CSUB
NEW EMPLOYEE ORIENTATION
'RUNNER STARTING LINE
# Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 – 9:00 am</td>
<td>Meet and Greet</td>
<td></td>
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<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 – 9:30 am</td>
<td>Get to Know CSUB</td>
<td>Nadya Carr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Human Resources Training and Reporting Analyst</td>
</tr>
<tr>
<td>9:30 – 9:50 am</td>
<td>Benefits</td>
<td>Erika Salcedo</td>
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<tr>
<td></td>
<td></td>
<td>Benefits Specialist</td>
</tr>
<tr>
<td>9:50 – 10:10 am</td>
<td>Payroll</td>
<td>Yolanda Cisneros/Elisa Baca</td>
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<tr>
<td></td>
<td></td>
<td>Lead Payroll Technician</td>
</tr>
<tr>
<td>10:10 – 10:25 am</td>
<td>Break (15 minutes)</td>
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<tr>
<td>10:25 – 10:55 am</td>
<td>ITS</td>
<td>Derek Chaney</td>
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<tr>
<td></td>
<td></td>
<td>Campus Technology Trainer, Information Technology Services</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>Union Representatives</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>
Housekeeping

• Restrooms and water fountains are across from the elevators
• Ask questions anytime
• These slides are available on our New Hire page

www.csub.edu/hr
Icebreaker introductions

• Name
• Department
• Job Title
• Why did you choose CSUB?
• Are you a CSUB alum?
Get to know CSUB

Nadya Carr, HR Training and Reporting Analyst
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 is proud to be a designated Hispanic-Serving Institution

As of Fall 2023, CSUB reports **68.2 percent** of undergraduates are of Hispanic heritage.
CSUB Today

**Four**
schools across all academic disciplines

**2,500+**
degrees conferred annually

**66%**
of students are first in their families to pursue a bachelor's degree

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

**1,323**
faculty and staff supporting student success

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

Runner Starting Line
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
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
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.
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: 57%
- 2022: 62%
- 2025: 70%

**Graduation Rates: Transfer Students**
- 2015: 73%
- 2022: 80%
- 2025: 85%

6-Year Goal: 19% to 35% to 70%
4-Year Goal: 31% to 40% to 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.
AVAILABLE BENEFITS

• Life, AD&D, LTD, Accident and Critical Illness Insurance through The Standard
• California Casualty Home and Automobile Insurance
• ARAG 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.
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
What is CalPERS?

- California Public Employee Retirement System offers defined benefit retirement plan to eligible employees
- Visit CSYou website to learn more about CalPERS benefits
- Log into MyCalPERS to manage your account online and sign up for a class
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**

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urgent Care Visit</td>
<td>$60</td>
</tr>
<tr>
<td>X-ray</td>
<td>$60</td>
</tr>
<tr>
<td>Dislocated Elbow</td>
<td>$1,000</td>
</tr>
<tr>
<td>Arm Fracture</td>
<td>$650</td>
</tr>
<tr>
<td>Wrist Fracture</td>
<td>$50</td>
</tr>
<tr>
<td>Physician Follow-up Appointment</td>
<td>$70</td>
</tr>
<tr>
<td>Physical Therapy Appointment (2 visits)</td>
<td>$100</td>
</tr>
</tbody>
</table>

**SUBTOTAL** $2,500

**Critical Illness Insurance**

**Sample Out-of-Pocket Expenses**

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical insurance deductible</td>
<td>$1,000</td>
</tr>
<tr>
<td>Out-of-pocket expenses over the course of six months</td>
<td>$6,000</td>
</tr>
<tr>
<td>Lost wages</td>
<td>$4,500</td>
</tr>
<tr>
<td>Alternative treatments and diets not covered by medical plan</td>
<td>$4,500</td>
</tr>
</tbody>
</table>

**TOTAL OUT-OF-POCKET EXPENSES** $15,300

**Critical Illness Benefit** $15,000

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

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 before your coverage becomes effective.

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

Erika Salcedo
esalcedo5@csub.edu
Payroll Services

Yolanda Cisneros, Lead Payroll Technician
# Payroll Technicians

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yolanda Cisneros</td>
<td>661.654.2563</td>
<td><a href="mailto:ycisneros@csub.edu">ycisneros@csub.edu</a></td>
</tr>
<tr>
<td>Elana Contreras</td>
<td>661.654.6208</td>
<td><a href="mailto:econtreras3@csub.edu">econtreras3@csub.edu</a></td>
</tr>
<tr>
<td>Yesenia Salado</td>
<td>661.654.6150</td>
<td><a href="mailto:ysalado@csub.edu">ysalado@csub.edu</a></td>
</tr>
<tr>
<td>Sheila Gilbert</td>
<td>661.654.3369</td>
<td><a href="mailto:sgilbert@csub.edu">sgilbert@csub.edu</a></td>
</tr>
</tbody>
</table>

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**Payroll Analyst**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elisa Baca</td>
<td>661.654.3220</td>
<td><a href="mailto:ebaca@csub.edu">ebaca@csub.edu</a></td>
</tr>
</tbody>
</table>
Welcome to CSUB

Cal Employee Connect

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

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.

Search policies and forms...

<table>
<thead>
<tr>
<th>Title (Category)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Management (AMI) Employee Guide (MyHR, Guide, Manager Department Resources)</td>
</tr>
<tr>
<td>Absence Management (AMI) Excess Hours Form (MyHR, Guide, Manager Department Resources)</td>
</tr>
<tr>
<td>Absence Management (AMI) Manager Guide (MyHR, Guide, Manager Department Resources)</td>
</tr>
<tr>
<td>Absence Management (AMI) Schedule Change Form (MyHR, Guide, Manager Department Resources)</td>
</tr>
</tbody>
</table>

FAQ

Help Us Improve the HR Website by Answering This Short Online Survey.

Find Us

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

• Leave reporting and absence management system for salaried employees (not hourly, emergency hires, etc.)

• MyHR login
Absence Management

• For those who've never missed a day, report 'No Leave' without delay!

• Deadlines to report

• Employee Quick Reference Guide
Work Schedules

- Traditional Work Schedule
  Monday to Friday
  8:00am - 5:00 pm
Questions?

Yolanda Cisneros, Lead Payroll Technician
Elisa Baca, Payroll Analyst, Absence Management
Main Line: 661.654.3369
e-mail: payroll@csub.edu
Break (10 minutes)
Informational Technology Services

Derek Chaney, Campus Technology Trainer
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
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
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.csusb.edu
2. Box Drive Desktop App
3. Integration Apps
4. Mobile Apps
CFS/FDW

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

<table>
<thead>
<tr>
<th>Adobe Creative Cloud Suite</th>
<th>VMware Fusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Sign</td>
<td>Qualtrics</td>
</tr>
<tr>
<td>Adobe Acrobat Pro</td>
<td>CASHNet Dynamic Billing</td>
</tr>
<tr>
<td>Microsoft Office 365 Suite</td>
<td>Tenable</td>
</tr>
<tr>
<td>Box</td>
<td>Concept3D</td>
</tr>
<tr>
<td>Zoom</td>
<td>Global Protect</td>
</tr>
<tr>
<td>CSU Learn</td>
<td>Tableau Desktop</td>
</tr>
<tr>
<td>Slack</td>
<td>LastPass</td>
</tr>
<tr>
<td>CFS/FDW</td>
<td>Onbase Unity Client</td>
</tr>
<tr>
<td>25Live!</td>
<td>XPPAUT</td>
</tr>
<tr>
<td>Canva</td>
<td>Rstudio</td>
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<tr>
<td>Minitab</td>
<td>BioEdit</td>
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<tr>
<td>SPSS</td>
<td>MATLAB</td>
</tr>
<tr>
<td>Camtasia</td>
<td>Snagit</td>
</tr>
<tr>
<td></td>
<td>ArcGIS Desktop</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>What would you like to learn about?</th>
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</thead>
<tbody>
<tr>
<td>25Live Event Requesting</td>
</tr>
<tr>
<td>Adobe Creative Cloud</td>
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<tr>
<td>Adobe Sign</td>
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<tr>
<td>Canvas</td>
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<tr>
<td>Common Finance System (CSS)</td>
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<tr>
<td>Compliance Training</td>
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<tr>
<td>CSU Learn</td>
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<tr>
<td>Excel 2016</td>
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<tr>
<td>Finance Data Warehouse</td>
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<tr>
<td>Financial Systems</td>
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<tr>
<td>myCSUB (PeopleSoft Students)</td>
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<tr>
<td>New Staff</td>
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<tr>
<td>Office 365</td>
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<tr>
<td>Office 365 Group</td>
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<tr>
<td>Office 365 Web App</td>
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<tr>
<td>Office 2016 (PC)</td>
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<tr>
<td>Office 2016 (Mac)</td>
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<tr>
<td>Office Mobile Apps</td>
</tr>
<tr>
<td>OneDrive for Business</td>
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<tr>
<td>OneNote 2016</td>
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<tr>
<td>Outlook 2016 (PC)</td>
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<tr>
<td>Outlook 2016 (Mac)</td>
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<tr>
<td>PowerPoint 2016</td>
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<tr>
<td>ProCard Reconciliation</td>
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<tr>
<td>Quesica Budget System</td>
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<tr>
<td>Schedule Builder</td>
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<tr>
<td>Skype for Business</td>
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<tr>
<td>Standard Financial Reporting</td>
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<tr>
<td>Summer Series</td>
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<tr>
<td>Training Schedule</td>
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<tr>
<td>VOIP Telephones</td>
</tr>
<tr>
<td>VOIP Voicemail</td>
</tr>
<tr>
<td>Word 2016</td>
</tr>
<tr>
<td>ZOOM</td>
</tr>
</tbody>
</table>
Contact Me

Derek Chaney
dchaney1@csub.edu
training@csub.edu
Ext 6919
RUNNER STARTING LINE

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

So many options, but where can I park?
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

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
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

Save in your cellphone:

Emergency (661) 654-2111
Non-emergency (661) 654-2677
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?
CSUB & Community

What else is there to know?
‘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
CSUB Roadrunners

- 16 teams (6 men's and 10 women's)
- CSUB is NCAA Division I school
- Visit gorunners.com to access schedule, calendar, news, or buy tickets
Let’s Connect

https://news.csub.edu/
Subscribe to CSUB News
Questions?
Union Presentations