Top 6 Websites

1. [https://www.sandiego.edu/student-affairs/](https://www.sandiego.edu/student-affairs/)
   **Student Affairs Website:**
   - Co-Curricular Learning Outcomes
   - Time Away Request Form

2. [https://my.sandiego.edu/](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/](https://www.sandiego.edu/directory/)
   **USD Directory**

4. [https://isd.sandiego.edu/home.html](https://isd.sandiego.edu/home.html)
   **Work Request Form**

5. [https://www.sandiego.edu/finance/accounts-payable/](https://www.sandiego.edu/finance/accounts-payable/)
   **Accounts Payable**
   - Forms
   - Policies

6. [https://www.sandiego.edu/its/](https://www.sandiego.edu/its/)
   **Information Technology Services**
   - IT Help Request
   - Resource Applications

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If you have questions, ask or search the USD Website!
# Quick Quiz

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