

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.



Authentic Engagement

Activate and initiate positive change.



Courageous Living

Awaken your inner strength.



Identities & Communities

Explore who you are in relation to others.



Purpose

Discover your purpose in life.



Well-Being

Embody healthy mind, body and spirit.



VPSA Office

Strategic Plan

Assessment

Co-Curricular Learning Outcomes

Organizational Structure

Resources

Welcome to the Office

In the Catholic tradition, the Student Affairs Division provides a vibrant and active co-curricular environment which motivates and supports students to make a positive impact and inspires students to make a difference. We collaborate with Academic Affairs to create a vibrant and active co-curricular environment.

The Student Affairs Division is a vibrant and active co-curricular



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](#)



VPSA Office

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Welcome to the Office

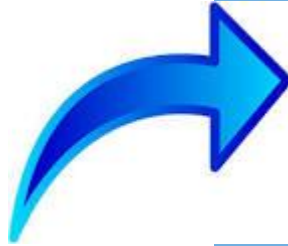
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The Student Affairs Division is a vibrant and active co-curricular



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.



mySanDiego


- Torero Hub <
- Employee** v
- Teach/Advise
- Employee Resources**
- App Store
- USD Services
- BDMS-Xtender
- Trainings and Workshops
- Student Employee Self-Service
- Events
- Torero Life <

Welcome

Torero Hub / **Welcome**

Announcements.

Announcements unavailable



Health Insurance Requirement

All undergraduate and graduate students health insurance at the University of San

- **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/>
- Jobs@USD
- Students working in multiple areas - coordinating time scheduled

HIRING STUDENTS FOR SUPERVISORS

Making hiring look easy

 kmyrick@sandiego.edu

 619-260-4588



Is the student
Federal Work
Study?

NO

Is the Casual
Worker student
returning to work
with you?

NO

YES

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?

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

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

NO

NOTE:
COMBINING
ALL JOBS ON
CAMPUS, A
STUDENT CAN
ONLY WORK 25
HOURS A WEEK
DURING THE
ACADEMIC
YEAR



END

Complete a personal
requisition.

YES

Questions?

Thank you for joining us today!

