

12-2013

Administration and Finance Division Newsletter, Dec. 2013

San Jose State University, Administration and Finance Division

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New Vests for Custodial and Grounds Employees

In order to promote safety and visibility, FD&O has issued vests for our Custodial and Grounds crews. The bulk of our custodians work at night and the vests will allow other employees in the buildings to quickly identify them as authorized personnel. The vests will also improve visibility for our grounds crews as they work to maintain our campus grounds.



Topping Out Ceremony for the New Student Health and Counseling Center

On November 19, the Student Health and Counseling Center project had a Topping Out ceremony which is a huge milestone. A Topping Out ceremony celebrates the installation of the final structural beam in a construction project. This milestone was reached a full month ahead of schedule!

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Introducing e-Invoice

e-Invoice is a quick and convenient method to submit purchase order invoices to Accounts Payable for processing. Users can upload PO invoices in a dedicated portal in the Accounts Payable section of the Finance website.

Some benefits to using e-Invoice:

- Reduces paper use which is good for the environment
- Invoices are viewable via FTS
- Payments are processed more efficiently by Accounts Payable

Visit [SJSU's e-Invoice](#) for more information.

CFS Login Portal Changes

For users of CFS (Common Finance System) and the CFS Data Warehouse, please be aware that the login links have been moved. There are now separate links to CFS and the Data Warehouse login pages within the CSYou Intranet.

You may also access these and other finance applications through the [Tools/Apps/Databases](#) section of MySJSU. If you have any questions, please contact [FinanceConnect](#).

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Compensation Update

The CSU continues to update us with information about the 1.34% compensation pool. Here is where everything stands today. All increases are retroactive to July 1, 2013.

CFA (Unit 3)

\$80 increase to base pay for eligible employees. The increase will be reflected in the November pay warrant issued December 1, 2013.

APC (Unit 4)

1.34% increase to base pay for eligible employees. The increase will be reflected in the November pay warrant issued December 1, 2013.

CSUEU (Units 2, 5, 7 and 9)

1.34% increase to base pay for eligible employees. We are awaiting the final word as to when this will be put into the payroll system and in which paycheck it will appear.

UAPD (Unit 1), SETC (Unit 6) and SUPA (Unit 8)

The Chancellor's Office is still working with these unions and has not informed us of any agreements at this time.

MPP/Confidential

Communication from the President's Cabinet is forthcoming.



New HR Drop Box

In the spirit of helping and caring, we are pleased to unveil the Human Resources Drop Box. It is conveniently located on the first floor of the UPD building next to the elevator. The box will be checked Monday through Friday, twice a day, at 9:00am and 4:00pm.

2013 Wage and Tax Statements (W-2)

In January 2014, the State Controller's Office (SCO) will mail the 2013 W-2 form to employees at the mailing address on file with Human Resources. If you have had an address change during 2013, please revise your personal information in PeopleSoft to

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Information Technology Services

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Next Up for Next Gen

The Next Gen Technology Project is on schedule this Fall. Last month we brought you the project schedule to date which you can view at IT Services. This month, we'll let you know what is happening in December.

Network Switch Updates

Network Switch updates will enable increased network speeds.

Dec 6:

- Moss Landing Marine Labs
- Student Union West

Dec 13:

- Child Development Center (in CCB)
- Corp Yard



WiFi Network Updates

WiFi Network updates will enable increased access and throughput. In December we will complete cabling and pre-cutover installation to the following campus buildings:

- Central Classroom Building
- Hugh Gillis Hall
- Dwight Bentel Hall
- Sweeney Hall
- Boccardo Business Center
- Duncan Hall
- MacQuarrie Hall
- Clark Hall
- Engineering
- Health Building
- Industrial Studies
- Art

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Unified Communications Deployment

Unified Communications Deployment enables sophisticated communication for campus employees. In December, phones in the following buildings will be updated.

Dec 6: Washington Square

Dec 13: Dudley Moorehead and Instructional Resource Center

Dec 20: Child Development Center

Short URLs

IT Services is now providing short URLs and custom URLs. URL shortening is a technique used to shorten a Uniform Resource Locator (URL), and still direct to the required web page. The main advantage is its shortness, which can be easily communicated and entered with less chance of error. Visit [Short URL](#) to get started.

Campus Computer Patch Management

The Campus Computer Patch Management Program will provide SJSU's desktops, laptops and servers with the latest application and security updates.

The program will include a campus-wide system in which system administrators can log in, see the devices they support, see new software that is available and deploy updates quickly and easily.

The system will also allow administrators to install new software on your computer without having to make an in-person visit while you continue to work. This will make the latest, greatest and most secure versions of software always available.

The Campus Computer Patch Management Program is currently underway with a number of pilot groups already using the tools. This December, training will take place and the tools will be made available to all University computers.

IT Services is excited to bring the latest in software management to SJSU!



Holiday Support Coverage

IT Services takes pride in providing excellent customer service to the campus community through the Information Support Services (ISS) Help Desk. We can be reached in the following ways:

Email: info-support@sjsu.edu

Phone: (408) 924-1530

Ticket: its.sjsu.edu/resources/isupport

Our hours of operation are Monday-Friday from 7:30am to 4:30pm except on campus holidays.

During the campus closure this year from December 25, 2013, through January 1, 2014,

the ISS Help Desk will be closed. To get support for critical IT services during this period, please call University Police Dispatch at (408) 924-4222 to contact IT Services Management.

Thank you for your support and have a Happy Holiday Season!

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Spartan Bookstore

The Spartan Bookstore will be moving from its current location to our temporary location in the west end of the new Student Union. Our last day of business in the current store will be Wednesday, December 18. We will reopen in our temporary location on Thursday, January 2, 2014.

Spartan Bookstore has lots of sales going through the month of December! Stop by and take a look, or check out our [Facebook page](#).

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Sneak Peek into Union Square

We are excited about our new Union Square and its delicious eateries! Get excited with us and get a sneak peek of what's coming soon!



360 Grill

A World of Flavors! Customize your meal at this circular grill concept using a variety of fresh, seasonal produce, locally made tofu, chicken, shrimp and hand-crafted sauces over your choice of rice or noodles. Our unique flavors and fresh ingredients will heat up your lunch routine!



Bricks Pizza

Union Square is excited to fire up our state of the art Wood Stone hearth oven and bring in the new Bricks Pizza! Bricks Pizza provides the ultimate pizza experience offering a distinctive flatbread shape, artisan dough, fresh ingredients and flavorful toppings. If the sound of Classic Margherita pizza or Mediterranean Pesto pizza is making your stomach growl, then this unique pizza concept is the place to go!



In the Mix

Union Square is tossing up a new salad concept, In the Mix! This fresh and fusion salad concept focuses on salads with a twist. You'll find ingredients like shredded nori, pickled ginger, kimchi, smoked salmon and wasabi vinaigrette among other diverse flavors. Stop by and find out why In the Mix is a breath of fresh air from other salad options.



Mojo Burger

Union Square is proud to introduce San Jose's local Mojo Burger! Peter Favre and his wife Carole, wanted to take hamburgers to the next level to provide fresh, unique flavors and all natural ingredients. With this goal in mind, they created Mojo Burger, a great place to get 100% all natural beef burgers, hand-cut fries and organic milkshakes. We can't wait to serve the SJSU community soon.

Le Boulanger

The Bay area's premier bread bakery, Le Boulanger is coming to Union Square. The Brunello family owns and operates Le Boulanger and takes pride in baking the freshest and best tasting breads. Only using the highest quality ingredients, Le Boulanger has become a local favorite for over 30 years serving specialty sandwiches, homemade soups and fresh salads. We are excited to welcome them into the SJSU community.

Taco Bell

Here's the one that everyone has been waiting for! Taco Bell, the nation's leading Mexican-inspired quick service restaurant provides a variety of delicious and affordable items such as crunch tacos, savory burritos, and fiesta salads. If this is your favorite place to eat, then you're in luck because you won't have to go off campus anymore to get it.



Panda Express

Panda Express will build on its success and relocate from the existing Student Union to Union Square.

Jamba Juice

A campus favorite gets a facelift as it moves from the existing Student Union to Union Square.



Just Below December Specials

'Tis the season for winter treats at Just Below. Enjoy our December drink specials and sandwich specials that will get you in the holiday spirit.

Snowman Cappuccino

2% milk foam with white chocolate sauce and espresso

Rudolph's Mocha

Milk, espresso and chocolate sauce with a hint of raspberry

Eggnog Latte

Steamed eggnog with espresso

Reindeer Treat

Choice of bagel or toast with peanut butter, chocolate hazelnut spread, bananas and cranberries

Mrs. Claus Special

Choice of bread with ham, Swiss cheese, avocado, spring mix and salt and pepper

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22nd Annual Holiday Toy Drive

Let's celebrate the 22nd Annual UPD Holiday Toy Drive together! Each holiday season, UPD collects toys for children in need around the campus.

UPD is reaching out to the campus community and surrounding businesses for support with this project. We hope you will consider helping us with a cash gift, or a gift in kind, so that we may continue to make children's holidays a bit more festive and happy.

Here are the ways you can help:

- Donate an unwrapped new toy for a child up to age 11. Donation boxes are available in the UPD lobby and around campus through December 6.
- Pledge a recurring, tax-deductible donation via payroll deduction. Contact [Patricia Rodriguez](#).
- Make a one-time, tax-deductible donation.
 - [Give Online](#). Select Other Purpose and indicate UPD Holiday Toy Drive
 - Send a check to the Tower Foundation. One Washington Square, San Jose, CA 95192-0256. Reference UPD Holiday Toy Drive
- Volunteer! Contact [John Laws](#) for more information.
 - Wrapping Day is December 11, from 11:30am to 3:30pm at the Event Center
 - Delivery/Pick Up Day is December 14, from 8:00am to 12:00pm at the UPD Building

UPD has reserved 50 application spaces for families of SJSU students, staff and faculty in need of assistance. If you're interested in applying, visit the UPD lobby and bring your Tower ID.

Thank you for your continued support and Happy Holidays from UPD!

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