

The background of the slide features a large, faint, circular seal of the University of North Carolina. The seal contains the text "UNIVERSITY OF NORTH CAROLINA" around the top and "1787" at the bottom. In the center of the seal is an illustration of a classical building with a prominent tower and arched windows.

New Faculty, Lecturers, & Unit 3 Employees: Welcome from HRSC

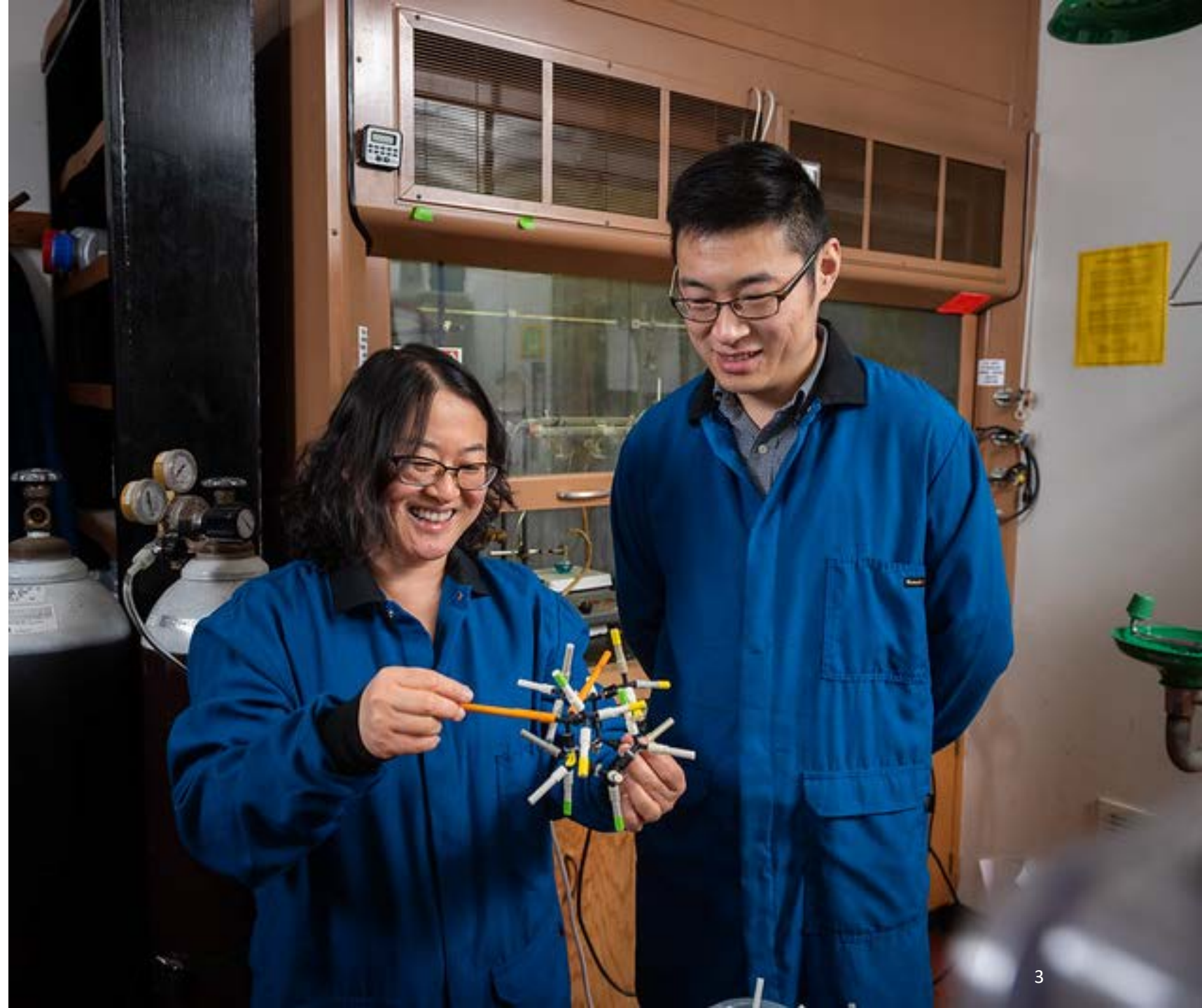
GETTING ANSWERS FOR YOUR EMPLOYMENT QUESTIONS

PRESENTED BY: HUMAN RESOURCES SERVICE CENTER

Navigating Employment Processes

You will have questions about your employment, campus processes, resources and job requirements.

We're here to answer your questions and help you navigate the process.



Who is this training for?

New Unit 3 Employees

- Faculty
- Lecturers
- Librarians
- Coaches
- Academic Counselors

Unit 3 (R03) Positions Include:

Coach AY
Coaching Assistant 12 Mo
Coaching Specialist 12 Mo
Coaching Specialist AY
Dept Chair 12 Mo
Dept Chair AY
FT Faculty Unit-Addtl Emplmt
Head Coach AY
Instr Fac 12 Mo
Instr Fac AY
Instr Fac AY - FERP
Lecturer 12 Mo
Lecturer AY
Librarian 12 Mo
Resident Director, Intl Pgm 12
Sprvsng Librarian 12 Mo
SSP Academic Related I 12 Mo
SSP Academic Related I AY
SSP Academic Related II 12 Mo
SSP Academic Related II AY
SSP Academic Related III 12 Mo
Substitute Instructional Faculty

Employment Questions? Here's Who to Contact

Department Chair & College AA/S

Department Budget

Faculty Contracts

Office of Academic Personnel

Faculty Instruction

Labor Relations and
Collective Bargaining
Agreement

Retention, Tenure and
Promotion (RTP)

Human Resources Service Center

Benefits

Payroll

Workers' Comp

Employment
Verification

HRSC Virtual Services

[COVID-19 Faculty, Staff & Manager Resources](#)

[Address Changes](#)

[Catastrophic Leave Donations](#)

[Conflict of Interest Prevention](#)

[Direct Deposit](#)

[Fee Waivers](#)

[Financial Planning & Retirement Savings](#)

[Form 700](#)

[Learn & Develop](#)

[PeopleSoft HR Access](#)

[Performance Management](#) and [Performance Evaluations](#)

[Position Description Access](#)

[Professional Development](#)

[Separation Clearance](#)

[Staff, Manager & Faculty PAL Reporting](#)

[Student CPAL Reporting](#)

[Tax Withholding Changes](#)

[Verify Employment](#)

[Health/Medical Services](#)

[W-2's and Earnings Statements](#)

HR Virtual Services

MULTIPLE VIRTUAL SERVICES ARE AVAILABLE, SUCH AS “DIRECT DEPOSIT” AND “VERIFY EMPLOYMENT”

A hand holding a red marker is writing the word "Payroll" in cursive on a calendar grid. The date "15" is circled in red. The background is a dark, semi-transparent overlay.

Payroll

When do I get paid?

***** Please Plan Ahead *****

Based on the [Academic Calendar](#) & [Pay Period Certification](#), Unit 3 employees are scheduled to receive their first full paycheck for:

- Fall semester – October 1
- Spring semester – March 1

Why?

- To create 12 months of even payments and to avoid a break in salary and benefits over summer if you are hired for a full academic year (AY)

New Tenure Track Faculty hired for Fall

- May receive a small payment around Sept 1 for a few days work (orientation) prior to the official academic workdays

Planning Ahead \$\$\$

The [Faculty & Staff Calendar](#) is where you'll find:

- Pay Day (P) for paper checks
- [Direct Deposit \(D\) posting dates](#)

Expert tips:

- During COVID-19, we highly recommend you enroll in direct deposit as soon as possible
- Schedule bank withdrawals or auto payments to occur on **the 5th or later** for each month
- Some banks will deposit electronic funds prior to the “D” date – please check with your bank for details

What will you see on your pay warrant?

Payroll Deductions (based on gross salary)

- Mandatory
 - Federal & State taxes
 - Retirement
- Voluntary
 - Benefits
 - Voluntary Retirement Savings (e.g., Tax Sheltered Annuities, Roth IRA, Savings Plus Program)
 - ScholarShare (college savings)
 - Scholarships for students

Employer Contributions

- Depending on your classification, based on gross salary
 - **Retirement**
 - **Benefits**

When do I work?

Faculty & Staff Calendar


- Check for academic workdays and *observed* holidays
- Important note: the campus moves, or observes, some holidays during academic breaks. Please check the calendar as you design your syllabi to determine which days will be observed holidays.

After Your First
Paycheck...

Take a moment to
Review Your
Personal
Information

HR Self Service User Guide

Welcome to the HR Self Service Users Guide. This guide is designed to provide you with the information you need to successfully use the HR Self Service features and includes instructions on the following topics:

- [Benefits Information](#)
 - View Benefits Summary
 - View Leave Balances & Usage
- [Payroll & Compensation Information](#)
 - View Paycheck History
 - View Compensation History
 - [Paycheck Abbreviations Listing](#) 
- [Personal Information](#)
 - View Personal Summary
 - View/Update Emergency Contact Information
 - View Payroll Designee Information
 - View HR Self Service Change Log
 - Update Disability Status Information
 - Update Veteran status Information
 - [Veteran Status](#)
- [How to access HR Self Service links on the Portal](#)
- [HR Self Service FAQs](#)

Refer to [Absence Management Self Service](#) website for more information on viewing and entering absences.

Chico Portal

HR Self Service

Chico Portal: State Employee

https://portal.csuchico.edu/uPortal/f/u231s5/normal/render.uP

YOU ARE SIGNED IN A

CHICO STATE UNIVERSITY | **Chico** | PORTAL

Faculty Home | Staff Home | **State Employee**

MY CHICO STATE ID

My Chico State ID #: 004056326

Your Chico State ID # is required for registration and university financial transactions

MY EMPLOYEE INFORMATION

Note: The recommended browsers for accessing Self Service pages are Internet Explorer and Safari.

For help using HR Self Service, view the [HR Self Service Guide](#) or the [HR Self Service FAQ's](#). Use the links below for accessing your information in the CMS database maintained by the Human Resources Service Center Department.

To protect your personal data, when finished close all Self Service browser windows and [logout of the portal](#).

Absence Management Self Service (AMSS)

- Employee
 - [Absence Entry](#)
 - [View Balances](#)
 - [View Schedules](#)
- Manager/Lead (only those with employees reporting to them will have access)
 - [Absence Approval](#)
 - [Absence Entry](#)
 - [Absence Balance View](#)

Personal Information

- [View Personal Information Summary](#)
- [View/Update Emergency Contact Information](#)
- [View Payroll Designee Information](#)
- [View HR Self Service Change Log](#)

Benefits Information

"Historical data for Medical and Dental Enrollments can be viewed back to 7/1/2003. Vision, Life & A/D/O, and LTD historical data can be viewed back to 6/1/2006."

- [View Benefits Summary](#)
- [View Leave Balances & Usage](#)

Payroll & Compensation Information

- [View Paycheck History](#)
- [View Compensation History](#)

Logout of HR Self-Service

FEATURED HR NEWS

- [CalPERS Dependent Eligibility Verification \(DEV\) Project](#)
- [CalPERS Hosts Retirement Planning Fairs](#)
- [CalPERS Employer Contribution Rate](#)
- [Emergency Contact Verification](#)
- [2013-2014 Faculty and Staff Calendar Online](#)
- [Summer Work Schedule Moves in AMSS](#)
- [Campus Summer Work Schedule for 2013](#)
- [Mandatory Reporting: Got Questions?](#)
- [Looking for Training?](#)

HUMAN RESOURCES SERVICE CENTER

General Information

- [Calendars](#)
- [Direct Deposit Dates](#)
- [Employment Verifications](#)
- [Fee Waivers](#)
- [Forms and Documents, Human Resources](#)
- [Human Resources Service Center Home Page](#)
- [My Payroll Technician](#)
- [Net Pay Calculator \(Excel\)](#)
- [Total Compensation Calculator](#)
- [Payroll Deadlines](#)
- [Professional Development](#)
- [Vacation Accruals and Maximums \(PDF\)](#)
- [Job Opportunities at CSU, Chico](#)
- [Job Opportunities throughout the CSU](#)

Benefits Information

- [Benefits Grid \(by Employee Category\)](#)
- [CSU System-wide Benefits Portal](#)
- [Employee Leave Programs](#)
- [Faculty and Staff Assistance Program](#)
- [Flexible Plans](#)
- [Health Plans \(Medical, Dental, Vision, COBRA\)](#)
- [Other CSU Paid Insurance](#)
- [Reasonable Accommodation for Employment](#)
- [Retirement & Supplemental Savings Programs](#)
- [Transitional Employment \(Return to Work\) Program](#)
- [Voluntary Benefits](#)
- [Workers' Compensation](#)

Make a Gift

- [Payroll Deduction \(PDF\)](#)
- [One Time Gift](#)
- [Ways to make a gift](#)

Need to make changes to your personal information?

Contact the [Human Resources Service Center](#) to update the following:

[Address](#)

[Tax Withholdings](#)

[Direct Deposit](#)

State Warrant Designee

Educational Information

Emergency Contact

After Your First Paycheck...

Enroll in [Cal Employee Connect](#)

Here's why:

- Have 24/7 access to your W-2 and Earning Statements
- You won't have to wait to receive your hard-copy W-2 in the mail from the State Controller's Office in Sacramento in February

Cal Employee Connect

This is a secure web-based employee self-service portal available to California State Employees. Access to password protected and/or secure areas of this portal is restricted to authorized users only.

Login

Register



Access your paycheck and other earnings statements online



Download and print your W-2 statements online



Secure online access to your employee information

Payroll Highlights

Information for Employees

Payroll is responsible for requesting and auditing all state paychecks for faculty, staff and students in accordance with State and CSU policies and procedures. Payroll also maintains leave balances. Payroll technicians are responsible for specific units on campus. Please review the [My Payroll Technician](#) section to determine who to contact with questions. Below are links to various documents and tools to help you with your payroll related needs.



Absence Management Self Service



Calendars



Employment Verification Information

General Payroll Information

- [Academic Pay Plans](#)
- [CSU Salary Schedule](#)
- [Hourly Intermittent Employee Information](#)
- [I-9 Employment Eligibility Verification](#)
- [Leave Maximum Information](#)
- [Net Pay Calculator](#)
- [Payroll FAQs](#)
- [Schedule Guidelines](#)
- [Student Employee Policies and Procedures](#)



Benefits & Payroll Highlights

- Medical, Dental, Vision
- Paychecks & Direct Deposit



A photograph of wooden Scrabble tiles on a wooden surface. The tiles are arranged to spell out the word 'BENEFITS' in a wooden rack. The rack is positioned diagonally across the frame. Several other tiles are scattered around the rack, including 'S', 'E', 'A', 'R', 'H', 'D', 'Z', and 'A'. The word 'BENEFITS' is clearly visible on the rack. The background is a light-colored wooden surface.

Benefits

Are you eligible for Benefits?

If you are eligible for Benefits, a Benefits representative will reach out to you.

If eligible, you must enroll during the first 60 days of your employment. After that, you can only enroll, or change options during the CSU's Open Enrollment (typically in October) to take effect the following calendar year.

Please enroll at least 5 days prior to the end of the month to take effect the following month.

New Employees & Your Benefits



Employee Resources

- New Employees
- Current Employees
- Prospective Employees

HUMAN RESOURCES SERVICE CENTER

CSU, CHICO | HR | EMPLOYMENT SERVICES | NEW EMPLOYEE RESOURCES

Resources

Procedures

New Employee Resources

Congratulations and Welcome!

Please click on the tabs below which will provide additional information concerning benefits, pay, campus life and professional development at Chico State.

HR

Calendar FY (PDF)

Opportunities

(PDF)

Getting Started

Your Benefits

Your Pay

Your Growth

Our Campus

Our Community

FAQ

On behalf of the Human Resources Service Center and Academic Personnel, welcome to Chico State! Please follow the steps below to complete your new hire documents.

[Expand All](#) | [Collapse All](#)

- Step 1 - Complete required documents
- Step 2 - New Employee Paperwork Checklist
- Step 3 - Meeting with Employment Services

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Benefits

Benefits Office Location is in Kendall 118

Our goal is to provide you with a robust selection of benefits to meet your personal needs in dealing with work/life issues. We know that reviewing your benefits can be an overwhelming experience, the Benefits staff can meet with you to discuss various options available to you.

Benefit Summary




Health Plan Information

- [Medical Plans](#)
- [Dental Plans](#)
- [Vision Plans & Hearing Aid Discount Program](#)
- [Flex Cash](#)
- [Eligibility & Enrollment](#)

Benefit Forms



Your Benefits Portal

- [Your Personalized Benefits Portal](#)
- [Systemwide Benefits Portal](#) 

Provider Contact Information



Savings & Retirement

- [CalPERS Retirement](#)
- [Part-time, Seasonal & Temporary \(PST\) Employee Retirement Program](#)
- [Social security & Medicare](#)
- [Voluntary Retirement Plans](#)
- [ScholarShare \(College Savings Plan\)](#)



Benefits & Payroll Highlights


- Medical, Dental, Vision
- Paychecks & Direct Deposit

Call Benefits to find out if you are eligible and what is included:

(530) 898-5436, KNDL 118

Email: benefits@csuchico.edu

<http://www.csuchico.edu/hr/benefits/>

A photograph of a diverse group of students in a classroom. Several students have their hands raised, indicating an interactive learning environment. The image is overlaid with a semi-transparent dark grey filter. The title text is centered over the image.

Protecting Students & Peers

Protecting Others – Avoiding Discrimination Harassment and Retaliation

Compliance Training

- You'll get a notice from CSU Learn (training@csuchico.edu) 1-2 weeks before your first paycheck
- It's about four (4) total hours of online training, most of which needs to be retaken annually

State University Employees Must...

1. Report

- Discrimination, harassment, retaliation
- Sexual harassment, sexual violence
- Child abuse (limited & general reporters)

2. Offer victims confidential services

- Share where the victim can get help

Confidential On-campus Victim Resources

Support:

Safe Place – for all
Health Center – for students
Counseling Center – for students

STUDENTS

WellCat Safe Place

- Student Services Center 180
- 530-898-3030
- safeplace@csuchico.edu

WellCat Counseling Center

- Student Service Center 430
- 530-898-6345

WellCat Health Service

- Student Health Center
- 530-898-5241

EMPLOYEES

WellCat Safe Place

- Student Services Center 180
- 530-898-3030
- safeplace@csuchico.edu

Employee Assistance Program

- LifeMatters (by Empathia)
- 1-800-367-7474
- Password: csuchico

Title IX Online Resources

Title IX:

Preventing Sex Discrimination

Sample syllabus language for faculty

Understanding employee reporting obligations:

You are a Bridge

Sample Employee/Victim Conversations:

How to tell a student you must report what they shared with you

Training: Both students and employees are required to take training

CSU Red Folder: Help Prevent Student Suicide



<http://www.calstate.edu/redfolder/chico/Red-Folder-Chico.pdf>

RED FOLDER

**RED
FOLDER**

**SEE
SOMETHING
SAY
SOMETHING
DO SOMETHING**
ASSISTING STUDENTS IN
DISTRESS

SEE SOMETHING.

CSU faculty and staff are in a unique position to demonstrate compassion for CSU students in distress.

Both undergraduate and graduate students may feel alone, isolated, and even hopeless when faced with academic and life challenges. These feelings can easily disrupt academic performance and may lead to difficulties coping and other serious consequences.

You may be the first person to **SEE SOMETHING** distressing in your students since you have frequent and prolonged contact with them. The California State University, in collaboration with the California Mental Health Services Authority (CalMHSA), requests that you act with compassion when assisting students.

The Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) permits communication about a student of concern in connection with a health and safety emergency. Observations of a student's conduct or statements made by a student are not FERPA protected. Such information should be shared with appropriate consideration for student privacy.

SEE SOMETHING.

SAY SOMETHING.

Students exhibiting troubling behavior in your presence are likely to have difficulties in various settings, including the classroom, with roommates, family, and even in social settings.

Trust your instincts and **SAY SOMETHING** if a student is feeling worried, alarmed, or distressed.

DO SOMETHING.

Sometimes students cannot or will not turn to family or friends. **DO SOMETHING!** Your expression of concern may be a critical saving a student's academic and even their life.

The purpose of this folder is to help you recognize symptoms of distress and identify appropriate campus resources.

SEE SOMETHING.

DISRUPTIVE OR DISTRESSED

DISRUPTIVE STUDENT
A student whose conduct is clearly and imminently reckless, disorderly, dangerous, or threatening, including self-harmful behavior.

TO GET HELP
If you are concerned for your own or others' safety due to a student's and/or threatening behavior, call 911 or the Campus Police Department.

REPORT INCIDENT TO
Campus Police Department

DISTRESSED STUDENT
A student with persistent behaviors such as:

- Overly anxious
- Lacks motivation and/or concentration
- Sad
- Seeks constant attention
- Irritable
- Demonstrates bizarre or erratic behavior
- Withdrawn
- Expresses suicidal thoughts
- Confused

IF A STUDENT IS CAUSING A DISRUPTION BUT DOES NOT POSE A THREAT

- Ensure your safety in the environment.
- Use a calm, non-confrontational approach to defuse/de-escalate the situation.
- Set limits by explaining how the behavior is inappropriate.
- If the disruptive behavior persists, notify the student that disciplinary action may be taken. Ask the student to leave. Inform him or her that re-entry may be a separate violation subject to discipline.
- Immediately report the incident to the appropriate resource.

If you believe there is a safety risk, contact Campus Police Department.

SEE SOMETHING.

ASSISTING STUDENTS IN DISTRESS

RESPONSE PROTOCOL
Follow the table to determine who to contact when faced with a distressed or distressing student.

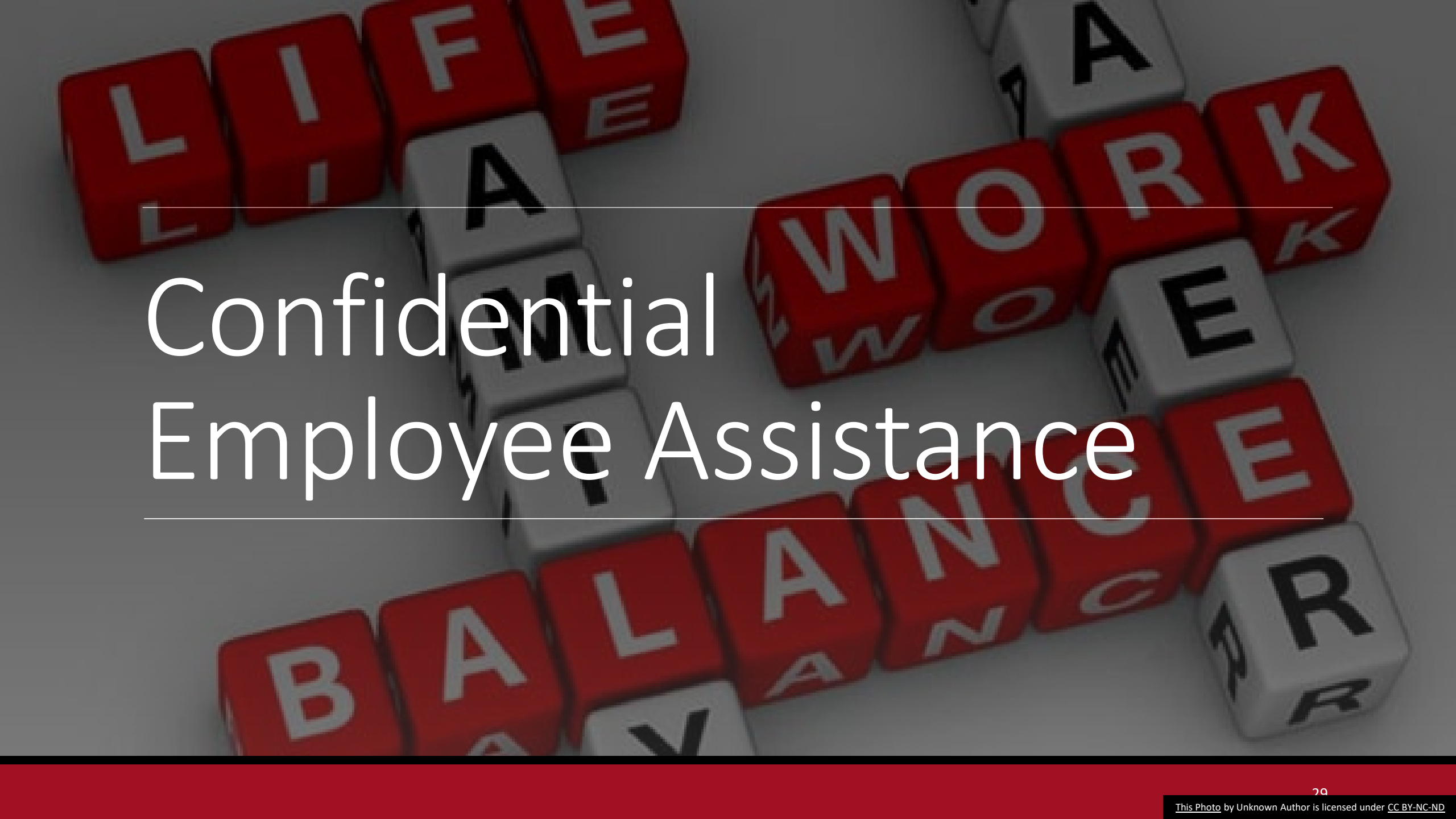
Situation	Contact
The student's conduct is clearly and imminently reckless, disorderly, dangerous, or threatening including self-harm behavior.	Call 911 or Campus Police
The student shows signs of distress but I am unsure how serious it is. My interaction has left me feeling uneasy and/or really concerned about the student.	Consult with colleagues at the Counseling & Wellness Center
I'm not concerned for the student's immediate safety, but he or she is having significant academic and/or personal issues and could use some support or additional resources.	Refer students to an appropriate campus resource

CAMPUS RESOURCES
California State University, Chico

Counseling & Wellness	(530) 898-6345
Student Health Service	(530) 898-5241
Campus Drug and Alcohol Education Center (CADEC)	(530) 898-6450
Safe Place (Support for victims of violence)	(530) 898-3030
Butte County Crisis Line (24/7)	(530) 891-2810

For more information on promoting the mental health of our students, check out **UMatter** at Chico State www.csuchico.edu/umatter

SEE SOMETHING. SAY SOMETHING. DO SOMETHING.



Confidential Employee Assistance

Employee Assistance Program

More information is just a click away...

Campus website:

<https://www.csuchico.edu/eap/services/mylifematters.shtml>

Downloadable brochure:

<https://www.csuchico.edu/eap/assets/documents/empathia-brochure.pdf>

Employee Assistance Program

www.mylifematters.com


Password: csuchico

Or call 24/7 to find out more information:

800-367-7474

What's happening in your life?

When you face challenges, LifeMatters by Empathia can help. Caring professionals are available 24/7/365 to help you address concerns both big and small. Call or visit us online to receive expert assistance with:



Relationships

- ▶ I want to get along better with my significant other.
- ▶ How do I handle a difficult co-worker?
- ▶ My child acts out and I don't know what to do.

Wellbeing

- ▶ I want to start an exercise routine.
- ▶ How can I start eating better?
- ▶ It's time to quit smoking.

Emotional Distress

- ▶ Sometimes I feel sad and I'm not sure why.
- ▶ I worry more than I'd like.

Legal

- ▶ My identity has been stolen.
- ▶ I'm in a custody dispute.
- ▶ How do I set up a power of attorney for an elderly parent?

Stress

- ▶ What are some relaxation techniques?
- ▶ My schedule is always overloaded. Help!

Substance Use

- ▶ I worry that I might be drinking too much.
- ▶ What do I do if my child is on drugs?

Finances

- ▶ I want to buy a house. How much do I need to get started?
- ▶ What can I do about my debt problems?

Child and Elder Care

- ▶ I need good child care that fits my schedule.
- ▶ I am considering adopting a child. Where do I start?
- ▶ My aging parents live far away. What resources are available to help them?

Convenience Services

- ▶ I am looking for fitness and wellness classes.
- ▶ I need a contractor for a home project.
- ▶ It's time to start researching colleges and financial aid options.
- ▶ What housing is available in my price range when I relocate?

Whatever the problem, LifeMatters can help you create a solution. Call anytime.



LifeMatters is available anytime via your computer or mobile device. Visit mylifematters.com or download the app for free, confidential access to services. Call 800-367-7474 to speak with someone live 24/7/365.

Services are...

Free

- ▶ There is no charge for services provided by LifeMatters. You will be advised of costs you are referred to outside resources.

Confidential

- ▶ LifeMatters is provided by Empathia Pacific, an independent consultation firm. Your privacy is important to us, and it is protected by state and federal laws.

Available 24/7/365

- ▶ Call toll-free to 800-367-7474. A professional counselor will answer your call. (Call collect 262-574-2509 if outside North America.)
- ▶ Use the company password provided by your employer to access mylifematters.com.
- ▶ Language assistance services in your preferred spoken and written languages are available at no cost by calling 800-367-7474.

Assistance with Life, Work, Family, and Wellbeing

Relationships • Wellbeing • Emotional Distress
Legal • Stress • Substance Use • Finances
Child and Elder Care • Convenience Services
Any Other Concern

Assistance with Life, Work, Family, and Wellbeing

Relationships • Wellbeing • Emotional Distress
Legal • Stress • Substance Use • Finances
Child and Elder Care • Convenience Services
Any Other Concern

Welcome to the Wildcat Community!

SUPPORTING STUDENT SUCCESS

