

# Staff On-Boarding: University Business Procedures

## October 4, 2019

### Top 6 Websites

1. <https://www.sandiego.edu/student-affairs/>

#### **Student Affairs Website:**

- Co-Curricular Learning Outcomes
- Time Away Request Form

2. <https://my.sandiego.edu/>

#### **USD Portal**

- USD Financial Systems
- USD Human Resources links
- Kronos Access
- Oracle Employee Self Service
- Oracle Manager Self Service
  - EDAF (Electronic Departmental Action Form)
  - Employee Information
- New Employee Resources
- On Campus Services

3. <https://www.sandiego.edu/directory/>

#### **USD Directory**

4. <https://isd.sandiego.edu/home.html>

#### **Work Request Form**

5. <https://www.sandiego.edu/finance/accounts-payable/>

#### **Accounts Payable**

- Forms
- Policies

6. <https://www.sandiego.edu/its/>

#### **Information Technology Services**

- IT Help Request
- Resource Applications

**If you have questions, ask or search the USD Website!**

# Quick Quiz

QUESTION	YES	NO
Do you fill out a timecard?	<a href="https://www.sandiego.edu/finance/payroll/kronos/">https://www.sandiego.edu/finance/payroll/kronos/</a>  Pro-Tip: Download the App	Enjoy a mental break while we discuss!
Do you supervise others?	Timekeeping rules <a href="https://www.sandiego.edu/finance/payroll/kronos/">https://www.sandiego.edu/finance/payroll/kronos/</a> If you are approving timecards, know the rules  EDAF <a href="https://www.sandiego.edu/hr/employment-eeo/forms.php">https://www.sandiego.edu/hr/employment-eeo/forms.php</a>	If you are an hourly employee, these timekeeping rules apply to you.  Enjoy a mental break while we discuss!
Do you update websites?	<a href="https://www.sandiego.edu/its/web/training.php">https://www.sandiego.edu/its/web/training.php</a> Sign up for training on Cascade	Enjoy a mental break while we discuss!
Do you ever reserve rooms on campus?	<a href="http://reservations.sandiego.edu/EmsWebApp/">http://reservations.sandiego.edu/EmsWebApp/</a> Student Affairs Scheduling can assist, too! x4592	Enjoy a mental break while we discuss!
Do you need to monitor or run budget reports or use a Purchase Requisition to buy something?	<a href="https://www.sandiego.edu/finance/accounting/services/oracle/training.php">https://www.sandiego.edu/finance/accounting/services/oracle/training.php</a> Sign up for NOETIX training and / or Oracle Boot Camp	Enjoy a mental break while we discuss!
Do you purchase things?	<a href="https://www.sandiego.edu/finance/accounts-payable/policies.php">https://www.sandiego.edu/finance/accounts-payable/policies.php</a> Purchasing Policies and Procedures  <a href="https://www.sandiego.edu/finance/accounts-payable/one-card.php">https://www.sandiego.edu/finance/accounts-payable/one-card.php</a> USD One Card	The correct answer here is yes - everyone does this at some point.
Do you need a robust survey assessment tool?	<a href="https://www.sandiego.edu/its/resources/qualtrics/">https://www.sandiego.edu/its/resources/qualtrics/</a> Register for a Qualtrics account	Enjoy a mental break while we discuss!
Do you register events and track attendance?	<a href="https://www.sandiego.edu/its/enterprise/training.php">https://www.sandiego.edu/its/enterprise/training.php</a> Review how Salesforce works and how it can help you	Enjoy a mental break while we discuss!