Staff On-Boarding Session: University Business Procedures

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Session Overview

- Top 6 Websites
- Systems and Trainings at USD
- How It All Works & How To Be Successful
- Buying Stuff
- Supervision
- Questions
Top 6 Websites To Know
Student Affairs

Co-Curricular Learning Outcomes are the foundation of all of our work.
Student Affairs

The Resources tab has an Employee Section.

Staff Resources

Professional Staff Resources

- Absence from Campus Request
- Budget Tracking Worksheet
- Contract Processing Guidelines
- Empathy Training, 15 minutes Part 1/Part 2
- Empathy Training, 30 minutes Part 1/Part 2
- Equipment Inventory
- Expanding Empathy Curriculum- Trainer’s Guide
- FUEL Training Module
- Human Resources Website
- Interim Position Form
- Operational Handbook and Training Checklist
- Recruitment Toolkit
- Sample Expectations
- Student Affairs Phone List
My San Diego Portal

Navigating to “Employee”, then “Employee Resources” gives you access to many USD systems to perform your daily work. You can also access your personal information and information about those who work under your supervision here.
➢ Find People Directory:
  ○ Look up contact information for any employee

➢ Maintenance and Telecom Work Requests:
  ○ Fixing things - hardware or telephone that are broken or not working correctly.

➢ Accounting:
  ○ Forms, policies, processes

➢ ITS Work Request:
  ○ Get help with your computer or printer
Systems and Trainings at USD

- Kronos - Complete and Approve Timecards
- NOETIX - Project Accounting System - what is my budget and how much has been spent?
- iProcurement System - All electronics, furniture and purchases over $5,000
- Oracle - Human Resources Employee Self Service and iProcurement
- ITS - Website Maintenance and Updates
- EMS - Room Reservations
- Qualtrics - Surveys and Assessments
- SalesForce - Student Engagement, Event Registration Forms
How It All Works & How To Be Successful

● Look for the Policy and Follow It
  ○ https://www.sandiego.edu/legal/policies/

● Leverage Your Resources - when in doubt, phone a friend

● New Employees Are Often Most Informed Employees

● Budget and Timecard Pitfalls
How It All Works & How To Be Successful

● Policies on:
  ○ Holidays  https://www.sandiego.edu/hr/benefits/time-off.php
  ○ Vacation  https://www.sandiego.edu/hr/benefits/holiday-schedule.php
  ○ Sick Leave https://www.sandiego.edu/hr/benefits/time-off.php
  ○ Comp Time  https://www.sandiego.edu/hr/compensation/faq.php#accordion-panel1

● Keep Track of Your Time  https://www.sandiego.edu/finance/payroll/kronos/

● Be a Problem Solver and Ask Questions
Buying Stuff

● Policies and Procedures:
  ○ https://www.sandiego.edu/finance/documents/expenditure_procedures.pdf
  ○ https://www.sandiego.edu/finance/accounts-payable/services.php

● USD OneCard:
  ○ https://www.sandiego.edu/finance/accounts-payable/one-card.php

● Purchasing Procedures:
  ○ https://www.sandiego.edu/procurement/
Buying Stuff

- Preferred Vendors including Office Depot:
  https://www.sandiego.edu/procurement/purchasing-information/#accordion-panel5

- iProcurement

- Equipment Inventory: TMA System
Supervision

- Student Affairs expects all supervisors to follow our policies and California employment law [https://www.sandiego.edu/finance/payroll/kronos/](https://www.sandiego.edu/finance/payroll/kronos/)

- Jobs@USD

- Students working in multiple areas - coordinating time scheduled
Hiring Students for Supervisors

Making hiring look easy

 START

Is the student Federal Work Study?

NO

Is the Casual Worker student returning to work with you?

NO

Fill out student employment paperwork for first time workers. For returning employees, just let the student employment office know. «Note: These students can't start until the first day of classes.»

Has the student been paid via Payroll in the last 12 months?

YES

Fill out a EDAF. Change status to active and extend the end date.

NO

Complete a personal requisition and tell them they are hired contingent on completing a background check. Do not set a start date yet.

END

YES

Complete a personal requisition.

NOTE: Combining all jobs on campus, a student can only work 25 hours a week during the academic year.
Questions?

Thank you for joining us today!