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

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

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

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
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

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
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 CAMPUSSES
and seven off-campus centers

477,000 STUDENTS
Located in Long Beach, the Chancellor's Office is the central headquarters of the CSU system.
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**

- 2015: 19%
- 2022: 35%
- 2025: 40%

**Graduation Rates: Transfer Students**

- 2015: 31%
- 2022: 40%
- 2025: 45%
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

1 in 10 employees in California is a CSU graduate.
The CSU awards nearly half the state’s bachelor degrees.
The CSU sustains more than 209,000 jobs in the state.
CSUB BENEFITS

Nancy Garcia, Benefits Specialist
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 *

For More Information Visit: https://www.csub.edu/hr/benefits
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

For More Information Visit: https://www.csub.edu/hr/benefits
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.

For More Information Visit: https://www.csub.edu/hr/benefits
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

For More Information Visit: https://www.csub.edu/hr/benefits
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

For More Information Visit: https://www.csub.edu/hr/benefits
**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

**Subtotal:** $2,500

**Youth Organized Sports Benefit**

(25% of subtotal: $648)

**Total paid directly to you:** $3,238

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**Critical Illness Insurance**

**Sample Out-of-Pocket Expenses**

- Medical Insurance deductible: $1,000
- Out-of-pocket expenses overstays: $5,000
- Lost wages: $4,500
- Alternative treatments and costs: $4,500

**Total Out-of-Pocket Expenses:** $15,500

**Critical Illness Benefit:** $15,000

**Out-of-Pocket Expenses:** $300

**Covered Conditions**

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

**Receive 100% 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.

For More Information Visit: [https://www.csub.edu/hr/benefits](https://www.csub.edu/hr/benefits)
Questions?

Nancy Garcia, Benefits Specialist
ngarcia92@csub.edu
Payroll Services

Yolanda Cisneros, Lead Payroll Technician
Payroll Technicians

Yolanda Cisneros  661.654.2563  ycisneros@csub.edu
Elana Contreras   661.654.6208  econtreras3@csub.edu
Yesenia Salado    661.654.6150  ysalado@csub.edu
Sheila Gilbert    661.654.3369  sgilbert@csub.edu

Payroll Analyst

Elisa Baca
661.654.3220  ebaca@csub.edu
Welcome to CSUB

Cal Employee Connect

- https://connect.sco.ca.gov/
- W-2’s
- Paystubs/Payment History
- Direct Deposit
Form Search

https://www.csub.edu/hr/hr-policies-and-forms
Payroll Calendars

https://www.csub.edu/hr/calendars
Getting Paid

- Payroll Forms
- Timesheets
- Absence Management
- Meeting Deadlines
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?

Yolanda Cisneros, Lead Payroll Technician

Main Line: 661.654.3369
e-mail: payroll@csub.edu
Break (10 minutes)
How to Request Help

• 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

• 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
- ServiceNow ITS Catalog knowledge base articles
- ITS Catalog 2Step Fob Request
Net ID – Claim Your Password

1. Go to 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
Zoom

1. Web Portal
2. Desktop Client
3. Mobile App
4. csub.zoom.us
5. Scheduling a Meeting (If time allows)
Office 365

- Start at [o365.csun.edu](http://o365.csun.edu)
- Web Portal
- Desktop Clients
- Mobile Apps
- Training
Box

1. Start at box.csub.edu
2. Box Drive Desktop App
3. Integration Apps
4. Mobile Apps
CSU Learn

- Start at csulearn.csub.edu
- Assigned Learning Queue
- Training Course Search
- Training
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

Staff ITS Training Information

Campus Training recognizes that Staff play an integral role in facilitating processes to achieve the university's goals 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?

- ZSUvet Event Reporting
- Adobe Creative Cloud
- Adobe Sign
- Canvas
- Common Finance System (CFS)
- Compliance Training
- CSU Learn
- Excel 2016
- Finance Data Warehouse
- Financial Systems
- myCSUB (PeopleSoft Student)
- New Staff
- Office 365

- Office 365 Groups
- Office 365 Web App
- Office 2016 (PC)
- Office 2016 (Mac)
- Office Mobile Apps
- OneDrive for Business
- OneNote 2016
- Outlook 2016 (PC)
- Outlook 2016 (Mac)
- PowerPoint 2016

- Ouestra Budget System
- Schedule Builder
- Skype for Business
- Standard Financial Reporting
- Summer Series
- Training Schedule
- VOIP Telephones
- VOIP Voicemail
- Word 2016
- ZOOM
Contact Me

Derek Chaney
dchaney1@csub.edu
training@csub.edu
Ext 6919
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, and bookstore discount.

Runner Starting Line

CSUB
Fueling Options
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

https://www.csub.edu/brand
Safety

HOW DO I CALL UPD?

Emergency Number
661-654-2111

From your cell
FOR ON CAMPUS
EMERGENCIES

Non-Emergency Number
661-654-2677

**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

911 FROM ANY WIRED CAMPUS PHONE WILL REACH UPD

You can also call from any campus "Blue" Phone - Info and Emergency Buttons
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?
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
Tickets to Roadrunners Sporting Events

• For a season tickets discount contact CSUB Athletics Ticket Office at (661)654-BLUE or tickets@csub.edu

• For single game tickets – register at gorunners.universitytickets.com

• This discount is available via pre-order only (not available on walk-up basis)
Questions?
Union Presentations