Introduction
This guide is designed to help you navigate the University Personnel website: www.sjsu.edu/up. It will also help you know where your favorite pages now exist in the new design.

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Navigation Overview

Find the following information on the Home Page:

- News & Announcements
- Links to Events Calendars on campus
- Links to Open Recruitment information
- Quick Links
- UP Location and Contact Information
Primary Navigation

The Primary Navigation consists of the following menus:

- **About Us** – department and staff information
- **Careers** – information for job applicants
- **Faculty** – information for Faculty employees, including Counselors, Librarians, and some Coaches
- **Staff & MPP** – information for staff and management employees
- **Student Employees** – information for TAs, GAs, ISAs and all other student employees
- **Forms & Policies**
- **Resources**
- **How Do I...?** – step-by-step guides for a variety of processes for you as an employee and for those who process information for others
About Us

University Personnel provides a variety of services to all faculty, staff and student employees at San José State University. We have two locations on campus, each of which houses different services.

**University Personnel North** – 2nd Floor of the Administration Building – Faculty Affairs

**University Personnel South** – 3rd Floor of the University Police Department Building – Benefits, Payroll, Employee Support Services, Class/Comp, OEO/ER, Staff Recruiting, Training, HRIS

- Directory
- Directory by Function
- Leadership Team
- Organizational Chart (pdf)
- Your UP Representatives
- Contact Us

About Us contains information about University Personnel including contact information and an organizational chart

- Directory – UP employees in alpha order
- Directory by Function – UP functions and the primary contact(s) for each
- Leadership Team – UP management employees, including a summary of their roles
- Organizational Chart
- Your UP Representatives – representatives for each department for Benefits, Payroll and Employee Support Services
- Contact Us
Careers

Founded in 1857, San José State University was the first public institution of higher education in the state of California and prides itself on being the oldest of 23 universities in the California State University system. Along with its rich history, SJSU is a dynamic and diverse community in the capital of Silicon Valley. Located in the heart of downtown San José, it’s a short walk to dozens of restaurants and museums, with easy access to public transportation.

Embark on your future at SJSU!

- Benefits and Perks
- Campus Life
- Eligibility to Work
- Equal Opportunity
- Learning & Development
- Silicon Valley Living
- Tuition Fee Waiver
- Wellness
- Contact Us

Apply Today!

Careers is for individuals seeking employment with the university and is intended to provide an overview of the campus and local community to help job seekers understand the work environment

- Faculty Job Opportunities – tenured/tenure-track positions and temporary faculty positions
- Staff Job Opportunities – staff and management positions
- Athletics Job Opportunities – athletics positions
- Student Job Opportunities – information for students seeking jobs on campus
Faculty

The information in this section is for Tenured, Tenure-Track and Temporary Faculty employees at San José State University. This includes coaches in the Unit 3 bargaining unit, as well as Counselors and Librarians.

Graduate Assistants, Teaching Associates and Instructional Student Assistants, see Academic Student Employees.

- Benefits
- eFaculty
- Employee Relations
- Employee Rights & Complaints
- Employee Support Services
- Employment Based Visas
- Equal Opportunity
- Faculty Retirement Programs
- Learning & Development
- Leave Programs
- New Employees
- Payroll
- Retention, Tenure & Promotion (RTP)
- Sabbatical & DIP Leaves
- SOTES & Evaluation of Teaching
- Temporary Faculty
- Tuition Fee Waiver
- Wellness
- Workers' Compensation

The Faculty pages contain information for our Faculty members, including Counselors, Librarians, and Unit 3 Coaches.
The pages in the Staff & MPP section are for all staff, including those in the confidential classifications, and management employees.
Information on the Student Employees pages is for all student employees, including those in Unit 11: Teaching Associates (TAs), Graduate Assistants (GAs), and Instructional Student Assistants (ISAs)
Forms and Policies

- All Forms & Policies A-Z
- Benefits
- Classification & Compensation
- Employees
- Employee Off Boarding
- Employee Relations
- Equal Opportunity
- Hiring
- Leave
- New Employees
- Payroll
- Performance Management
- Recruiting
- Retention, Tenure & Promotion
- Student Employee
- Tuition Fee Waiver
- Volunteers
- Workers’ Compensation
Resources

The Resources section is a collection of information to support employees on campus

- Calendars – includes payroll, holiday, academic and faculty calendars
- Collective Bargaining Agreements
- CSU Systemwide Resources
- Employee Discounts
- FAQs
- Information Systems
- Manager (MPP) Toolkit
- New Employees
- SJSU Campus Resources
- Spartans Stepping Beyond
- Your UP Representatives

- Calendars – includes payroll, holiday, academic and faculty calendars
- Collective Bargaining Agreements
- CSU Systemwide Resources – salary schedule, classification, standards, etc.
- Employee Discounts – discounts on this page are for all non-student employees
- FAQs
- Information Systems – PeopleSoft help/troubleshooting, data assistance
- Manager (MPP) Toolkit – information for the campus management team
- New Employees
- SJSU Campus Resources
- Spartans Stepping Beyond – the online recognition program for faculty, staff and students
- Your UP Representatives – find representatives for Benefits, Payroll and Employee Support Services based on your department
The How Do I...? section is filled with quick steps, questions & answers, and assistance to help you process information for yourself or others

- Apply for jobs?
- Appoint a volunteer?
- Complete my new hire documents?
- Enter and approve time and absence?
- Evaluate employee performance?
- File a complaint regarding discrimination or harassment?
- Get eFacuity access/help?
- Get PeopleSoft access/help?
- Know who to contact in UP?
- Manage my benefits?
- Manage my payroll/compensation information?
- Manage my personal data?
- Manage position data?
- Pick up pay checks?
- Recruit and hire employees?
- Report injuries?
- Report unsafe working conditions?
- Request leave?
- Run an LCD Report?
- Take training classes?
- Use the tuition fee waiver?
Where do I find?

Listed in the Page/Information column are some of the more popular items people use our website for. In the Navigation column is how to find that information in the new design.

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