



CSUB

NEW EMPLOYEE ORIENTATION



***'RUNNER* STARTING LINE**



Agenda

8:30 – 9:00 am	Meet and Greet	
9:00 – 9:15 am	Welcome	Daniel Jiménez Director of Organizational Excellence, Training and Development
9:15 – 9:30 am	Get to Know CSUB	Nadya Carr Human Resources Training and Reporting Analyst
9:30 – 9:50 am	Benefits	Erika Salcedo Benefits Specialist
9:50 – 10:10 am	Payroll	Yolanda Cisneros/Elisa Baca Lead Payroll Technician
10:10 – 10:25 am	Break (15 minutes)	
10:25 – 10:55 am	ITS	Derek Chaney Campus Technology Trainer, Information Technology Services
10:55 – 11:30 am	How to Succeed in your First 90 Days	Daniel Jiménez Director of Organizational Excellence, Training and Development
11:30 – Noon	Union Presentations (For applicable employees)	Union Representatives
Noon	Released	



Housekeeping

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



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
Phone: (661) 654-2266
Fax: (661) 654-2299

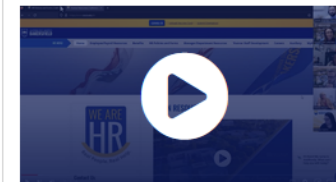
**HELP US IMPROVE THE HR WEBSITE
BY ANSWERING THIS SHORT ONLINE
SURVEY.**

[HR ORGANIZATIONAL CHART](#)

HUMAN RESOURCES



**Click on the Video Below to Learn
How to Navigate Our Site**



New to CSUB?

Upon joining our team, we recommend visiting our New Hire Resources page. It contains essential information to help you getting started and finding all the necessary resources.

[NEW HIRE RESOURCES](#)

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.



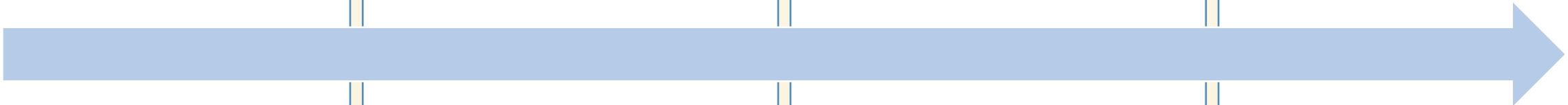
2000s - Expansion

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 Rankings

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.



No. 1
Top 10 Best Nursing Schools in CA
Nurse.org, 2023



No. 7
Best Hispanic-Serving Institutions in CA
Degree Choices, 2024



No. 10
Best Bang for the Buck College: West
Washington Monthly, 2023



No. 15
Best Colleges in California
Degree Choices, 2024



No. 16
Best Colleges in the West
Degree Choices, 2024



No. 16
Top Public Universities in the West
U.S. News and World Report, 2024



No. 17
Best Hispanic-Serving Institutions
Degree Choices, 2024



No. 20
2023 Social Mobility Elevator
Education Reform Now



No. 22
Top Performers on Social Mobility
U.S. News and World Report, 2024

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



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

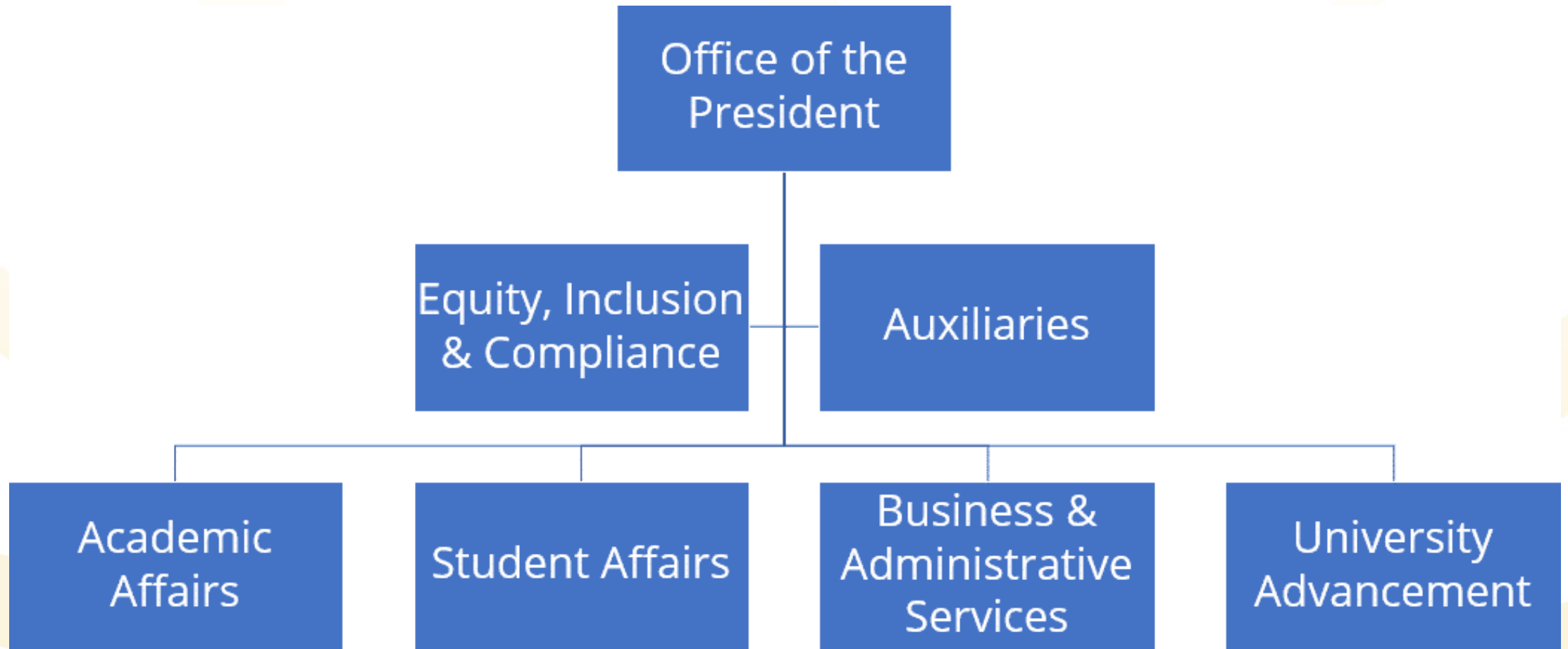
Advance faculty and staff success

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

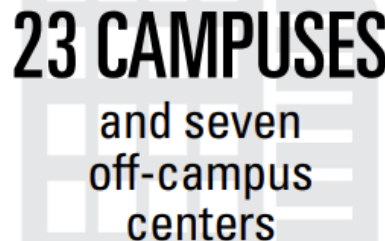
CSU Overview



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

A light gray silhouette of the United States map is positioned behind the text. The text is centered within the map's outline.

23 CAMPUSES
and seven
off-campus
centers

A light gray icon of a multi-story campus building with a central tower and several windows is positioned behind the text. The text is centered within the icon's outline.

477,000
STUDENTS

A grid of 15 light gray human icons, arranged in three rows of five, is positioned behind the text. The text is centered within the grid.

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



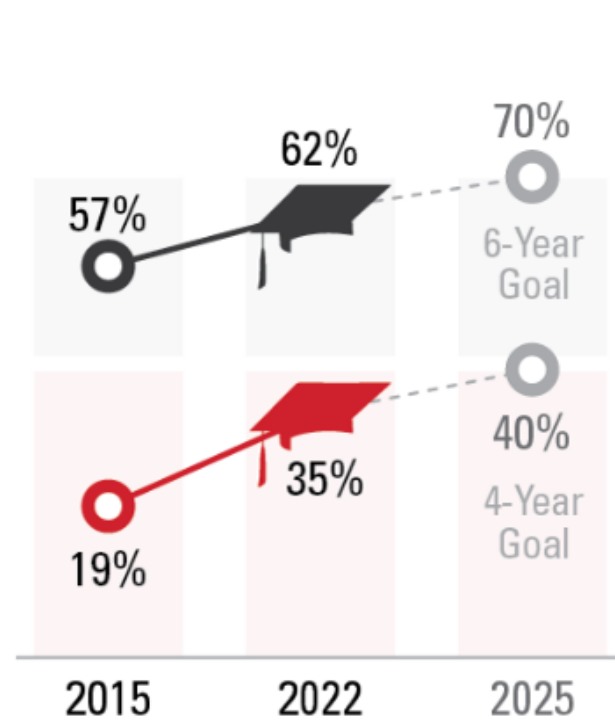
Graduation Initiative 2025 is the CSU's determined effort to ensure that **all students** regardless of racial, ethnic or financial background have an equal opportunity to earn a college degree.



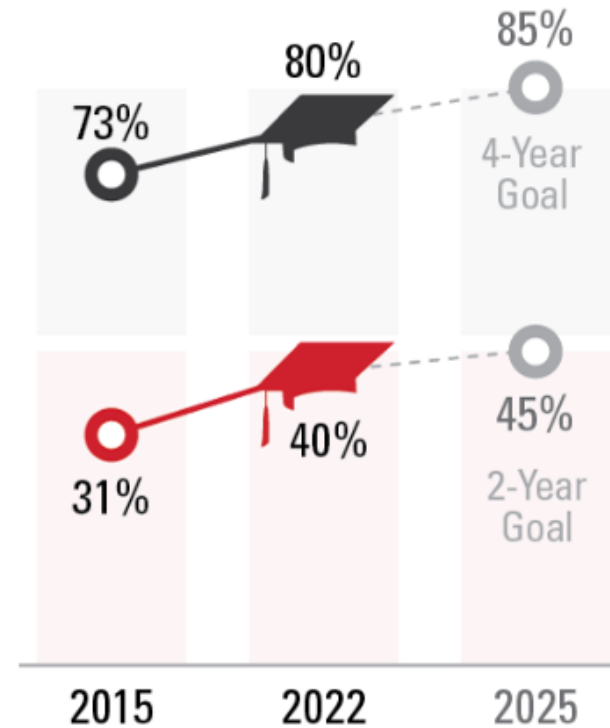
Graduation Initiative 2025



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

Erika Salcedo
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
- 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 *

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

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



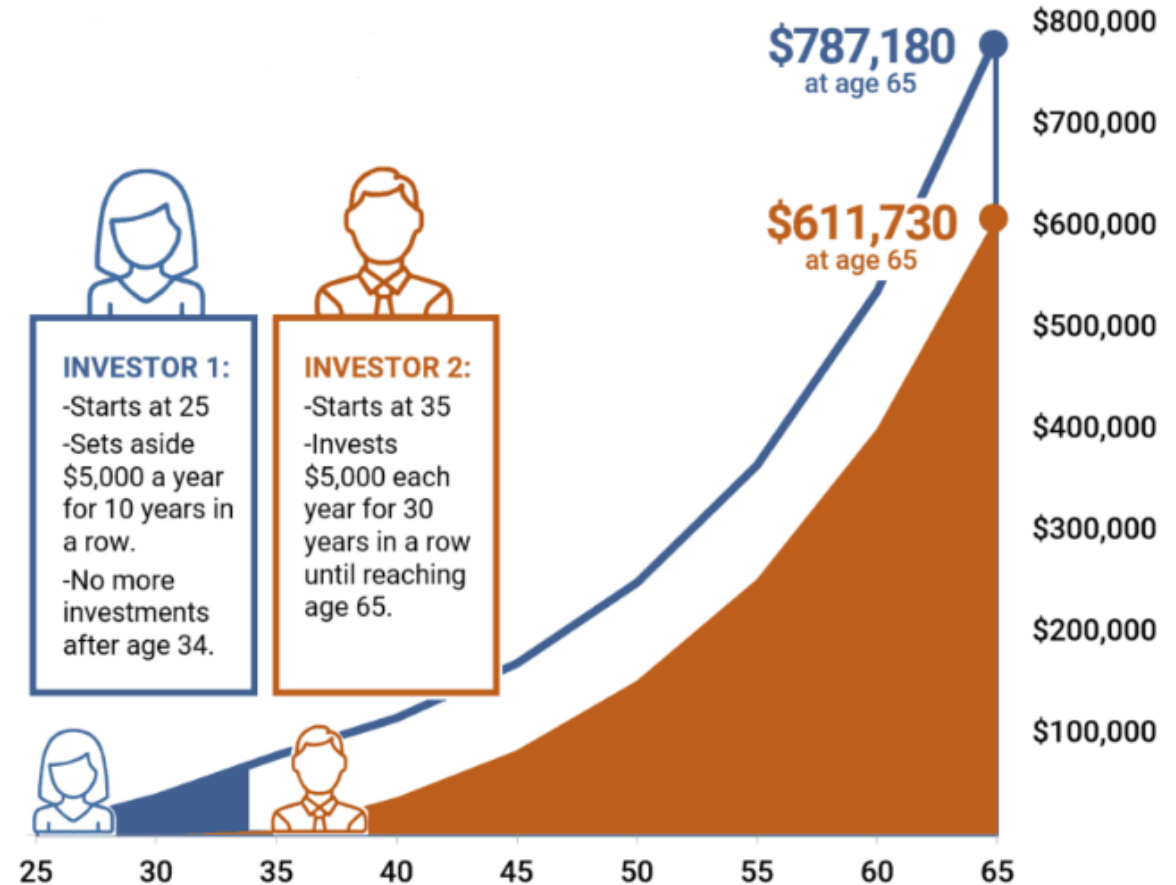
SUPPLEMENTAL RETIREMENT PLANS

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



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
SUBTOTAL.....	\$2,590
Youth Organized Sports Benefit (25% of subtotal).....	\$648
Total paid directly to you.....	\$3,238

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
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 after your coverage becomes effective.

Questions?

Erika Salcedo

esalcedo5@csub.edu



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD





Payroll Services

Yolanda Cisneros, Lead Payroll Technician

CSU Bakersfield

Payroll Services

CSUB Payroll

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



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

Payroll Technicians

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Payroll Analyst

Elisa Baca

661.654.3220

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

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)

[Absence Management \(AM\) Employee Guide](#)
([MyHR](#), [Guide](#), [Manager Department Resources](#))

[Absence Management \(AM\) Excess Hours Form](#)
([MyHR](#), [Guide](#), [Manager Department Resources](#))

[Absence Management \(AM\) Manager Guide](#)
([MyHR](#), [Guide](#), [Manager Department Resources](#))

[Absence Management \(AM\) Schedule Change Form](#)
([MyHR](#), [Guide](#), [Manager Department Resources](#))

Payroll Calendars

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

Call Employee Connect

CALENDARS



Pay Dates/Direct Deposit and Holidays Calendars

[2022/2023 Payroll Calendar](#)

[2022/2023 Academic Payment Schedule](#)



2023/2024 PAYROLL CALENDAR - California State University, Bakersfield

- \$ Faculty & Staff Paper Warrant Payday/4pm - Mgrs. approve AM time
- # Student Pay, Intermittent Hourly, Misc. Payments Payday/2pm
- ^ Deadline - student to input time
- @ PS Deadline - MPP or designee to approve student time
- ▼ Direct Deposit Posting Date
- ◆ SCO Cutoff/Docks 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 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: July 1 - August 1 (22 days)

AUGUST 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: August 2 - August 31 (22 days)

SEPTEMBER 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: September 1 - September 30 (21 days)

OCTOBER 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: October 1 - October 31 (22 days)

NOVEMBER 2023

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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: November 1 - November 30 (22 days)

DECEMBER 2023

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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

JANUARY 2024

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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 30 (22 days)

FEBRUARY 2024

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 31 - February 29 (22 days)

MARCH 2024

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 1 - March 31 (21 days)

APRIL 2024

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					

MAY 2024

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2024

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Getting Paid

- Payroll Forms
- Timesheets
- Absence Management
- Meeting Deadlines



EMPLOYEE RESOURCES/PAYROLL NAVIGATION
Employee Resources Home
New Hire Resources
Classification and Compensation
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Disability and Lactation Accommodations
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Telecommuting

PAYROLL

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

Payroll Forms

Hourly and One-Time Payments

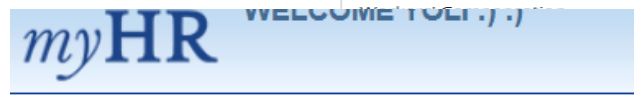
- [Hourly Intermittent Timesheet](#)
- [Special Consultant Payments](#)
- [Summer Session Voucher](#)

Other Payments

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

Other Misc Forms

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



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

Statewide Foundation

Pay Period (MM/YY) thru 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 Use
Peoplesoft Position # Name of Dept or Grant Department ID Fund *Program (*If 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 Statewide & 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

- Leave reporting and absence management system for **salaried** employees (not hourly, emergency hires, etc.)
- MyHR login

myHR

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 d

- Request to MAIL check
- View Paycheck
- Compensation History

Report Time
Report your time and request planned overtime and absences.

- Report and View Absences**

View Time
View your schedules, forecasted, payable and comp time, exceptions and more.

- Monthly Schedule

Absence Management

- *For those who've never missed a day, report 'No Leave' without delay!*
- Deadlines to report
- Employee Quick Reference Guide

From 08/02/2023 Through 08/31/2023

Existing Absence Events Personalize | Find | |

Absence Name	Begin Date	End Date	Absence Status	Last
No Leave Taken	08/02/2023	08/31/2023	Submitted	Nade

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Absence Duration	Unit Ty
<input type="text"/>	08/02/2023	08/31/2023		

Best of my knowledge and belief, the information provided is accurate and in full compliance with legal and policy requirements.

- Bereavement/Funeral
- Dock
- Holiday ADO Expiring Earn
- Holiday ADO Expiring Take
- Jury Duty
- Maternity/Paternity
- Mil Spouse/Domestic Partner
- Military Leave
- No Leave Taken
- PAL/FFCRA
- Personal Holiday
- Sick - Bereavement
- Sick - Family Care
- Sick - Self
- Vacation

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



IT Service Catalog



Enrollment
Management Catalog



Facilities Service
Catalog

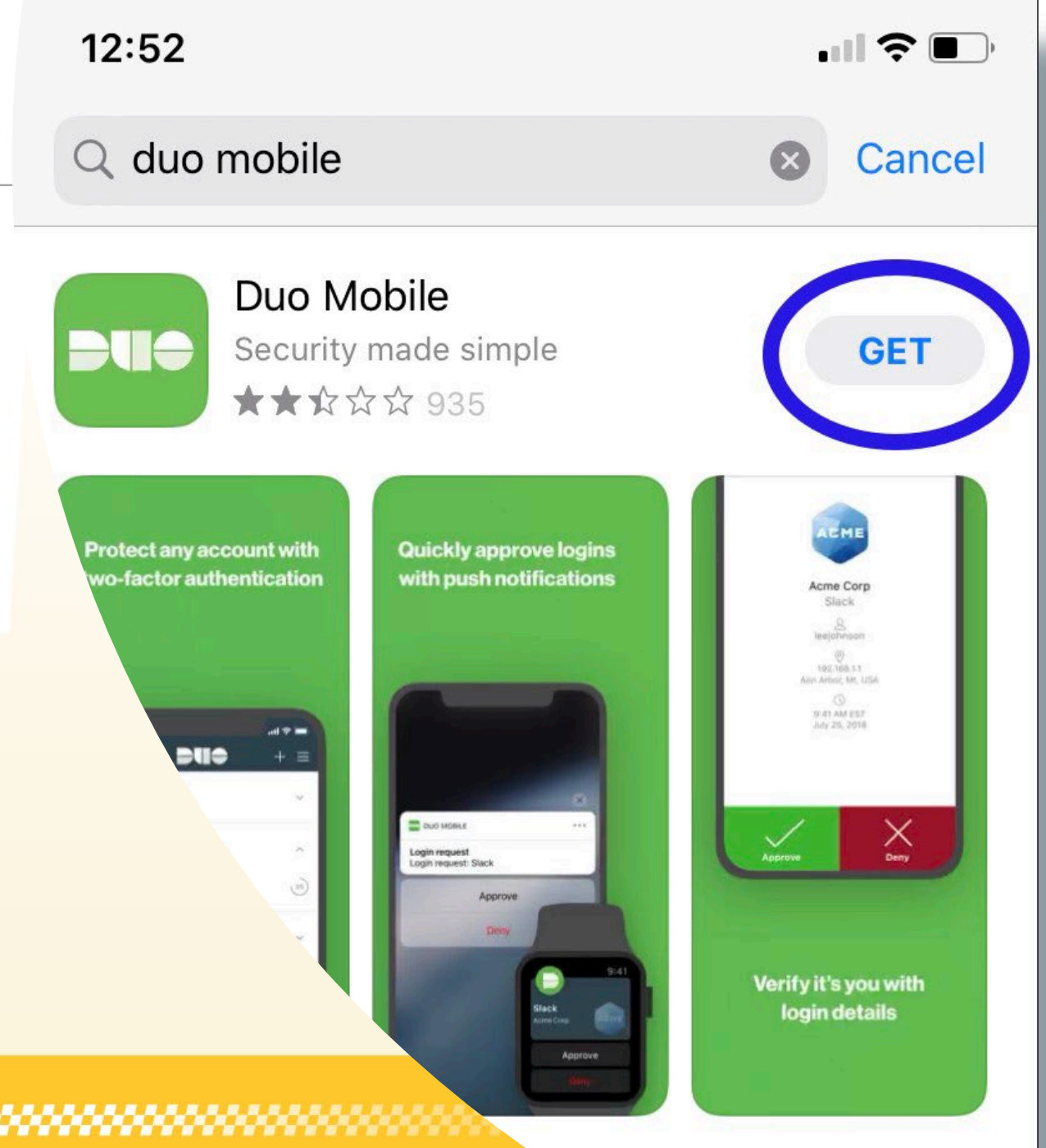
- Visit **servicenow** to request a vast array of services from Information Technology Services, Enrollment Management and Facilities.
- ITS Help Desk Phone
(661) 654-HELP or [\(661\) 654-4357](tel:661-654-4357)
- CSUB Facilities Management Services Phone
(661) 654-2211

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
- [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>



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD



Login

[Need help?](#)

[Forgot CSUB NetID](#)

Go



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

Login

[Need help?](#)

[Forgot Password / Re-claim Account](#)

Go

Start Over

Zoom

1. Web Portal
2. Desktop Client
3. Mobile App
4. 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

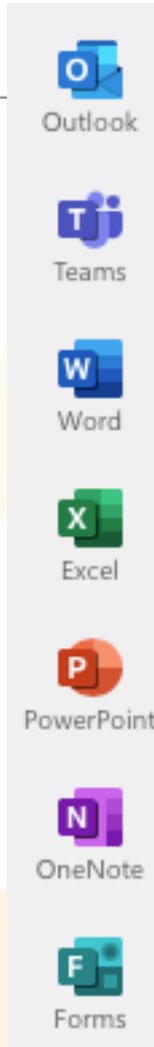


Waiting Room



Annotate

Office 365



- Start at o365.csub.edu
- 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](#)

A screenshot of the CSU Learn Training Portal Overview page. The page features a 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 large banner image of a modern building with the text 'CSU Learn' and a description: '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'. A video player is embedded in the banner, 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 banner are four main navigation 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

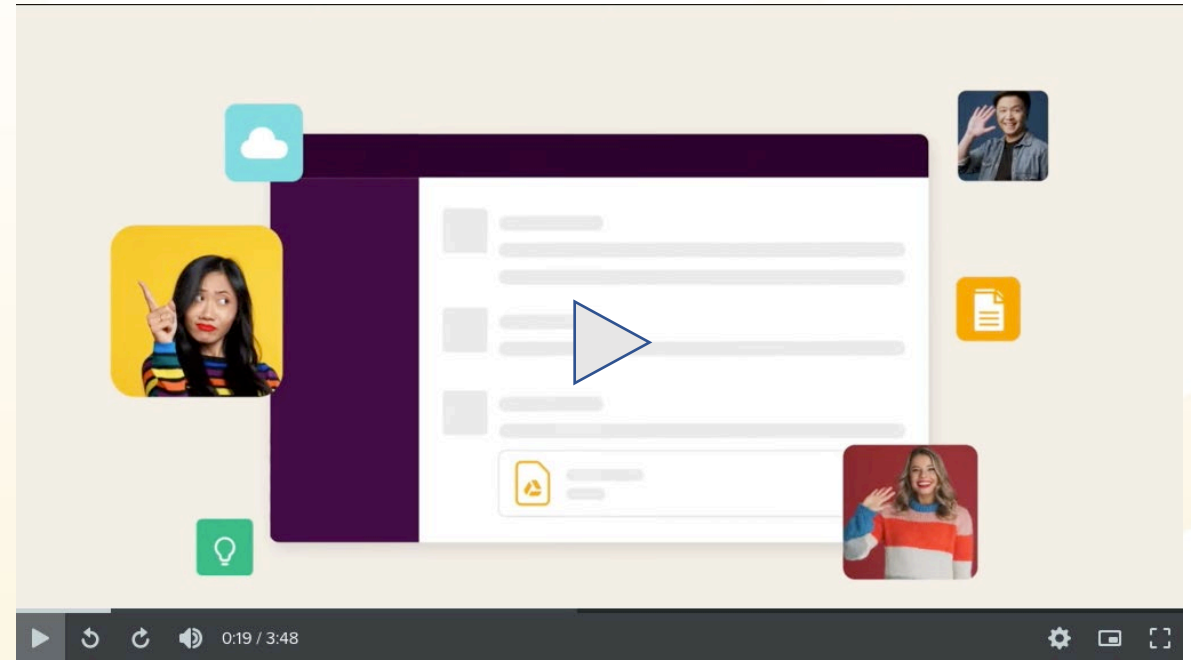
 Tree Reporting

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
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



[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 in 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?

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

Contact Me



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Ext 6919



CSUB

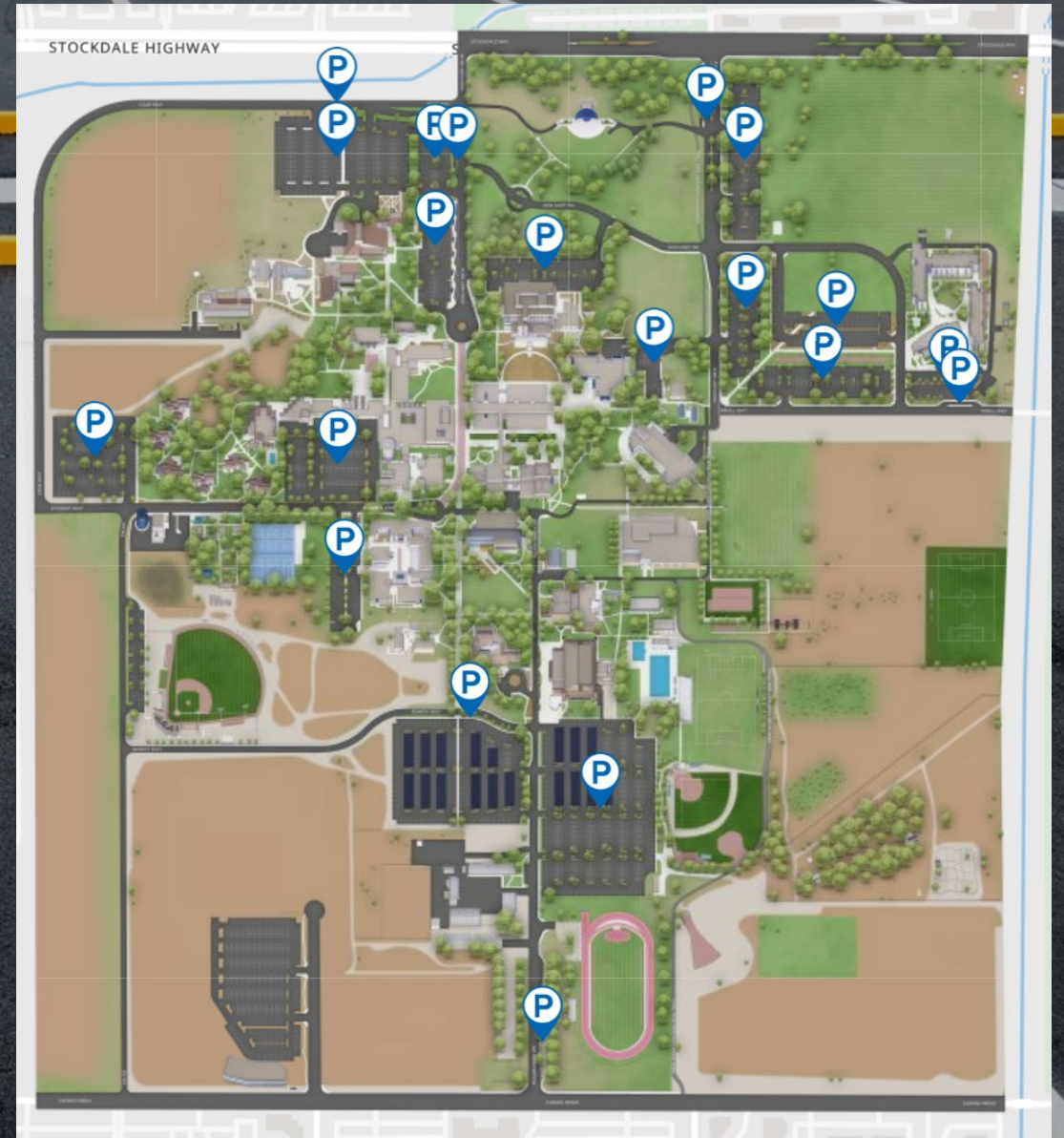


'RUNNER STARTING LINE

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

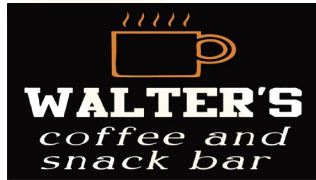


RUNNER BUCKS - ADD MONEY TO
PAY FOR DINING



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

Save in your cellphone:

Emergency (661) 654-2111

Non-emergency (661)654-2677

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



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
Phone: (661) 654-2266
Fax: (661) 654-2299

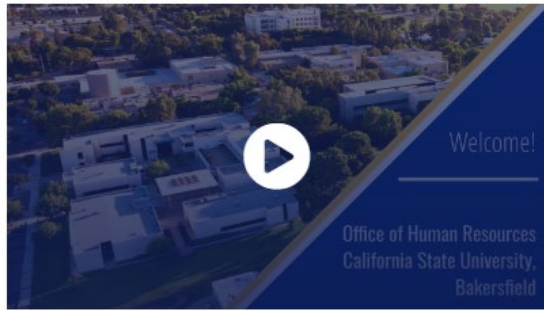
Help us improve the HR website by answering this [short online survey](#).

[HR ORGANIZATIONAL CHART](#)

Find Us

[INTERACTIVE CAMPUS MAP](#)

HUMAN RESOURCES



Click on the video below to learn how to navigate our site



 Employee/Payroll Resources	 Benefits	 HR Policies and Forms
 Manager/Department Resources	 Runner Staff Development	 Careers

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>





CSUB & Community

What else is there to know?



'RUNNER STARTING LINE



'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



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
