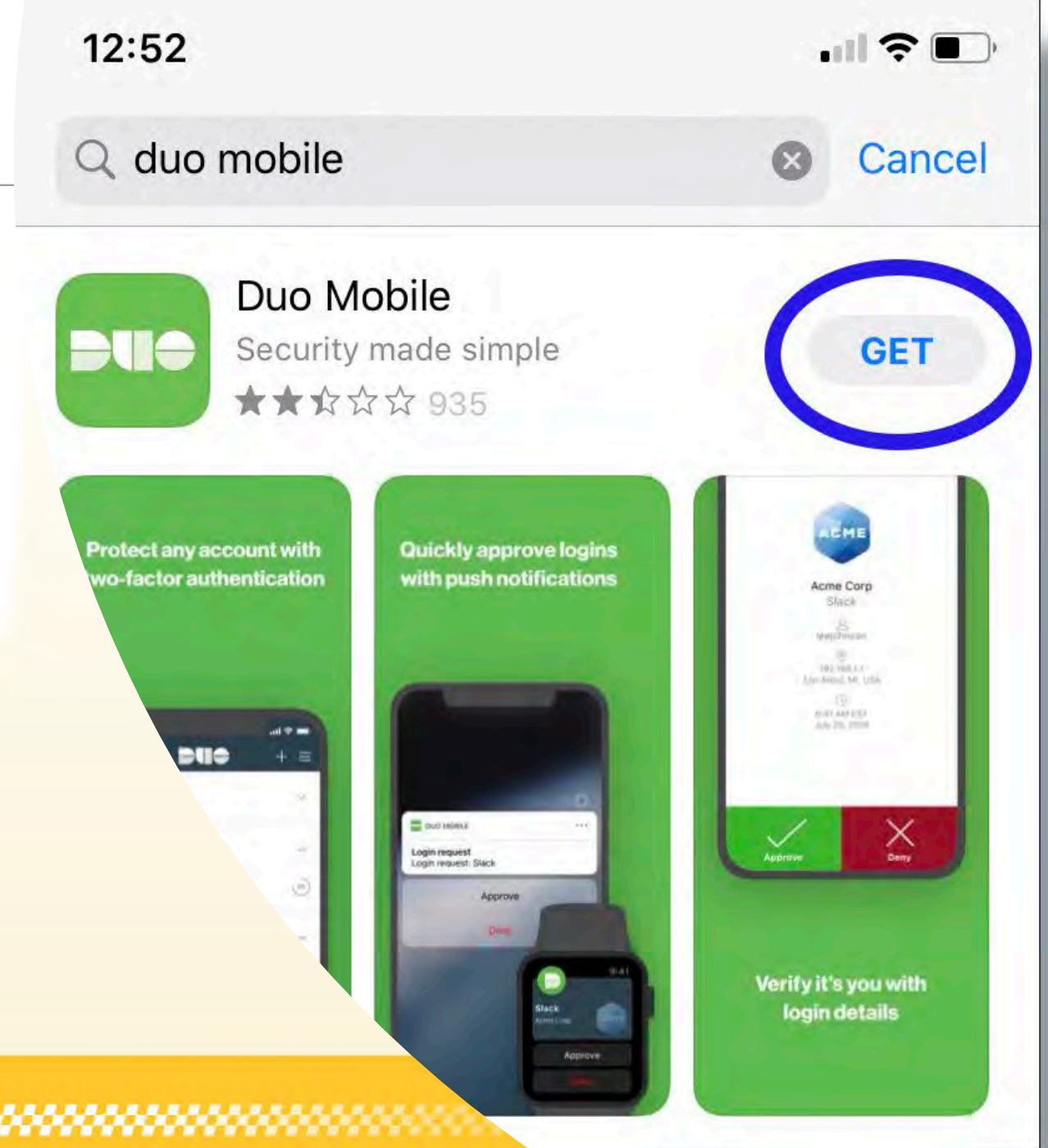
- Visit **servicenow** to request a vast array of services from Information Technology Services, Enrollment Management and Facilities.
- ITS Help Desk Phone  
(661) 654-HELP or [\(661\) 654-4357](tel:661-654-4357)
- CSUB Facilities Management Services Phone  
(661) 654-2211

# Duo Access



1. Download Duo Mobile App
2. Tap Allow to allow notifications from Duo Mobile
3. Add account
4. Log in to any Web page requiring authentication and click Send Push Notification
5. Click Approve from your phone

Option to request access fob



# Duo Access



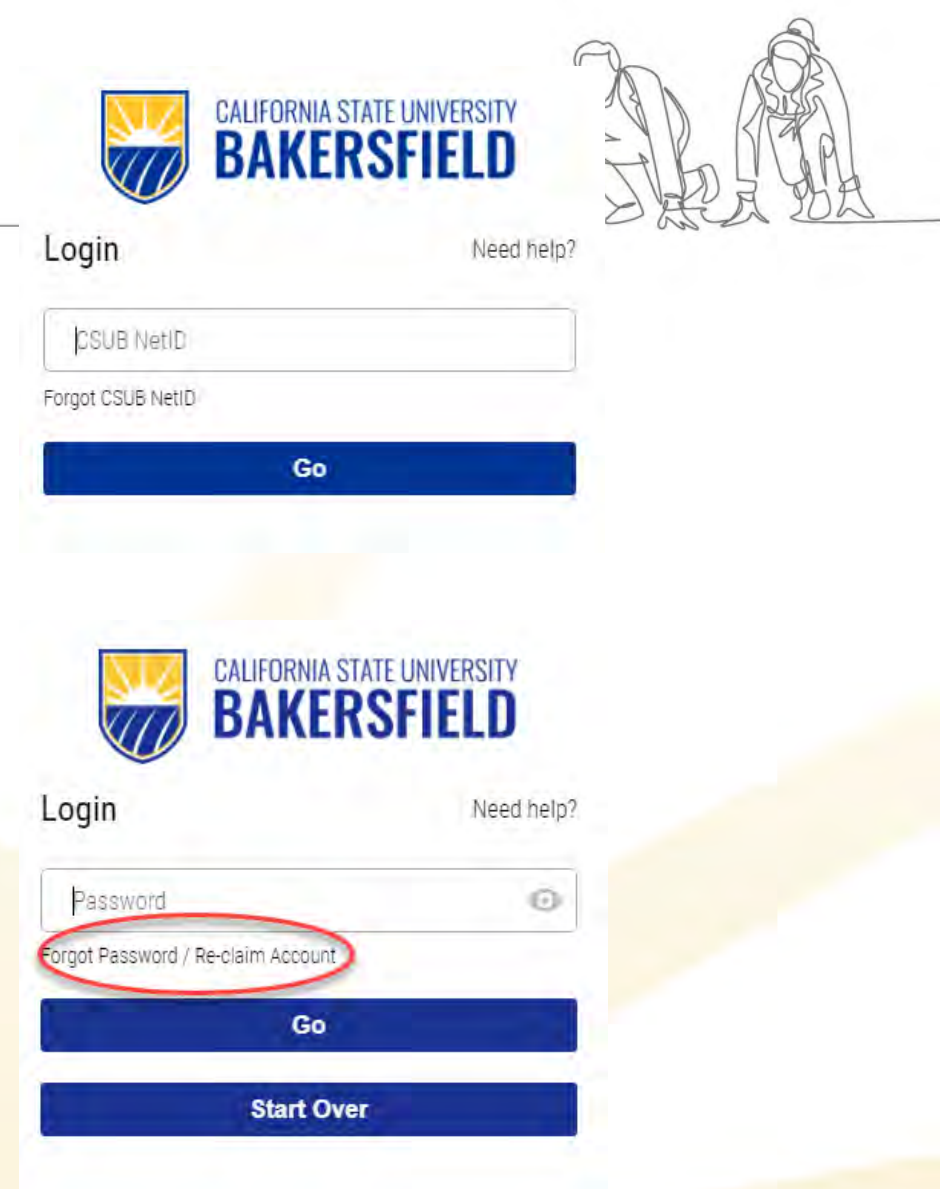
- [www.csub.edu/2step](http://www.csub.edu/2step)
- [ServiceNow ITS Catalog knowledge base articles](#)
- [ITS Catalog 2Step Fob Request](#)

# Net ID – Claim Your Password

1. Go to [myid.csub.edu](https://myid.csub.edu)
2. Login with Your CSUB NetID Your CSUB NetID is the first part of your email before the "@" sign.
3. Click Forgot Password
4. Receive Reset Code
5. Enter reset code and set your new password

[Video Guide](#)

<https://www.csub.edu/myid>



The image shows two screenshots of the California State University Bakersfield (CSUB) NetID login interface. The top screenshot shows the login page with a text input field for the CSUB NetID and a 'Go' button. The bottom screenshot shows the same page with a 'Forgot Password / Re-claim Account' link circled in red, and a 'Start Over' button below the 'Go' button. The CSUB logo and name are visible in the top right of both screenshots. A line drawing of two runners is in the top right corner of the overall image.

# Zoom

1. Web Portal
2. Desktop Client
3. Mobile App
4. [csub.zoom.us](https://csub.zoom.us)
5. Scheduling a Meeting (If time allows)

## Zoom's Features Include...



Video  
Conferences



Webinars



Collaborative  
Tools



Instant Messaging



Remote Assistance



Desktop Sharing

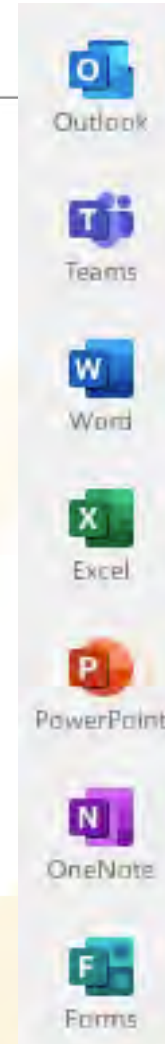


Waiting Room



Annotate

# Office 365



- Start at [o365.csub.edu](https://o365.csub.edu)
- Web Portal
- Desktop Clients
- Mobile Apps
- [Training](#)



# Box



1. Start at [box.csub.edu](https://box.csub.edu)
2. Box Drive Desktop App
3. Integration Apps
4. Mobile Apps



# CSU Learn




- Start at [csulearn.csub.edu](https://csulearn.csub.edu)
- Assigned Learning Queue
- Training Course Search
- [Training](#)

A screenshot of the CSU Learn Training Portal Overview page. The page features a dark blue header with navigation options: 'BAKERSFIELD', 'SELF', 'MY TEAM', and 'ADMINISTRATION'. A search bar is located in the top right. The main content area has a background image of a modern building and contains the following text: 'CSU Learn' in large white font, followed by 'CSU Learn is your training and professional development portal. It replaces Skillport. With CSU Learn, you have access to your compliance training as well as thousands of other topics. If you require assistance, please email us at: [csulearn@csub.edu](mailto:csulearn@csub.edu)'. A video player is embedded, showing a YouTube video titled 'CSU Learn Training Portal Overview' with the CSU logo and 'The California State University OFFICE OF THE CHANCELLOR'. Below the video are four tiles: 'Assigned Learning' (with a graduation cap icon and description 'Content assigned based on your role.'), 'Recently Viewed' (with a bookmark icon and description 'Access recently viewed content.'), 'Transcript' (with a paper plane icon and description 'Access your training records.'), and 'Training Schedule' (with a calendar icon and description 'View upcoming training on campus.'). A left sidebar contains icons for Home, Library, Training Transcript, Advanced Reporting, and Manager Dashboard.

# CFS/FDW



 Financial Reporting

 Transaction Inquiry

 Sponsored Programs

 FIRMS GAAP

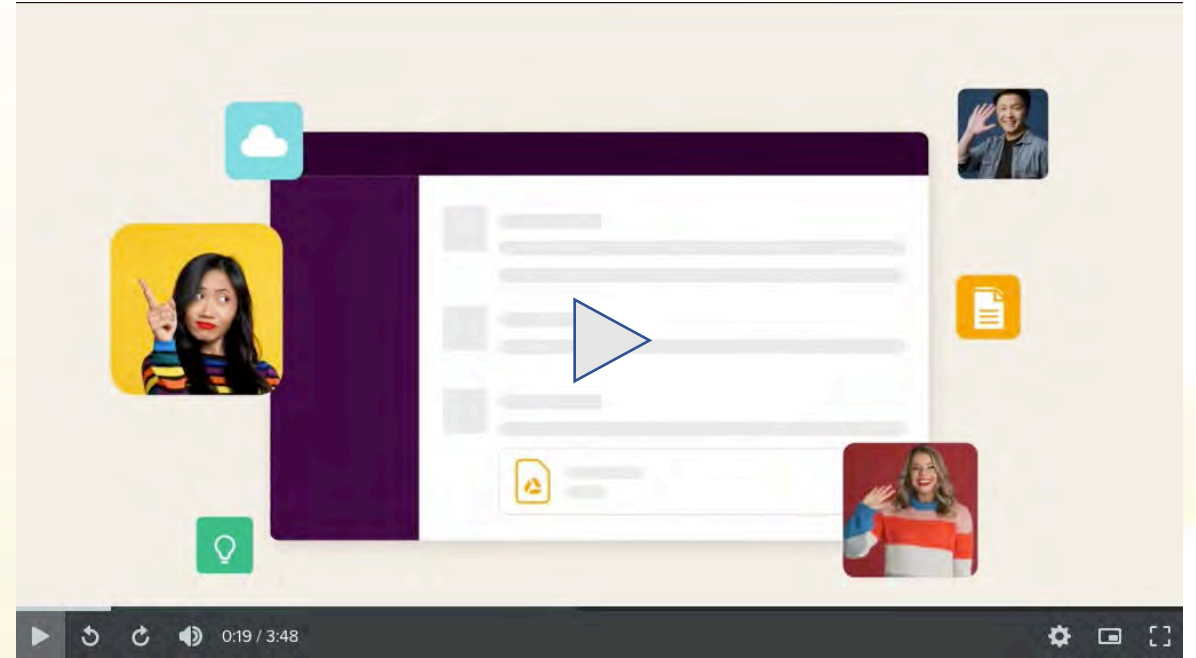
 Tree Reporting

1. [Access Request Form](#)
2. How to Log In
3. [FDW Training](#)
4. [CFS Training](#)

# Slack



- Does a workspace exist for your department?
- [Workplace Directory](#)
- [Request a Workspace](#)
- [Service Now Knowledge Base Articles](#)



# ITS Software Available



Adobe Creative Cloud Suite  
Adobe Sign  
Adobe Acrobat Pro  
Microsoft Office 365 Suite  
Box  
Zoom  
CSU Learn  
LinkedIn Learning  
Slack  
CFS/FDW  
25Live!  
Canva  
Minitab  
SPSS  
Camtasia

VMware Fusion  
Qualtrics  
CASHNet Dynamic Billing  
Tenable  
Concept3D  
Global Protect  
Tableau Desktop  
LastPass  
Onbase Unity Client  
XPPAUT  
Rstudio  
BioEdit  
MATLAB  
Snagit  
ArcGIS Desktop

- [Approved Software List](#)
- [Acquiring Software/Hardware](#)
- [Software Downloads](#)

# ITS Training Website

[csub.edu/training](http://csub.edu/training)



[AccessCSUB](#) [myCSUB](#) [Canvas](#) [Support CSUB](#)

Search

[Discover CSUB](#) | [Academics](#) | [Admissions & Aid](#) | [Student Life](#) | [Athletics](#) | [News & Information](#)

[Back to Previous Page](#)  
[CSUB Home Page](#)

## Staff ITS Training Information

Campus Training recognizes that Staff play an integral role in facilitating processes to achieve the university's goal and mission. To assist you in optimizing your productivity, the following training information is grouped by application or system.

### What would you like to learn more about?

- |   |  |  |
|---|--|--|
| <a href="#">25Live! Event Requesting</a>    | <a href="#">Office 365 Groups</a>      | <a href="#">Questica Budget System</a>       |
| <a href="#">Adobe Creative Cloud</a>        | <a href="#">Office 365 Web App</a>     | <a href="#">Schedule Builder</a>             |
| <a href="#">Adobe Sign</a>                  | <a href="#">Office 2016 (PC)</a>       | <a href="#">Skype for Business</a>           |
| <a href="#">Canva</a>                       | <a href="#">Office 2016 (Mac)</a>      | <a href="#">Standard Financial Reporting</a> |
| <a href="#">Common Finance System (CFS)</a> | <a href="#">Office Mobile Apps</a>     | <a href="#">Summer Series</a>                |
| <a href="#">Compliance Training</a>         | <a href="#">OneDrive for Business</a>  | <a href="#">Training Schedule</a>            |
| <a href="#">CSU Learn</a>                   | <a href="#">OneNote 2016</a>           | <a href="#">VOIP Telephones</a>              |
| <a href="#">Excel 2016</a>                  | <a href="#">Outlook 2016 (PC)</a>      | <a href="#">VOIP Voicemail</a>               |
| <a href="#">Finance Data Warehouse</a>      | <a href="#">Outlook 2016 (Mac)</a>     | <a href="#">Word 2016</a>                    |
| <a href="#">Financial Systems</a>           | <a href="#">PowerPoint 2016</a>        | <a href="#">ZOOM</a>                         |
| <a href="#">myCSUB (PeopleSoft Student)</a> | <a href="#">ProCard Reconciliation</a> |  |
| <a href="#">New Staff</a>                   |  |  |
| <a href="#">Office 365</a>                  |  |  |

# Contact Me



Derek Chaney

[dchaney1@csub.edu](mailto:dchaney1@csub.edu)

[training@csub.edu](mailto:training@csub.edu)

Ext 6919



**CSUB**



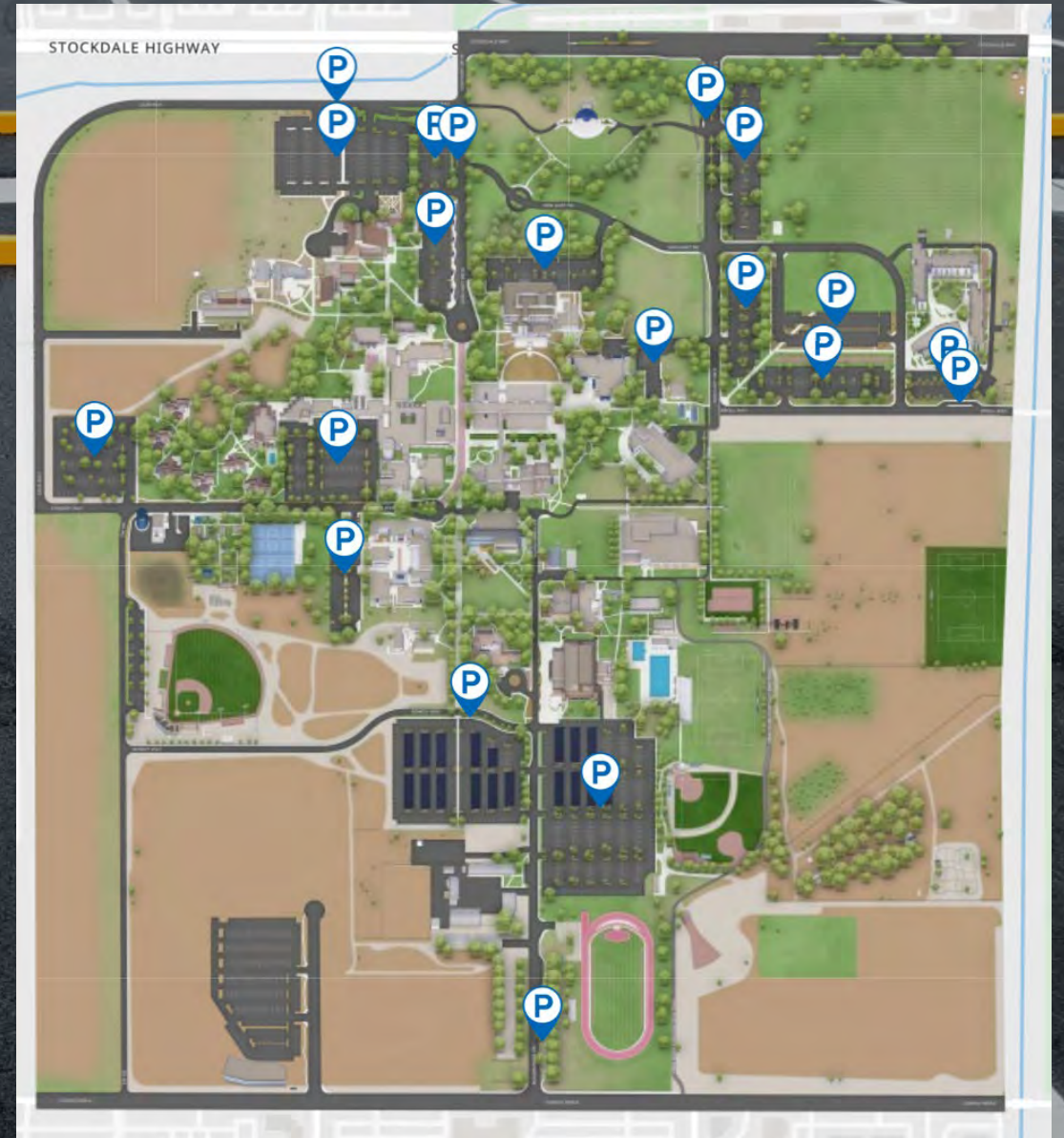
# **'RUNNER STARTING LINE**

*How to Succeed in Your 90 Days . . . According to Daniel Jiménez*



# Parking

So many options, but where can I park?



# 'RunnerCard



SCAN THE QR CODE WITH YOUR  
SMARTPHONE TO ACCESS YOUR  
eACCOUNTS PORTAL



RUNNER BUCKS - ADD MONEY TO  
PAY FOR DINING



ACCESS TO THE LIBRARY, GYM  
BOOKSTORE DISCOUNT

# Fueling Options



# Fueling Options



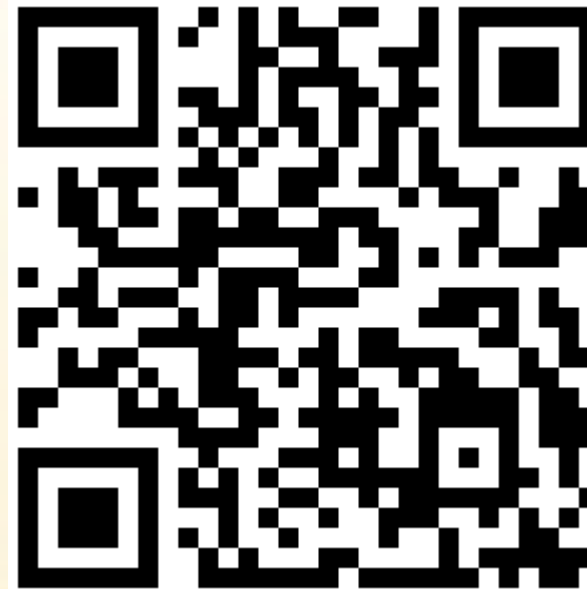
25% Off!!!

Tues & Thurs



# CSUB Mobile App

- For iPhones and Android devices
- Map
- Directory
- Events
- Social Media





# Wi-Fi Connection - eduroam

Click [ eduroam ]  
from the available  
list of network  
connections



Enter your email  
(NetID@csub.edu)  
and password



# What is this?



# Upgrade Your Communication with CSUB Brand Style Guide

- Email signature template and instructions
- PowerPoint templates
- Desktop, mobile and Zoom backgrounds
- Flyer templates
- Writing style guidelines

## Popular Resources



Logos



Colors



Templates

<https://www.csub.edu/brand>



# Safety

## HOW DO I CALL UPD?

**Emergency Number**  
661-654-2111

**Non -Emergency Number**  
661-654-2677

 **From your cell**  
FOR ON CAMPUS  
EMERGENCIES



**911 FROM ANY WIRED CAMPUS  
PHONE WILL REACH UPD**

You can also call  
from any campus  
"Blue" Phone" - Info  
and Emergency  
Buttons

**\*\*save these numbers  
in your phone  
for quick access\*\***

### When should I call?

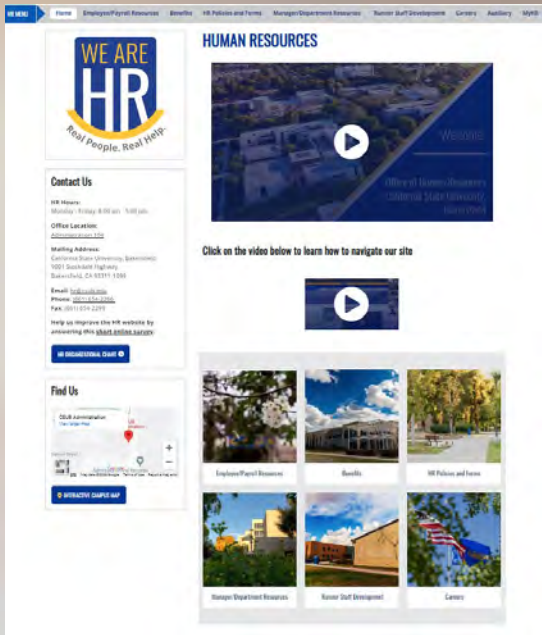
- EMERGENCIES (CRIMES AND MEDICAL)
- SUSPICIOUS PEOPLE OR CARS
- FEEL UNSAFE
- SAFETY CONCERNS
- QUESTIONS ABOUT RESOURCES



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**



**CSUB**



# Where to Find Information

1. Which page would you go to find out when we get paid each month?
2. Where do you find information about enrolling in Cal Employee Connect?
3. If you need to verify your employment/salary, where can you find the instructions?
4. You heard about the “Tuition Fee Waiver” program. Where can you find out what the eligibility is?
5. You heard that you might be able to save on car insurance as a CSUB employee. Where can you find out more information?
6. Where do you find information about paid holidays?
7. You are looking for training resources and webinars. Where can you find it?
8. Where can you find information about legal, financial and relationship services?
9. Where would you find information about medical health plans available to employees?
10. You want to start a savings account for retirement. Where can you find more information?
11. Where on the HR website can you find information about discounts available to CSUB employees?

<http://csub.edu/hr>



# 'Runner Extras

- Well-Being
- Food
- Education
- Family
- Opportunities to Get Involved
- Events and Entertainment
- Discounts
- And more...

<https://www.csub.edu/hr/runner-extras>



# SRC (Student Recreation Center)

- Options for daily, semester, Early Bird, Lunch Hour, Happy Hour, 10 or 20 punch passes
- Personal training
- Fitness classes (for All-Access members)
- Locker rentals
- Sign up at the front desk



# How to Get Involved



- CSUB Scholar Mentor Program
- Edible Garden
- Campus Clean-up
- Donate to Food Pantry



	8 AM	NOON	NOON	NOON	NOON	NOON	NOON	NOON	NOON	8 AM	8 AM	8 AM
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	MAY	JUNE
15	29	26	31	21	19	23	20	27	24	15	26	20

# Tickets to Roadrunners Sporting Events

- For a season tickets discount contact CSUB Athletics Ticket Office at (661)654-BLUE or [tickets@csub.edu](mailto:tickets@csub.edu)
- For single game tickets – register at [gorunners.universitytickets.com](http://gorunners.universitytickets.com)
- This discount is available via pre-order only (not available on walk-up basis)



# Let's Connect



<https://news.csub.edu/>  
Subscribe to CSUB News



# Questions?

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# Union Presentations

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