



**CSUB**

NEW EMPLOYEE ORIENTATION



***'RUNNER*** STARTING LINE



# Icebreaker introductions

- Name
- Department
- Job Title
- Why did you choose CSUB?
- Are you a CSUB alum?



# Agenda

8:30 – 8:40 am	Welcome	Daniel Jiménez, Director of Org. Excellence, Training and Development
8:40 – 8:45 am	Get to Know CSUB	Nadya Carr, Human Resources Training and Reporting Analyst
8:45 – 8:50 am	Sustainability at CSUB	Aditi Arya, Energy and Sustainability Manager
8:50 – 9:00 am	CSUB Well	Bailey Freckleton & Nick Stringer, Wellness Champions
9:00 – 9:25 am	Benefits	Erika Salcedo, Benefits Specialist
9:25 – 9:45 am	Payroll	Yolanda Cisneros/Elisa Baca, Lead Payroll Technician
9:45 – 10:00 am	Break (15 minutes)	
10:00 – 10:25 am	ITS	Derek Chaney, Campus Technology Trainer, Information Technology Services
10:25 – 10:45 am	How to Succeed in your First 90 Days	Daniel Jiménez, Director of Org. Excellence, Training and Development
10:45 – 11:00 am	Marketing & Communication	James Burger, Director of Marketing and Communications
11:00 – 11:15 am	Payment Services	Hillary Castellano, Director of Accounting, Reporting & Payment Services
11:15 – 11:30 am	Procurement & Contract Services	Marina Manzano, Chief Procurement Officer
11:30 - 12:00 pm	Union Presentations (For applicable employees)	Union Representatives
12:00 pm	Released	



# Housekeeping

- Restrooms and water fountains are across from the elevators
- Ask questions anytime
- These slides are available on our New Hire page



## Contact Us

**HR Hours:**  
Monday - Friday: 8:00 am - 5:00 pm

**Office Location:**  
Administration 104

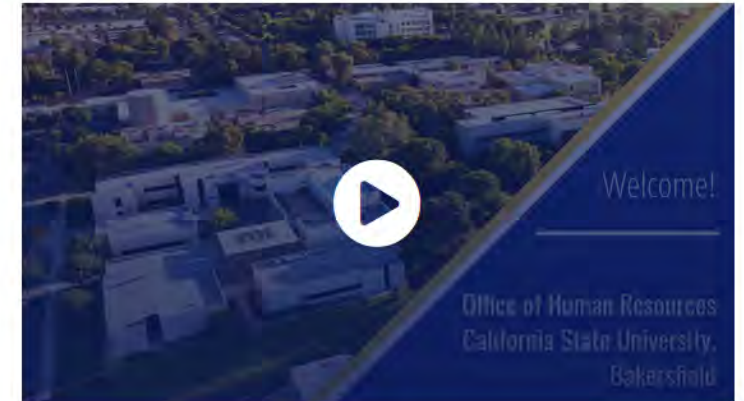
**Mailing Address:**  
California State University, Bakersfield  
9001 Stockdale Highway  
Bakersfield, CA 93311-1099

**Email:** [hr@csub.edu](mailto:hr@csub.edu)  
**Phone:** (661) 654-2266  
**Fax:** (661) 654-2299

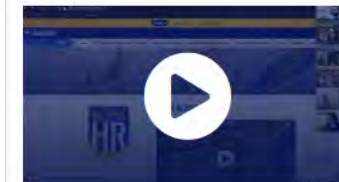
**HELP US IMPROVE THE HR WEBSITE  
BY ANSWERING THIS SHORT ONLINE  
SURVEY.**

[HR ORGANIZATIONAL CHART](#)

## HUMAN RESOURCES



**Click on the Video Below to Learn  
How to Navigate Our Site**



## New to CSUB?

Upon joining our team, we recommend visiting our New Hire Resources page. It contains essential information to help you getting started and finding all the necessary resources.

[NEW HIRE RESOURCES](#)

[www.csub.edu/hr](http://www.csub.edu/hr)



# Get to know CSUB

---

Nadya Carr, HR Training and Reporting Analyst

# Pop Quiz! - What do you know about CSUB?



- When was CSUB founded?
- How many colleges of academic discipline?
- How many athletic teams are competing in NCAA Division I?
- The number of faculty and staff?
- How many campuses comprise the CSU?
- True or false? CSU is the nation's third largest four-year public university system.



# History of CSUB



## 1965 - CSUB Founded

The California State University system authorized the establishment of CSUB in 1965, hence the year on the university seal. The first day of classes was October 1, 1970.



## Early Years

Since that time, CSUB has filled half of the 375 acres, adding facilities to accommodate academic programs, student life and the greater community.



## 2000s - Expansion

The 2000s saw the addition of the Business Development Center, Science III, Student Recreation Center and The Dr. Jacquelyn A. Kegley Center for Student Success which greatly enhanced the student academic experience.



## CSUB Now - A University on the Rise

The university serves nearly 10,000 students today. The master plan builds out the entire campus to accommodate 18,000 students. There continues to be a great deal of growth potential for the campus.

# CSUB Rankings

**CSUB is proud to be a designated Hispanic-Serving Institution**

As of Fall 2023, CSUB reports **68.2 percent** of undergraduates are of Hispanic heritage.



**No. 1**  
Top 10 Best Nursing Schools in CA  
Nurse.org, 2023



**No. 7**  
Best Hispanic-Serving Institutions in CA  
Degree Choices, 2024



**No. 10**  
Best Bang for the Buck College: West  
Washington Monthly, 2023



**No. 15**  
Best Colleges in California  
Degree Choices, 2024



**No. 16**  
Best Colleges in the West  
Degree Choices, 2024



**No. 16**  
Top Public Universities in the West  
U.S. News and World Report, 2024



**No. 17**  
Best Hispanic-Serving Institutions  
Degree Choices, 2024



**No. 20**  
2023 Social Mobility Elevator  
Education Reform Now



**No. 22**  
Top Performers on Social Mobility  
U.S. News and World Report, 2024



# CSUB Today



**FOUR**

schools across all  
academic disciplines



**2,500+**

degrees conferred  
annually



**66%**

of students are first in  
their families to pursue  
a bachelor's degree



**16**

athletic teams  
competing in NCAA  
Division I



**1,323**

faculty and staff  
supporting student  
success



**60%**

of alumni remain  
in the region after  
graduation




# CSU Overview



The California State University is the nation's largest and most diverse four-year university, providing opportunities for upward mobility to nearly half a million students and empowering them to become leaders in the changing workforce.



**NATION'S LARGEST**  
four-year public  
university



**23 CAMPUSES**  
and seven  
off-campus  
centers



**477,000**  
**STUDENTS**



# CSU Campuses



## 23 Campuses, ONE University

The CSU boasts 23 campuses that stretch 800 miles across the beautiful state of California.





# Sustainability at CSUB



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**  
Sustainability and Energy Management



## What is Sustainability?

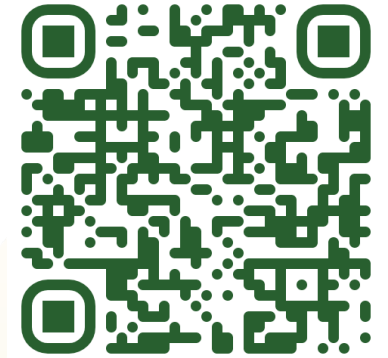
Meeting the needs of the present, without compromising the needs of the future generations.

## Why is it important for college campuses?

Brings together a community of individuals to promote, provide education on, and improve the message of creating a cleaner, greener environment.

In turn, students will leave college with tools and resources for creating a sustainable future

Check out the [CSU Sustainability Policy](#)



Scan the code and check out our website!



CSUBSUSTAINABILITY

# Key Sustainability Initiatives at CSUB



**Tree Care Plan:** Our Tree Care Plan focuses on planting and maintaining drought-tolerant and native trees. Join us in tree-planting events and help make our campus greener!



**Energy and water conservation:** We are committed to reducing our carbon footprint through energy-efficient appliances and water-saving fixtures. Solar field generates 11% of campus' energy.



**Recycling and Waste Management:** Our robust recycling program encourages proper disposal and recycling of materials. Look for recycling bins around campus!



**Academic Integration:** Sustainability is integrated into our curriculum, preparing students to tackle future environmental challenges.

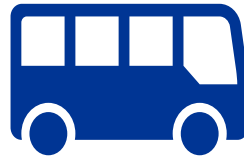


**Habitat:** CSUB is dedicated to conserving the San Joaquin kit fox and native plants like the Bakersfield cactus through monitoring, research, and protected areas. These efforts aim to mitigate habitat loss and promote biodiversity on campus.

# Key Sustainability Initiatives at CSUB



**Sustainable Transportation:** We promote sustainable transportation options like biking and carpooling. Check out our bike racks and EV charging stations!



**Did you know that CSUB offers 50% off monthly GET bus passes to faculty and staff?** The pass costs just \$20 for 31 days. Get yours at the CSUB Cashier's Office with cash or check and bring your faculty or staff ID card.

Scan to Ride with Runner Ride!





# Employee Wellbeing



**CSUB** | Well

## **Bailey Freckleton**

Assistant to the AVP/CHRO and  
Wellbeing Champion

## **Nick Stringer**

HR Technology Analyst and  
Wellbeing Champion





Join a Moai (or start one!)  
Email [wellbeing@csub.edu](mailto:wellbeing@csub.edu)



'RUNNER STARTING LINE





# YOU ARE ON A 'RUNNER WALK




SCAN FOR  
MORE CAMPUS  
WALKING ROUTES!

BLUE ZONES PROJECT  
CSUB



## CSUB

STOCKDALE HIGHWAY



CAMINO MEDIA

### Add More Steps to Your Life!

The campus of California State University, Bakersfield is filled with great places for faculty, staff, students and community members to take a stroll along tree-lined paths amid stately buildings and campus landmarks. This map shows some suggested walking routes that can be completed in just 20 minutes. Taking a walk between classes, on your lunch break or during a weekend outing can greatly improve the quality of your day and - when it becomes a habit - the quality of your life. Each of these paths can add between 1,200 and 2,000 steps to the recommended 10,000 steps that lead to an active lifestyle.

- = 1,200 steps / .5 miles / 12 minutes
- = 1,200 steps / .5 miles / 12 minutes
- = 1,400 steps / .6 miles / 14 minutes
- = 1,400 steps / .6 miles / 14 minutes
- = 2,000 steps / .8 miles / 19 minutes

STEPS PER DAY	ACTIVITY LEVEL
Less than 5,000	Inactive
5,000 - 7,499	Slightly active
7,500 - 9,999	Moderately active
10,000 - 12,499	Active
12,500 or more	Very active

BLUE ZONES PROJECT



# New Wellness Platform



CSUB™

Well



- Wellbeing Platform: **CSUB | Well**
  - ✓ Propel powered wellbeing platform: CSUB Well
  - ✓ Available to all benefit eligible employees AND their dependents (free of cost)
  - ✓ Challenges, message boards, recognition, recipes, virtual video library
- Wellness Champion Ambassador Program
- Monthly Employee Wellbeing Bulletin



CSUB

# Register Today



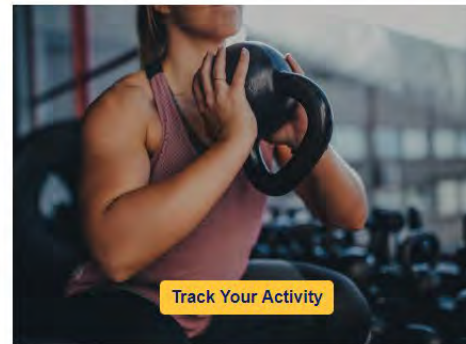
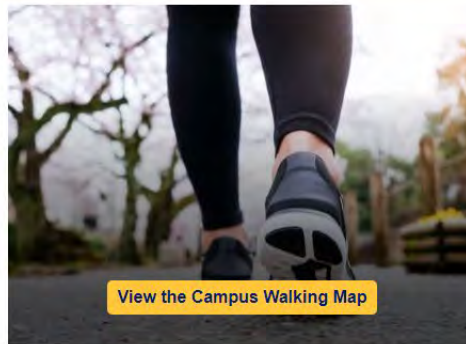
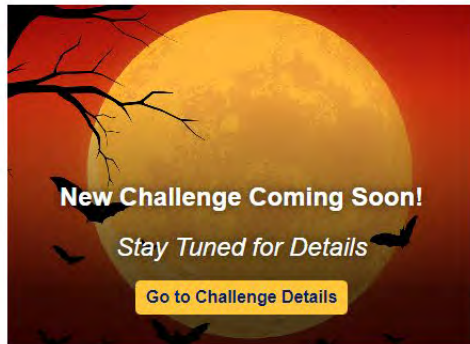
Welcome First0002 Last0002



Home Wellness Hub Content Challenges Track

## Wellbeing on the Rise

Start Your Wellbeing Journey



**'RUNNER STARTING LINE**



# CSUB BENEFITS

---

Erika Salcedo  
Benefits Specialist

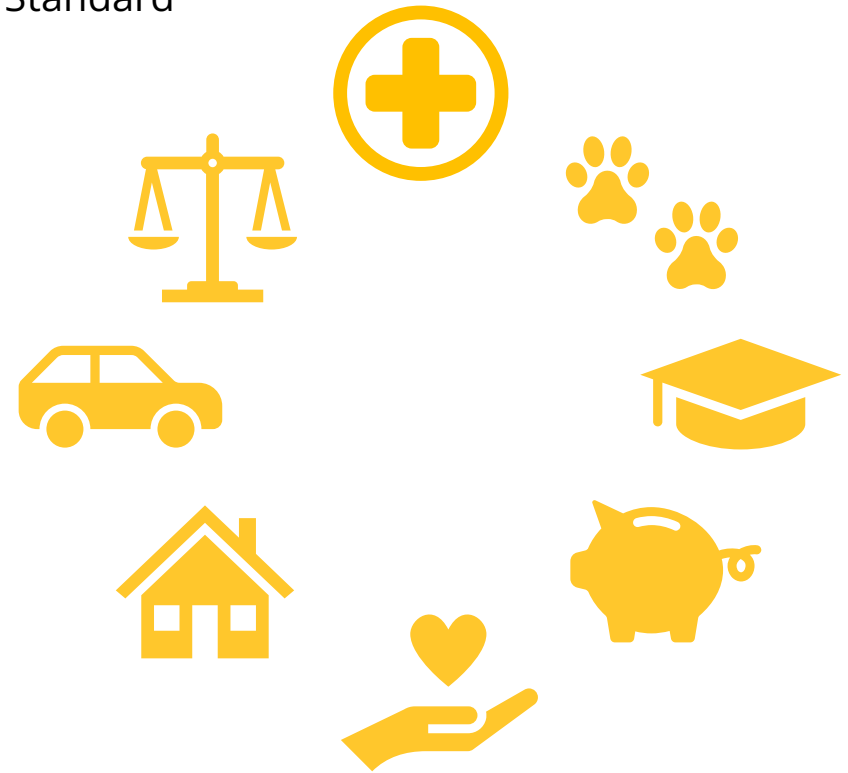


CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**



# AVAILABLE BENEFITS

- Life, AD&D, LTD, Accident and Critical Illness Insurance through The Standard
- California Casualty Home and Automobile Insurance
- ARAG Legal Plan
- Nationwide Pet Insurance
- Health Care Reimbursement Account
- Dependent Care Reimbursement Account Plan
- 403(b) Supplemental Retirement Plan
- Savings Plus Program (401k and 457)
- ScholarShare 529 Plan
- Employee Assistance Program



\* These benefits are not available to Emergency Hires, Student Assistants, Faculty appointed solely to teach summer session, extension or intercession \*

# REMINDER : ENROLL IN CORE BENEFITS



- You have 60 days from your benefit eligibility date to enroll in benefits
- Health & Dental will be effective the first of the following month that enrollment paperwork is submitted
- Supporting documentation is required if adding dependents
- [Benefit Enrollment form](#) is located on CSUB Benefits website

# BENEFITS TO ENROLL IN WITHIN 60 DAYS OF ELIGIBILITY

- Employees can make changes during open enrollment every year during mid September through beginning of October or within 60 days of qualifying event such as new hire date, marriage and birth or adoption of child.
- This 60-day rule applies to Health, Dental, Vision, Flex Cash, HCRA/ DCRA, Legal Plan, Life, LTD, A&D, Accident and Critical Insurance.





# BENEFITS YOU CAN ENROLL IN AT ANYTIME



- Employee Assistant Program
- California Casualty Auto & Home Insurance
- Nationwide Pet Insurance
- ScholarShare 529
- Supplemental Retirement Plan 403(b)
- Savings Plus 401(k), 457

# What is CalPERS?



- California Public Employee Retirement System offers defined benefit retirement plan to eligible employees
- Visit [CSYou website](#) to learn more about CalPERS benefits
- Log into [MyCalPERS](#) to manage your account online and sign up for a class



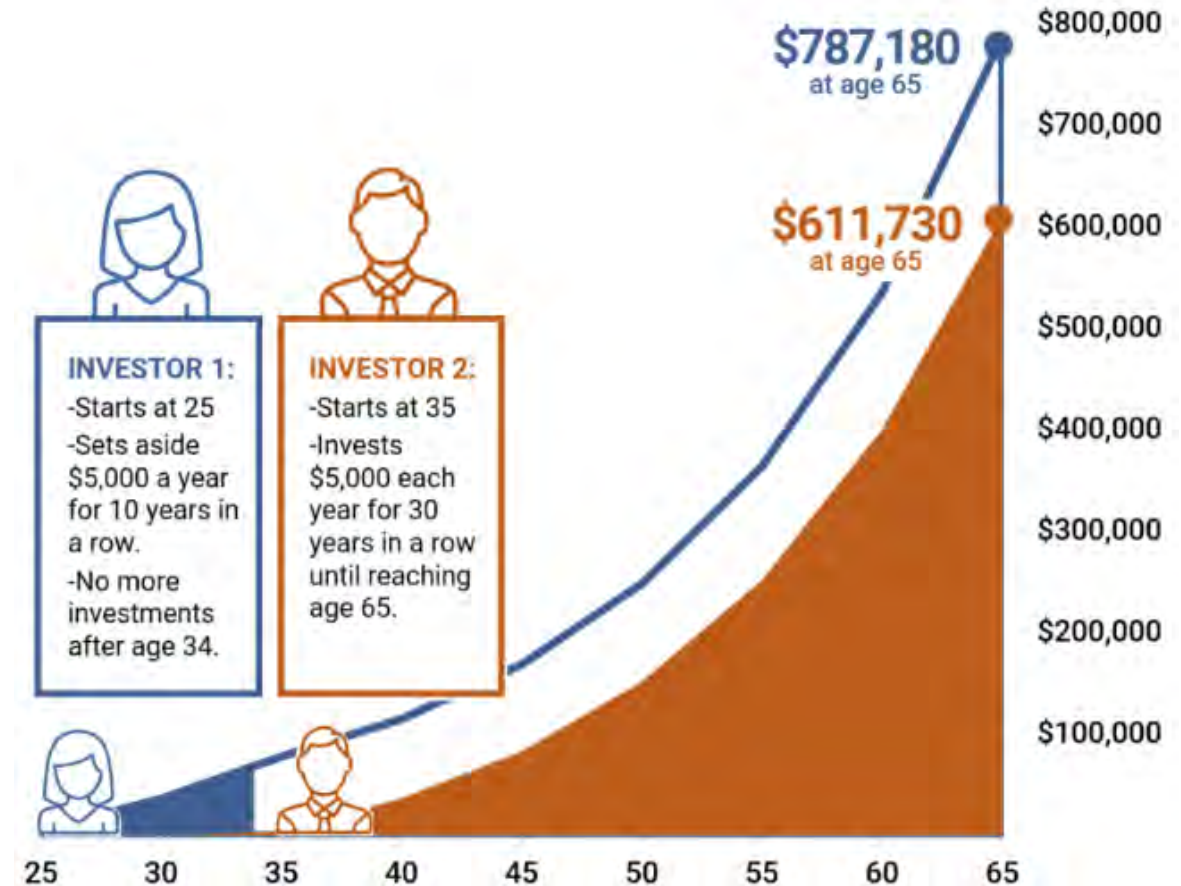
# SUPPLEMENTAL RETIREMENT PLANS

## CSU 403 (b) Plan

- Contributions can be automatically deducted from paycheck
- Contributions can be pre-tax elective deferrals or after-tax Roth contributions
- Eligible employees can defer a minimum of \$15 a month and a maximum pre-tax/post-tax of \$22,500 annually
- Complementary Fidelity Retirement Planner Consultations, a Brokerage Link, and a Portfolio Advisory Services are included

## Saving Plus Program 401(k) and 457

- Contributions can be automatically deducted from paycheck
- Contributions can be pre-tax elective deferrals or after-tax Roth contributions
- Contribute by percentage or set amount, \$50 monthly minimum



NOTES: Assumes an 8 percent interest rate, compounded annually. Balances shown are approximate.  
SOURCE: Author's calculations.



# Accident Insurance

Let's say your teenage daughter gets injured during tryouts for her school basketball team and goes to urgent care for treatment. Diagnosis: dislocated elbow and fracture of the forearm and wrist. Although surgery isn't necessary, she will need follow-up appointments and physical therapy.



You'd get an additional 25% if your child is injured while participating in an organized athletic activity — whether it's football practice, a soccer game or dance class.

## BENEFITS PAID TO YOU

Urgent Care Visit.....	\$60
X-ray.....	\$60
Dislocated Elbow.....	\$1,000
Arm Fracture.....	\$650
Wrist Fracture.....	\$650
Physician Follow-up Appointment.....	\$70
Physical Therapy Appointment (2 visits).....	\$100
<b>SUBTOTAL.....</b>	<b>\$2,590</b>
Youth Organized Sports Benefit (25% of subtotal).....	\$648
<b>Total paid directly to you.....</b>	<b>\$3,238</b>

# Critical Illness Insurance

## SAMPLE OUT-OF-POCKET EXPENSES

Medical insurance deductible.....	\$1,300
Out-of-pocket expenses over the course of six months.....	\$5,000
Lost wages.....	\$4,500
Alternative treatments and diets not covered by medical plan.....	\$4,500
<b>TOTAL OUT-OF-POCKET EXPENSES.....</b>	<b>\$15,300</b>
<b>CRITICAL ILLNESS BENEFIT.....</b>	<b>\$15,000</b>
<b>OUT-OF-POCKET EXPENSES.....</b>	<b>\$300</b>

Costs are hypothetical. Actual costs will vary by state, cancer type, stage at diagnosis, treatments received and personal factors.

## Covered Conditions

**Receive 100 percent of  
your coverage amount for:**

- Heart attack
- Severe Stroke
- Invasive Cancer
- End stage renal (kidney) failure
- Major organ failure

**Receive 25 percent of  
your coverage amount for:**

- Severe coronary artery disease with recommendation for bypass surgery
- Non-Invasive Cancer (cancer that has not metastasized)

Initial diagnosis and initial recommendation must occur after your coverage becomes effective.



# Questions?

---

Erika Salcedo

[esalcedo5@csub.edu](mailto:esalcedo5@csub.edu)



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**





# Payroll Services

---

Yolanda Cisneros, Lead Payroll Technician



# CSU Bakersfield

## Payroll Services

### CSUB Payroll

Main Line: 661.654.3369  
e-mail: payroll@csub.edu



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**

# Payroll Technicians

**Yolanda Cisneros 661.654.2563**

**[ycisneros@csub.edu](mailto:ycisneros@csub.edu)**

**Elana Contreras 661.654.6208**

**[econtreras3@csub.edu](mailto:econtreras3@csub.edu)**

**Yesenia Salado 661.654.6150**

**[ysalado@csub.edu](mailto:ysalado@csub.edu)**

**Sheila Gilbert 661.654.3369**

**[sgilbert@csub.edu](mailto:sgilbert@csub.edu)**

## Payroll Analyst

---

**Elisa Baca  
661.654.3220**

**[ebaca@csub.edu](mailto:ebaca@csub.edu)**



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**

# Welcome to CSUB

## Cal Employee Connect

- ▶ <https://connect.sco.ca.gov/>
- ▶ W-2's
- ▶ Paystubs/Payment History
- ▶ Direct Deposit



# Form Search

## Contact Us

### HR Hours:

Monday - Friday: 8:00 am - 5:00 pm

### Office Location:

[Administration 104](#)

### Mailing Address:

California State University, Bakersfield  
9001 Stockdale Highway  
Bakersfield, CA 93311-1099

Email: [hr@csub.edu](mailto:hr@csub.edu)

Phone: (661) 654-2266

Fax: (661) 654-2299

**HELP US IMPROVE THE HR WEBSITE BY  
ANSWERING THIS SHORT ONLINE  
SURVEY.**

HR ORGANIZATIONAL CHART

## Find Us

## HR POLICIES AND FORMS

Use the search bar below to find policies, documents, procedures and forms. You can use keywords to help you narrow your search results. The table allows you to sort by title or category and scroll through.

**If the search feature is not working, please refresh your browser window or clear the cache on your browser.**

### HR Policies and Forms

#### Title (Category)

[Absence Management \(AM\) Employee Guide](#)  
(MyHR, Guide, Manager Department Resources)

[Absence Management \(AM\) Excess Hours Form](#)  
(MyHR, Guide, Manager Department Resources)

[Absence Management \(AM\) Manager Guide](#)  
(MyHR, Guide, Manager Department Resources)

[Absence Management \(AM\) Schedule Change Form](#)  
(MyHR, Guide, Manager Department Resources)

# Payroll Calendars

<https://www.csub.edu/hr/calendars>

CALIFORNIA STATE UNIVERSITY  
BAKERSFIELD

HR MENU

EMPLOYEE RESOURCES/PAYROLL  
NAVIGATION

[Employee Resources Home](#)

[New Hire Resources](#)

[Classification and Compensation](#)

[Retiring or Separating from the University](#)

[Total Compensation](#)

[Disability and Lactation Accommodations](#)

[Calendars](#)

[Telecommuting](#)

[Workers' Compensation](#)


[Payroll](#)

[Time and Attendance Reporting](#)

[Employment and Salary Verification](#)

[Cal Employee Connect](#)

CALENDARS



Pay Dates/Direct Deposit and Holidays Calendars

[2022/2023 Payroll Calendar](#)

[2022/2023 Academic Payment Schedule](#)

## 2024/2025 PAYROLL CALENDAR - California State University, Bakersfield

\$ Faculty & Staff Paper Warrant Payday/4pm - Mgrs. approve AM time  
# Student Pay, Intermittent Hourly, Misc. Payments Payday/2pm  
^ Deadline - student to input time  
@ PS Deadline - MPP or designee to approve student time

▼ Direct Deposit Posting Date  
◆ SCD Cutoff/Docks Due/noon  
● Faculty/Staff 672's Due/noon - employees input AM time  
⌚ Hourly Staff, Misc. pay requests Due/4pm (2nd work day of each pay period)

Holiday  
(Campus Closed)  
 Academic Day

JULY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
	▼	^		@		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Pay Period: July 1 - July 30 (22 days)						

OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
		▼	^		@	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Pay Period: October 1 - October 30 (22 days)						

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
			▼	^	@	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Pay Period: January 1 - January 30 (22 days)						

Pay Period: January 1 - January 30 (22 days)

AUGUST 2024						
S	M	T	W	T	F	S
			7/31	1	2	3
			▼	^	@	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Pay Period: July 31 - August 29 (22 days)						

NOVEMBER 2024						
S	M	T	W	T	F	S
				10/31	1	2
				▼	^	@
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Pay Period: October 31 - November 30 (22 days)						

FEBRUARY 2025						
S	M	T	W	T	F	S
					1/31	1
					▼	^
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
Pay Period: January 31 - February 28 (21 days)						

Pay Period: January 31 - February 28 (21 days)

SEPTEMBER 2024						
S	M	T	W	T	F	S
					8/30	8/31
					▼	^
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Pay Period: August 30 - September 30 (22 days)						

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Pay Period: December 1 - December 31 (22 days)						

MARCH 2025						
S	M	T	W	T	F	S
						1
						▼
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Pay Period: March 1 - March 31 (21 days)						

Pay Period: March 1 - March 31 (21 days)





# Getting Paid

- Payroll Forms
- Timesheets
- Absence Management
- Meeting Deadlines



## PAYROLL

Payroll Services is dedicated to processing accurate and timely pay warrants for our faculty, staff, and student employees while adhering to university guidelines as well as regulations.

## Payroll Forms

### Hourly and One-Time Payments

- [Hourly Intermittent Timesheet](#)
- [Special Consultant Payments](#)
- [Summer Session Voucher](#)

### Other Payments

- [Overtime, Holiday and Extra Hours Worked](#)
- [Substitute Faculty Timesheet](#)

### Other Misc Forms

- [Direct Deposit Enrollment Form](#)
- [Absence and Additional Time Worked](#)



CSU Bakersfield

Hourly Intermittent Employee Timesheet  
(Positive Attendance)

Stateside Foundation

Pay Period (MM/YY) thru Pay Period (MM/DD/YY-MM/DD/YY)

273

Agy R/U Class Serial

SCO Pay Position # (Stateside Only)

CSUB ID # SSN - If no CSUB ID #

First Name MI Last Name

(Please print Name as appears on See Card)

HR User

Peoplesoft Position # Name of Dept or Grant

Department ID Fund \*Program (\*If required for Funding) \*Project

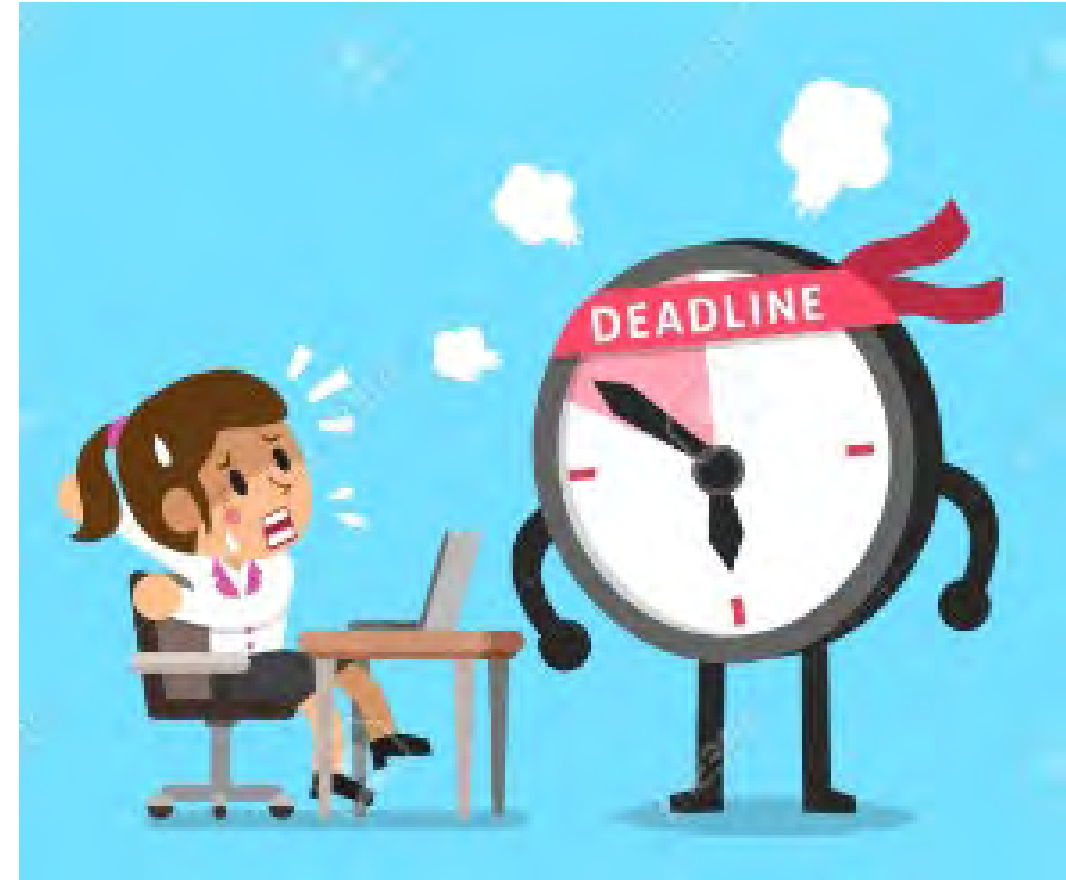
Instructions: Complete the appropriate boxes and submit to your Attendance Clerk when the pay period ends. Inclusive dates of the pay period are found on the annual Stateside & Foundation Payroll Calendars. (Stateside only: Submit this form with STD-672 Time and Attendance report.)

Day	Time		Sub Total	Time	Sub Total	Total Hours	Day	Time		Sub Total	Time	Sub Total	Total Hours
	In	Out						In	Out				
30							16						
31							17						
1							18						
2							19						
3							20						
4							21						
5							22						
6							23						
7							24						
8							25						
9							26						
10							27						
11							28						
12							29						
13							30						



# Deadlines

- Late Timesheets = Late Pay
- Payroll is a Process
- Understanding your payroll responsibilities



# Resources

## Your Department

- Deadlines
- Guide
- Information

## Payroll Websites

### [CSUB Payroll](#)

- Forms
- Tutorials
- Calendars

### [Cal Employee Connect](#)

- Paystubs or Pay History
- W-2's
- Direct Deposit

## Payroll Staff

- Email is the best way to contact
- Have specific questions
- Response Time  
24-48 hours

# Absence Management

- Leave reporting and absence management system for **salaried** employees (not hourly, emergency hires, etc.)
- MyHR login





# Absence Management

- *For those who've never missed a day, report 'No Leave' without delay!*
- Deadlines to report
- Employee Quick Reference Guide

From 08/02/2023 Through 08/31/2023

**Existing Absence Events** Personalize | Find |

Absence Name	Begin Date	End Date	Absence Status	Last
No Leave Taken	08/02/2023	08/31/2023	Submitted	Nade

**Enter New Absence Events**

Absence Name	*Begin Date	*End Date	Absence Duration	Unit Ty
	08/02/2023	08/31/2023		

Bereavement/Funeral  
Dock  
Holiday ADO Expiring Earn  
Holiday ADO Expiring Take  
Jury Duty  
Maternity/Paternity  
Mil Spouse/Domestic Partner  
Military Leave  
No Leave Taken  
PAL/FFCRA  
Personal Holiday  
Sick - Bereavement  
Sick - Family Care  
Sick - Self  
Vacation

I certify, to the best of my knowledge and belief, the information provided is accurate and in full compliance with legal and company policy requirements.

# Work Schedules

- **Traditional Work Schedule**

Monday to Friday  
8:00am - 5:00 pm







# Questions?

---

Yolanda Cisneros, Lead Payroll Technician

Elisa Baca, Payroll Analyst, Absence Management

Main Line: 661.654. 3369

e-mail: [payroll@csub.edu](mailto:payroll@csub.edu)





# Break (15 minutes)



# Informational Technology Services

---

Derek Chaney, Campus Technology Trainer

# How to Request Help



IT Service Catalog



Enrollment  
Management Catalog



Facilities Service  
Catalog

- Visit **servicenow** to request a vast array of services from Information Technology Services, Enrollment Management and Facilities.
- ITS Help Desk Phone  
(661) 654-HELP or [\(661\) 654-4357](tel:6616544357)
- CSUB Facilities Management Services Phone  
(661) 654-2211

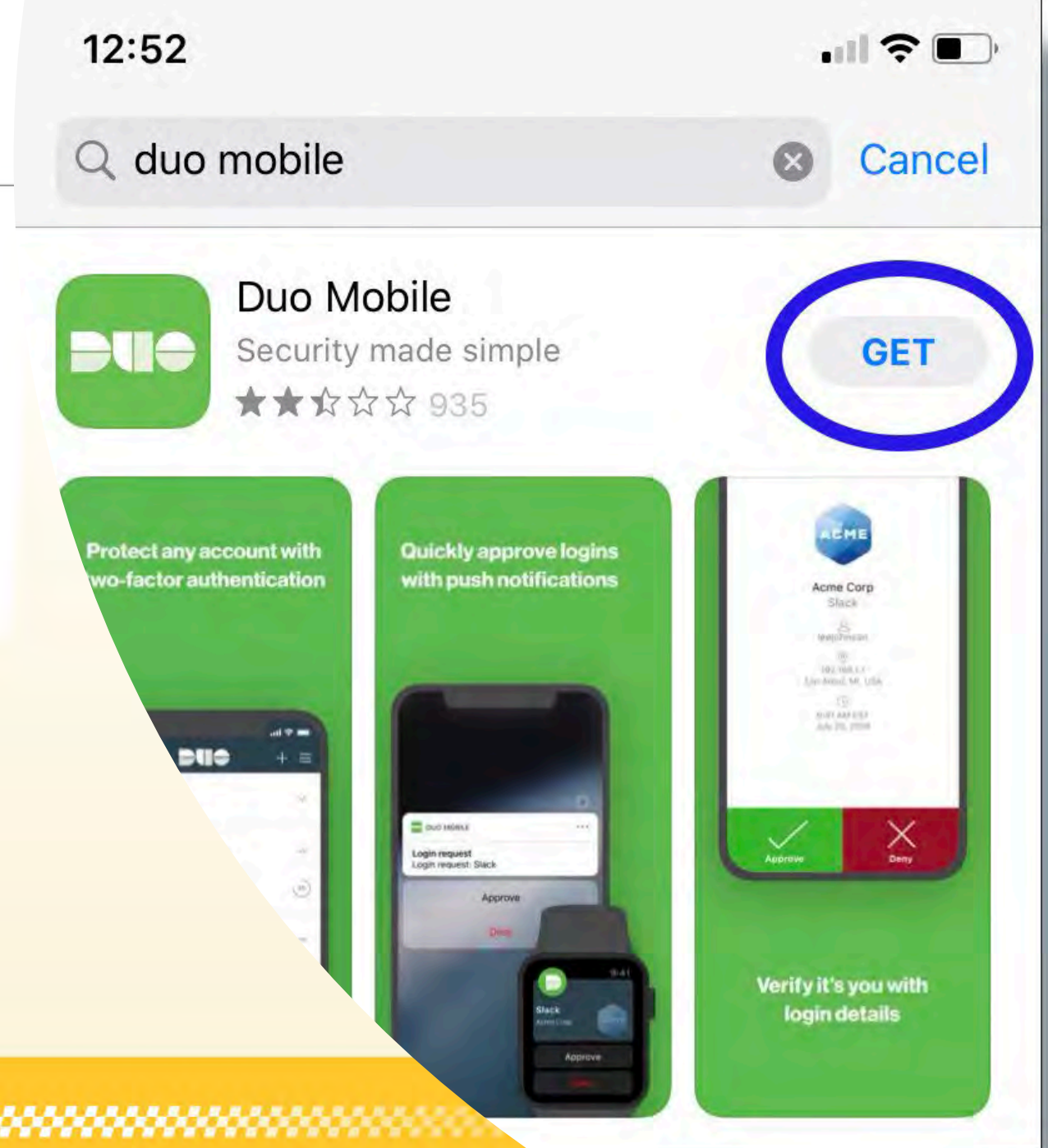


# Duo Access



1. Download Duo Mobile App
2. Tap Allow to allow notifications from Duo Mobile
3. Add account
4. Log in to any Web page requiring authentication and click Send Push Notification
5. Click Approve from your phone

Option to request access fob





# Net ID – Claim Your Password

1. Go to [myid.csub.edu](https://myid.csub.edu)
2. Login with Your CSUB NetID Your CSUB NetID is the first part of your email before the "@" sign.
3. Click Forgot Password
4. Receive Reset Code
5. Enter reset code and set your new password

[Video Guide](#)

<https://www.csub.edu/myid>




 CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**

Login [Need help?](#)

[Forgot CSUB NetID](#)

**Go**

---

 CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**

Login [Need help?](#)

[Forgot Password / Re-claim Account](#)

**Go**

**Start Over**

# Zoom

1. Web Portal
2. Desktop Client
3. Mobile App
4. [csub.zoom.us](https://csub.zoom.us)
5. Scheduling a Meeting (If time allows)

## Zoom's Features Include...



Video  
Conferences



Webinars



Collaborative  
Tools



Instant Messaging



Remote Assistance



Desktop Sharing



Waiting Room



Annotate



# Office 365



- Start at [o365.csub.edu](https://o365.csub.edu)
- Web Portal
- Desktop Clients
- Mobile Apps
- [Training](#)



# Box



1. Start at [box.csub.edu](https://box.csub.edu)
2. Box Drive Desktop App
3. Integration Apps
4. Mobile Apps



# CSU Learn



- Start at [csulearn.csub.edu](https://csulearn.csub.edu)
- Assigned Learning Queue
- Training Course Search
- [Training](#)

A screenshot of the CSU Learn Training Portal Overview page. The page features a dark blue header with navigation links: SELF, MY TEAM, and ADMINISTRATION. A search bar is located on the right. A left sidebar contains icons for Home, Library, Training Transcript, Advanced Reporting, and Manager Dashboard. The main content area has a large banner image of a modern building with the text "CSU Learn" and a description: "CSU Learn is your training and professional development portal. It replaces Skillport. With CSU Learn, you have access to your compliance training as well as thousands of other topics. If you require assistance, please email us at: [csulearn@csub.edu](mailto:csulearn@csub.edu)". A video player is embedded in the banner, showing "CSU Learn Training Portal Overview" with a "Watch on YouTube" button. Below the banner, there are four dark blue tiles with white icons and text: "Assigned Learning" (graduation cap icon, "Content assigned based on your role."), "Recently Viewed" (bookmark icon, "Access recently viewed content."), "Transcript" (paper plane icon, "Access your training records."), and "Training Schedule" (calendar icon, "View upcoming training on campus.").



# AI Tools



- [Microsoft Copilot](#)
- [Zoom AI Companion](#)
- [Adobe Creative Cloud](#)
- [AI Hub Website](#)
- [AI for Productivity Information Session](#)

# ITS Software Available



Adobe Creative Cloud Suite  
Adobe Sign  
Adobe Acrobat Pro  
Microsoft Office 365 Suite  
Box  
Zoom  
CSU Learn  
Slack  
CFS/FDW  
25Live!  
Canva  
Minitab  
SPSS  
Camtasia

VMware Fusion  
Qualtrics  
CASHNet Dynamic Billing  
Tenable  
Concept3D  
Global Protect  
Tableau Desktop  
LastPass  
Onbase Unity Client  
XPPAUT  
Rstudio  
BioEdit  
MATLAB  
Snagit  
ArcGIS Desktop

- [Approved Software List](#)
- [Acquiring Software/Hardware](#)
- [Software Downloads](#)

# Contact Me



Derek Chaney

[dchaney1@csub.edu](mailto:dchaney1@csub.edu)

[training@csub.edu](mailto:training@csub.edu)

Ext 6919





**CSUB**



# **'RUNNER STARTING LINE**

*How to Succeed in Your 90 Days . . . According to Daniel Jiménez*



# What is this?



'RUNNER STARTING LINE



CSUB



# CSUB Mobile App

- For iPhones and Android devices
- Map
- Directory
- Events
- Social Media



## MYCSUB QUICK VIEW

Patient Portal  
Immunizations

Student Health  
Center



YOU at CSUB



Student Portal



Directory



SOCIAL  
MEDIA  
*sharing*



Find Events



Stiern Library

**Alumni Association awards more than \$8,000 in scholarships**  
The California State University, Bakersfield Alumni Association recently awarded more than \$8,000 in scholarships to four alumni who will be pursuing their graduate degrees on...

NEWS



Home



Messages



Search



Favorites

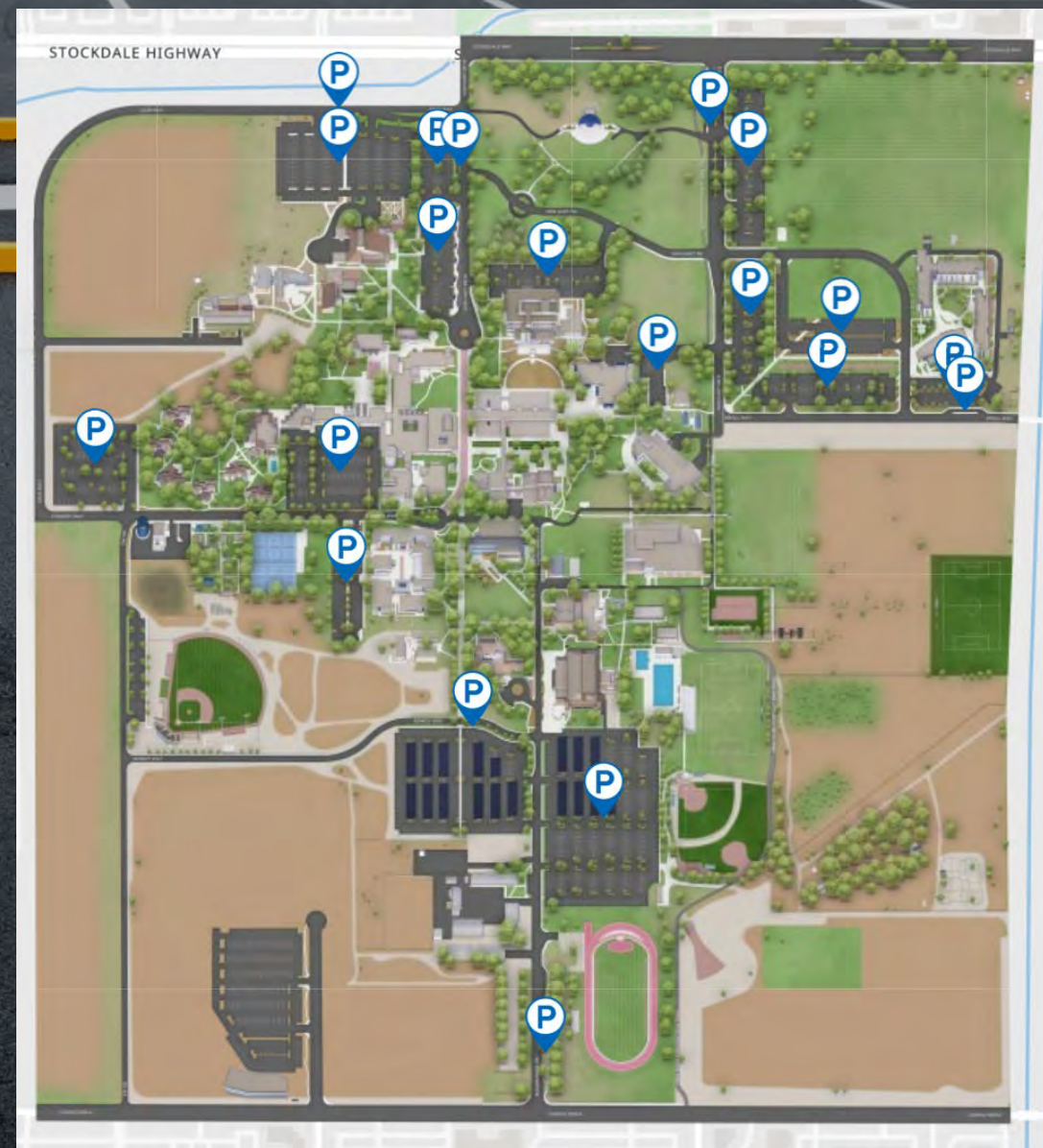


Menu



# Parking

So many options, but where  
can I park?





# 'RunnerCard



SCAN THE QR CODE WITH YOUR  
SMARTPHONE TO ACCESS YOUR  
eACCOUNTS PORTAL

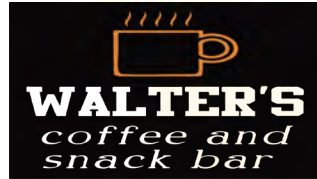


RUNNER BUCKS - ADD MONEY TO  
PAY FOR DINING



ACCESS TO THE LIBRARY, GYM  
BOOKSTORE DISCOUNT

# Fueling Options







# Wi-Fi Connection - eduroam

Click [ eduroam ]  
from the available  
list of network  
connections



Enter your email  
(NetID@csub.edu)  
and password



# Safety

Save in your cellphone:

Emergency (661) 654-2111

Non-emergency (661)654-2677

## HOW DO I CALL UPD?

**Emergency Number**  
661-654-2111

 **From your cell**  
FOR ON CAMPUS  
EMERGENCIES



**911 FROM ANY WIRED CAMPUS  
PHONE WILL REACH UPD**

You can also call  
from any campus  
"Blue" Phone" - Info  
and Emergency  
Buttons

**Non -Emergency Number**  
661-654-2677

**\*\*save these numbers  
in your phone  
for quick access\*\***

### When should I call?

- EMERGENCIES (CRIMES AND MEDICAL)
- SUSPICIOUS PEOPLE OR CARS
- FEEL UNSAFE
- SAFETY CONCERNS
- QUESTIONS ABOUT RESOURCES



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**







#### Contact Us

**HR Hours:**  
Monday - Friday: 8:00 am - 5:00 pm

**Office Location:**  
Administration 104

**Mailing Address:**  
California State University, Bakersfield  
9001 Stockdale Highway  
Bakersfield, CA 93311-1099

**Email:** [hr@csusb.edu](mailto:hr@csusb.edu)  
**Phone:** (661) 654-2266  
**Fax:** (661) 654-2299

Help us improve the HR website by  
answering this [short online survey](#).

[HR ORGANIZATIONAL CHART](#)

#### Find Us

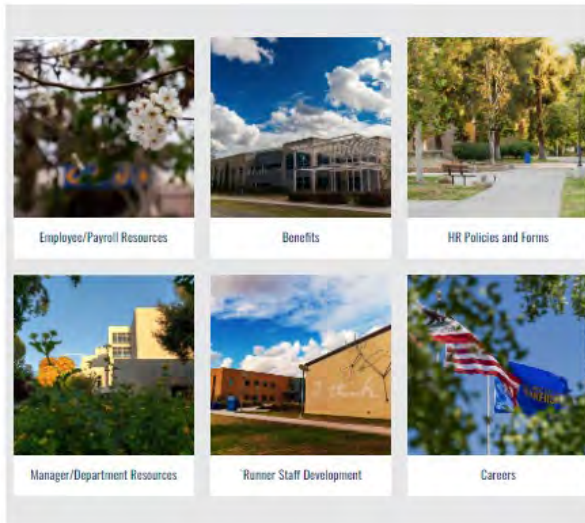


[INTERACTIVE CAMPUS MAP](#)

## HUMAN RESOURCES



Click on the video below to learn how to navigate our site



# Where to Find Information

1. Which page would you go to find out when we get paid each month?
2. Where do you find information about enrolling in Cal Employee Connect?
3. If you need to verify your employment/salary, where can you find the instructions?
4. You heard about the "Tuition Fee Waiver" program. Where can you find out what the eligibility is?
5. You heard that you might be able to save on car insurance as a CSUB employee. Where can you find out more information?
6. Where do you find information about paid holidays?
7. You are looking for training resources and webinars. Where can you find it?
8. Where can you find information about legal, financial and relationship services?
9. Where would you find information about medical health plans available to employees?
10. You want to start a savings account for retirement. Where can you find more information?
11. Where on the HR website can you find information about discounts available to CSUB employees?

<http://csusb.edu/hr>



# Learning Community Resources

## TRAINING AND PROFESSIONAL DEVELOPMENT

### Training by Department

#### LIVE LEARNING OPPORTUNITIES

AUG  
6

[P2P Virtual Open Lab](#)

AUG  
13

[P2P Virtual Open Lab](#)

AUG  
15

[Moving From Burnout to Brilliance](#)

AUG  
20

[P2P Virtual Open Lab](#)

MORE EVENTS ▶

#### SAFETY AND RISK MANAGEMENT

[Ergonomics Training](#)  
[Driving on University Business](#)  
[Safety Programs](#)

VISIT SAFETY AND RISK ▶

#### ACCOUNTS PAYABLE AND TRAVEL TRAINING

[P2P \(Procure-to-pay\)](#)  
Travel for employees and  
students  
Concur

AP AND TRAVEL ▶

#### PROCARD RECONCILIATION TRAINING

All ProCard cardholders are  
required to take this training  
before receiving their card.

PROCARD TRAINING ▶

#### HUMAN RESOURCES

[Recruiting](#)  
[Time and Attendance](#), [MyHR](#)  
[Professional Development](#)  
[Mandated Reporter](#)

#### EQUITY, INCLUSION AND COMPLIANCE TRAINING

[Title IX training for students](#)  
[Title IX training for faculty and  
staff](#)  
[Whistleblower](#)

#### OTHER TRAINING RESOURCES

[Cash Handling](#)  
[Standard Financial Reporting](#)  
[Conflict of Interest](#)  
[Compliance Training](#)

<https://www.csub.edu/training/>



# CSUB & Community

## What else is there to know?





# SRC (Student Recreation Center)

- Options for daily, semester, Early Bird, Lunch Hour, Happy Hour, 10 or 20 punch passes
- Personal training
- Fitness classes (for All-Access members)
- Locker rentals
- Sign up at the front desk





# How to Get Involved

- CSUB Scholar Mentor Program
- Edible Garden
- Campus Clean-up
- Donate to Food Pantry



	8 AM	NOON	NOON	NOON	NOON	NOON	NOON	NOON	NOON	8 AM	8 AM	8 AM
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	MAY	JUNE
15	29	26	31	21	19	23	20	27	24	15	26	20

# CSUB Roadrunners

- 16 teams (6 men's and 10 women's)
- CSUB is NCAA Division I school
- Visit [gorunners.com](http://gorunners.com) to access schedule, calendar, news, or buy tickets





# Let's Connect



<https://news.csub.edu/>  
Subscribe to CSUB News





# Questions?

---



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**

# Marketing and Communications

---

James Burger, Director

# Who We Are

**James Burger** – Director

**Chris Benham** – Assistant Director - Graphic Design

**Joseph Luiz** - Writer and news site coordinator

**Shelby Parker** – Social Media creator and manager

**Kevin Soto** – videographer and photo lead

**Arthur Schneider** – student photographer





# What We Do – Tell CSUB's Story

---



**Promote and protect the CSUB brand.**  
**Create and elevate a powerful visual image for CSUB through graphic design.**  
**Find, write and share the stories of our amazing students, alumni, faculty, staff and community partners.**  
**Connect CSUB and its story to tens of thousands of people through social media.**  
**Capture video and photos that move and inspire people, showing the value of California State University, Bakersfield.**



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**

# **BRAND** BASICS



# What's in a Name?

---

The official name of the university is:

**California State University, Bakersfield**

On social media or with audiences who are **familiar** with the university, the following informal names are acceptable:

**CSUB**

**CSU Bakersfield**

**Cal State Bakersfield**



# Logo Variations

Primary University logo



Stacked University logo



Primary CSUB mark



Stacked CSUB mark



# Why does all this matter?

Why are the brand and visual identity important?

**Our brand shares the values we espouse with our communities and partners.**

Nurturing

Excellence

Ethical

Community building

Personal Development

Scholarship

What about Rowdy?

**Our visual identity connects the public with our brand.**

Ever heard an image is worth a thousand words?



# How can you help?

---

Learn more by visiting [www.csub.edu/brand](http://www.csub.edu/brand)!

You can download templates, official fonts, flyer templates, **email signatures**, zoom backgrounds and more!

Keep it on brand!

Be creative but stay on brand. Not sure? Reach out. Collaborate with us.  
**marcomm@csub.edu.**

Share your ideas!

Contact us if you have a creative idea – or a great story – that can improve CSUB and its connection to the community.



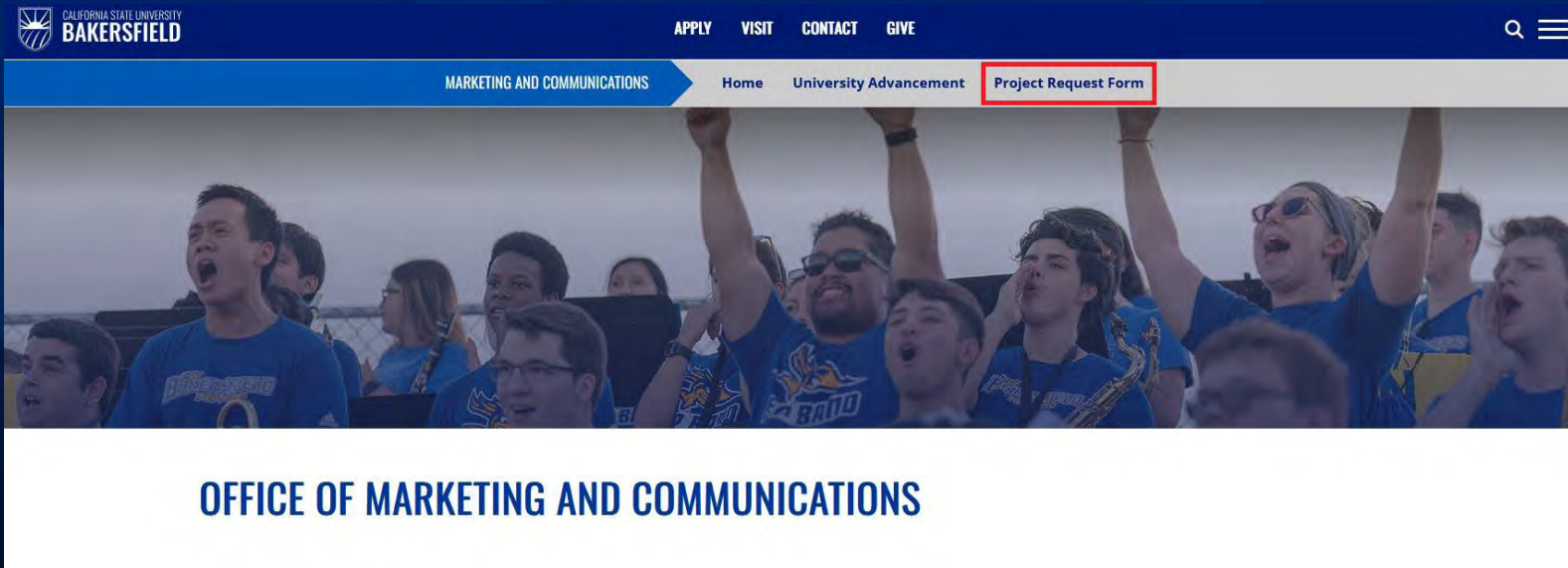
# Be a part of CSUB's story!

**Read about the amazing people, programs and events at CSUB!**

[news.csub.edu/](https://news.csub.edu/)

**Learn more about MarComm and ask for our help.**

[www.csub.edu/marcomm/](https://www.csub.edu/marcomm/)



**Follow csubakersfield  
on Instagram,  
LinkedIn, Facebook  
and X.**

# THANK YOU



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**



# Payment Services

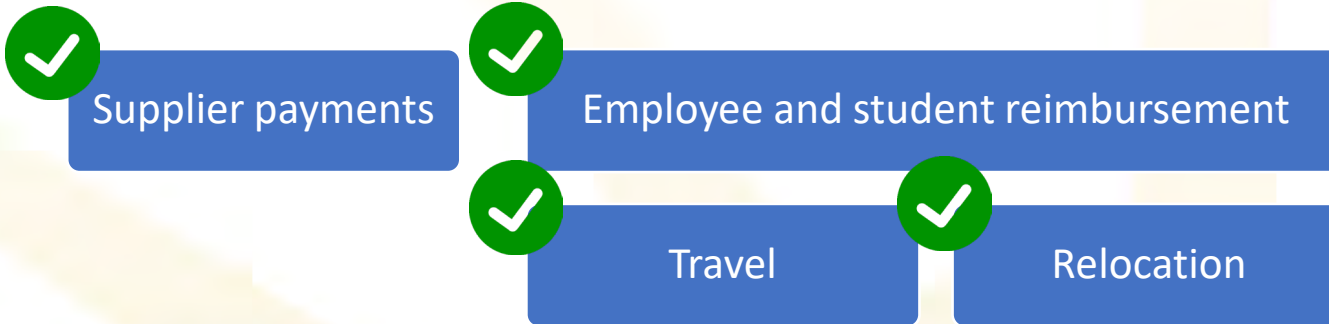
**Hillary Castellano,**  
Director of Accounting, Reporting & Payment Services



# Payment Services Department



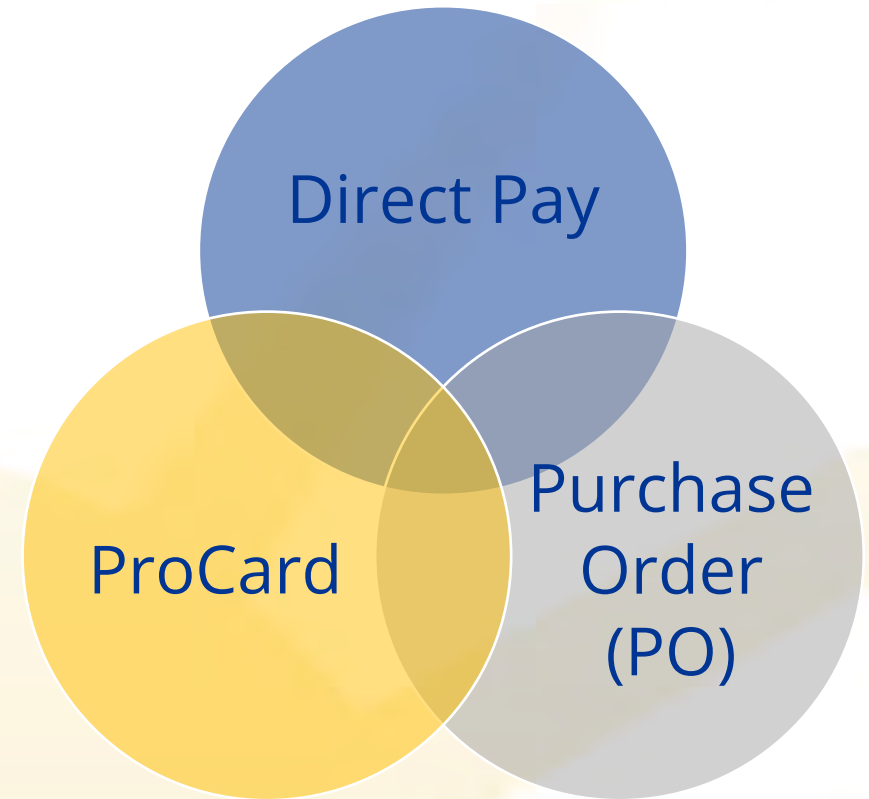
The Payment Services Department is the contact for all university payments except for Payroll and Financial Aid:



# Getting Started



- Start by consulting our [Payment Matrix](#) for payment options.
- Familiarize yourself with our policies on [Payment Services Website](#).
- You can find all forms, complete with instructions and routing details, on the [Campus Forms Gateway](#). This resource also identifies the owning departments for your inquiries.



# University Credit Cards



University-paid credit card options for staff and faculty:

- ProCard (procurement card)
- Concur Travel Credit Card (may only be used if all travel requests and expense claims are entered in the Concur Travel System; certain restrictions apply)





# Training and Open Labs



We offer Open Labs to assist you.

Day	Topic	Time	Zoom Link
Monday	ProCard	10:00 am	Click <a href="#">here</a>
Tuesday (Bi-weekly)	Procurement	09:00 am	Click <a href="#">here</a>
Wednesday	Travel	10:00 am	Click <a href="#">here</a>
Thursday	AP/Invoice	10:00 am	Click <a href="#">here</a>
Thursday	Hospitality	11:00 am	Click <a href="#">here</a>



# Contact us



Department	Contract Email
Accounts Payable	<a href="mailto:accounts_payable@csub.edu">accounts_payable@csub.edu</a>
ProCard	<a href="mailto:procard@csub.edu">procard@csub.edu</a>
CSUBUY / P2P	<a href="mailto:csubuy@csub.edu">csubuy@csub.edu</a>
Travel & Relocation	<a href="mailto:travel@csub.edu">travel@csub.edu</a>





# Procurement and Contract Services

Marina Manzano, Director of Procurement and Contract Services  
and Chief Procurement Officer



## A line drawing of two people in a starting crouch. The person on the left is wearing a jacket and pants, with their hands on the ground. The person on the right is wearing a jacket and pants, with their hands on the ground and their head tilted back.

*'RUNNER STARTING LINE*  **CSUB**

# Requisitions/Purchase Orders Processing



**Plan ahead and submit in advance, 4-6 weeks prior to event or when good/service needed, though if IT/IC or other review required or contract needed, can take longer to process.**

NOTE: Suppliers must be registered in P2P to issue PO to. Supplier registration can take 2-4 weeks or longer to process.



**High dollar purchases and/or multi-year contracts may require bidding, contact Procurement on these purchases ahead of time to determine if bidding required and next steps.**

# Procurement Tips



Catering



Apparel/Promotional items with Logo



Technology Requests



Consult with Facilities



# Contract Signing Authority



**Only Authorized officials under delegation can sign contracts on behalf of the Trustees of the CSU or its Auxiliaries.**

## **Campus (stateside):**

President, CFO, or Chief Procurement Officer or designee

## **ASI:**

Executive Director and/or ASI President

## **Foundation:**

Interim Executive Director, Heath Niemeyer

## **Student-Centered Enterprises:**

Executive Director, Thomas Wallace

## **Sponsored Programs:**

Interim Executive Director, James Rodriguez

# Contract Processing



**Contractual documents that should be reviewed and processed by Procurement:**

MOUs/LOUs  
Order Forms  
Licenses  
SOWs  
Internship/Experiential Learning  
Leases/Rentals

Financing  
Software as a Service (SAAS) or Software Subscriptions



**When in doubt, please consult Procurement.**



**We are here to assist you and ensure campus entities abide by CSU policies.**

# Accessible Technology Initiative (ATI)



The Accessible Technology Initiative (ATI) reflects the California State University's (CSU) ongoing commitment to provide access to information resources and technologies to individuals with disabilities.

All CSU programs, services, and activities should be accessible to all students, staff, faculty, and the general public. This encompasses all technology products used to deliver academic programs and services, student services, information technology services, and auxiliary programs and services.



# Accessible Technology Initiative (ATI)



- To submit a technology acquisition request: [IT Solutions Consulting Request Form](#)
- Please visit the [ATI Procurement Site](#) for additional information and forms.





CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**

# Questions?

For more information on Procurement, including policies, please visit the Procurement website:  
<https://www.csub.edu/bas/fiscal/procurement>

---

Visit the CSUB P2P website: [Procure-to-Pay \(P2P\) | California State University, Bakersfield \(csub.edu\)](#)



# Union Presentations

---