

FHR Council Meeting

Wednesday, August 26, 2020

Zoom Online

10 a.m.

AGENDA

- I. Welcome - Laurie Nichols and Stephanie Bracamontes
- II. Reorganization Updates - Stephanie Bracamontes
- III. Online Photo Submission and Fall Hours - Stephanie Bracamontes
- IV. Financial Services Website - Stephanie Bracamontes
- V. Year-End Update - Leslie Brotcke
- VI. Compliance and JETs - Leslie Brotcke
- VII. PPE and Bulk Mailing- Carolyn Meeks
- VIII. UAS Dinning - John Lazarus
- IX. Payroll Updates - Vickie Metcalfe
- X. CSU Learn Information - Wendy Olson
- XI. HR Adobe Sign Forms - Diana Enos

WELCOME

Laurie Nichols

Interim Assistant Vice President for Administrative Services

Stephanie Bracamontes

Interim Assistant Vice President for Financial Services/Controller

Reorganization and Other Updates

Stephanie Bracamontes
Financial Services

Reorganization Updates

Financial Services

New Role - Reassignment

- Carolyn Meeks, Interim Director, Materials Management

New Staff - Welcome

- Jose Ramirez, Accountant, Student Business Services



Financial Services Website

Welcome

As a unit within the Division of Business and Financial Affairs, Financial Services consists of several departments that provide support to the main campus, three auxiliary organizations, and two public entities. Financial Services includes **Fiscal Services, Materials Management, Student Business Services, and University Auxiliary Services.**

[Learn more about Financial Services »](#)

[Financial Services FAQ »](#)

Departments



Fiscal Services



Payroll



Student Business Services



University Auxiliary
Services



Materials Management

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**Thank you to the ITS Team for their dedication and support in
seeing through this project!**

Pay Warrants

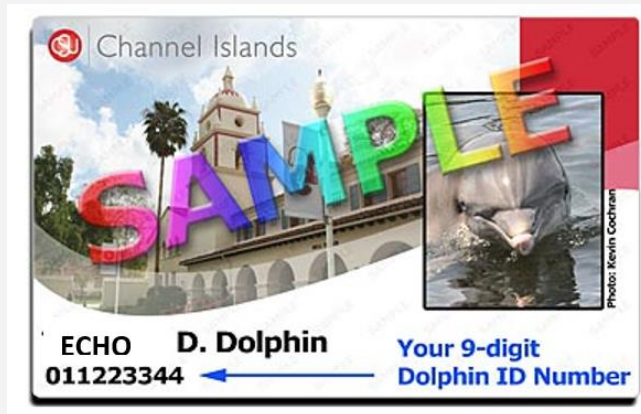


All live pay warrants are being mailed to the mailing addresses on file with Human Resources. Direct Deposit can be viewed and downloaded via [Cal Employee Connect \(CEC\)](#)

Online Photo Submission and Fall Hours

Online Photo Submission:

- Online Photo Submission is a service provided to **new** students only. All new students will receive an email from onlinephoto@csuci.edu inviting them to upload their photo and a picture of a government ID.



Fall Hours:

- Available by phone and email: **Monday to Friday from 8:30 a.m. to 4:45 p.m.**
- Sage Hall is open to receive in-person payments, departmental deposits and issue ID cards to students and staff. **Monday, August 10 to Friday, September 11**



Year-End Update and Compliance and JETs

Leslie Brotcke
Financial Services

Year-End Update and Compliance and JETs

Compliance and JETs:

Explain why the form is being submitted, include the following:

- Data Warehouse Report confirming original coding
- Original source document
- Ensure proper Signature Delegation of Authority if transferring funds/departments

Year-End Update:



PPE and Bulk Mail

Carolyn Meeks
Financial Services

PPE and Bulk Mail

PPE:

- **Background**
- **Order Status**
- **Centralized Ordering and Inventory**

Coming to campus? Don't forget to review the latest face covering guidance for staff on the CSUCI website before arriving. Go to the [staff section of the Fall 2020 FAQ page](#) now to learn more.



Bulk Mail:

- **Communication**
- **Processing Timeline**



UAS Dining

John Lazarus
Financial Services

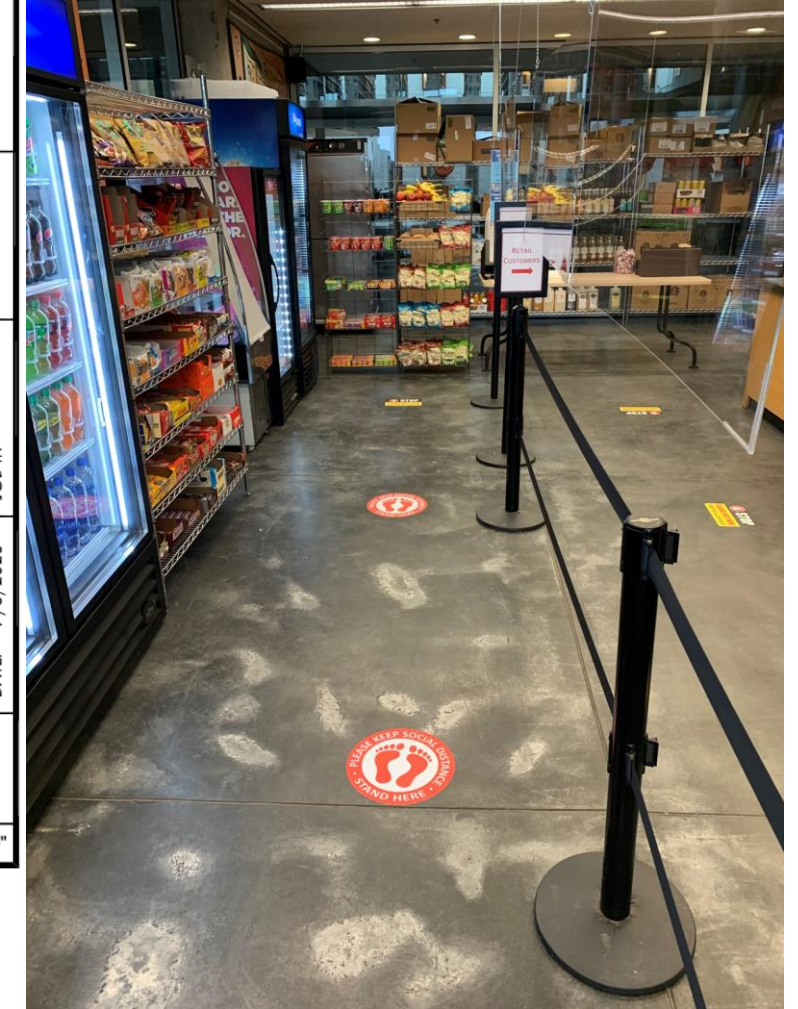
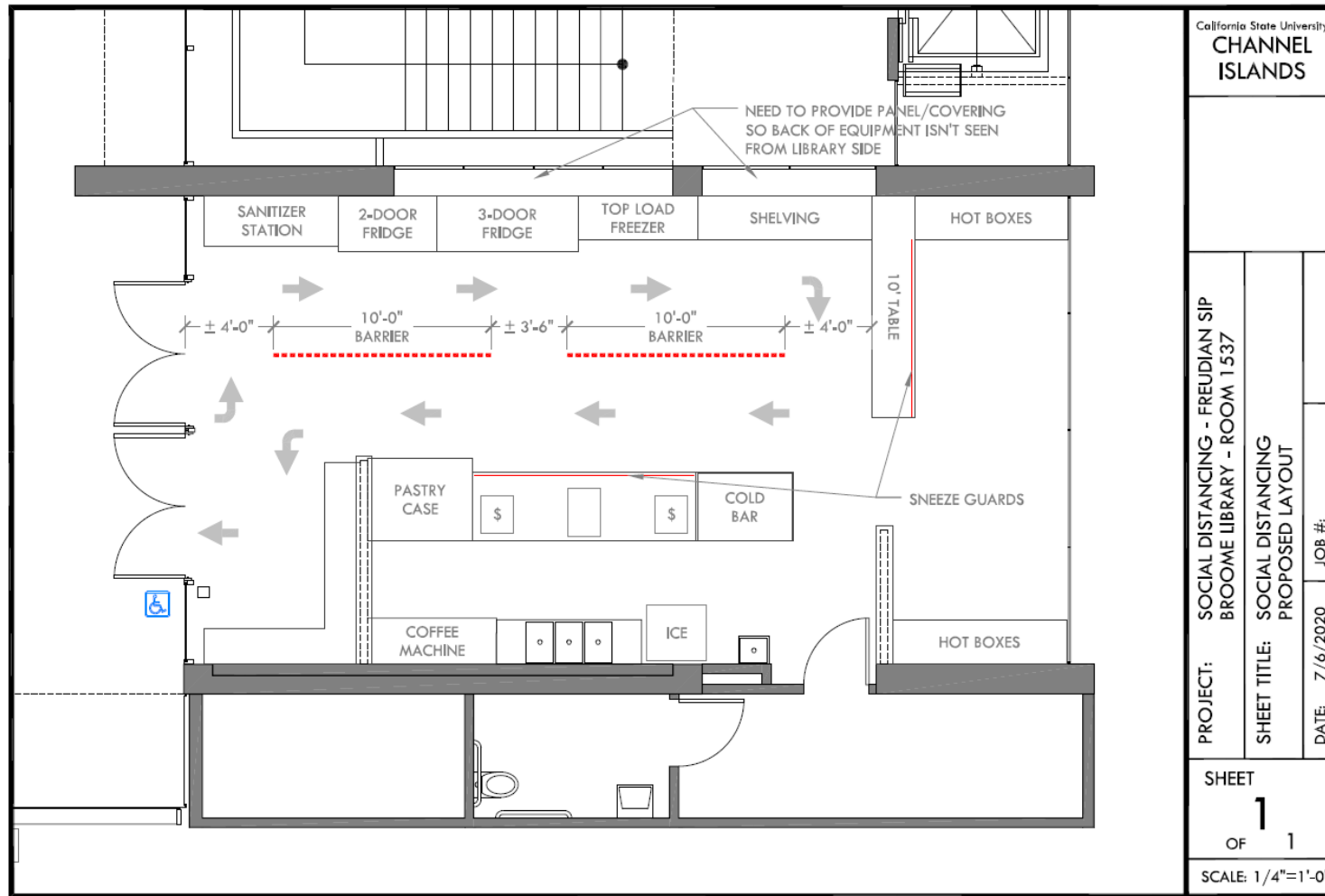
UAS Dining is ready to feed our Campus Community

- **Residential and Retail Dining**

- a. UAS is operating only one dining facility in the **Fall semester of 2020** – the Freudian Sip coffee shop located at the John Spoor Broome Library.
- b. Service will be offered to all residential students as well as the limited number of commuter students, faculty and staff working on campus. There will be no on-site dining available.
- c. Hours of operation will be **Monday to Friday 7:00am-8:00pm and Saturday and Sunday from 10:00am-2:00pm and 4:00pm-8:00pm.**
- d. All food will be served take-away and will include a variety of prepared hot meals and **grab-and-go options** along with a Starbucks coffee, lattes, cold drinks and a wide variety of other beverages. Menus are published weekly and will be available on the UAS website.
- e. Changes have been made to the Freudian Sip to allow for physical distancing and a complete safety and sanitation plan was developed with guidance from EH&S and Ventura County Public Health.

- **Vending**

- a. All dorms where students are living
- b. As well as Sierra Hall and Ironwood Hall



Freudian Sip in the Fall of 2020

Payroll Updates

Vickie Metcalfe
Financial Services

Cal Employee Connect

August 5, 2020

A	CA	CB	CC	CD	CZ	DA	DB	DC
	7/29/20	7/30/20	7/31/20	8/5/20	Amount Changed	Percentage Changed	Population Size	Adoption Rate
California State University								
CSU Chancellor's Office	377	379	381	384	7	1.86%	684	56.14%
CSU, Bakersfield	272	275	281	285	13	4.78%	1,530	18.63%
CSU, Channel Islands	472	474	474	482	10	2.12%	1,201	40.13%
CSU, Chico	1,410	1,417	1,427	1,439	29	2.06%	2,734	52.63%
CSU, Dominguez Hills	416	419	421	425	9	2.16%	2,162	19.66%

W-2's:

- View online
- Printed copies cannot be mailed in with tax returns.
- SCO mailing mid-January

June 2020 - Printing of direct deposits permanently discontinued

Withholdings Changes

December 2020: IRS withholding changes

- **Estimate your withholdings amount**

Tax Withholding Estimator

Use your best estimates for the year ahead to determine how to complete Form W-4 so you don't have too much or too little federal income tax withheld.

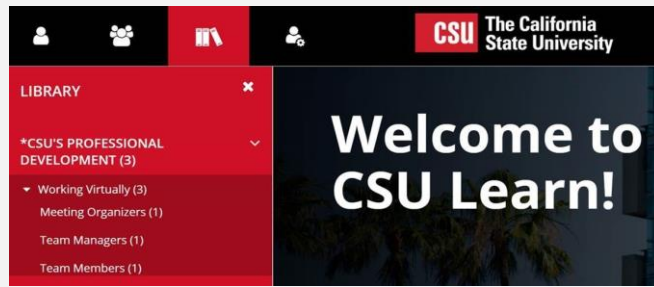


Go to: www.irs.gov/individuals/tax-withholding-estimator

- Campus form will change
- Current employees – no change required
- Student assistants/work study students – Changes coming mid 2021

CSU Learn Information

Wendy Olson
Human Resources



Virtual CSU Learn System Courses

On-Demand Courses now contain new courses and a resource sheet to help managers and employees who are heading back to campus:

- **Return to the Workplace**
 - a. **CSUCI RETURNING TO WORK DURING COVID-19.** This course was designed to be comprehensive and updated June 3rd, 2020 to comply with Cal/OSHA regulations.
 - b. COVID-19 course bundle in CSU Learn has additional information
- **Work-Life Balance**
 - a. The CSU has provided videos and resource sheets that provide information on how to work from home, reduce stress and manage a busy life.
- **Start a Course that is bundled**
 - a. On Dashboard, choose library book icon and click on CSU's Professional Development drop down. Then choose a course and "Start".



**The California State University**
LEARNING AND DEVELOPMENT



LEARNING BUNDLES

Access curated courses, videos and webcasts designed to support CSU employees across all 23 campuses as we work from home

		
<u>COVID-19</u>	<u>Work/Life Balance</u>	<u>Mindfulness</u>
Essential info on COVID-19	Ways to manage a busy life	Meditation to reduce stress

Go to www.csuci.edu/hr/training/pdpe to find links to a variety of learning courses

Go to myCI and choose CSU Learn to get to specific on-demand course bundles, books or videos

Human Resources Updates

Diana Enos
Human Resources

Human Resources Forms

HR Forms Processing

When routing forms for signature that need to go to HR, CC hr.forms@csuci.edu to ensure all completed forms are submitted once signed.

HR Inquiries

For any HR related questions, please email human.resources@csuci.edu



Adobe Sign

Recipients

Complete in Order



Complete in Any Order

1



Enter recipient email

CC

Hide

hr.forms@csuci.edu ×



HR Forms in Adobe Sign



Currently available as workflows (Adobe Sign-Library- Workflows):

- Temporary Telecommuting Agreement
- Pre-Authorization for Special Consultant Pay (4660 Pre-Authorization Workflow)
- Special Consultant Authorization for Special Pay (4660 Authorization for Special Pay)
- Faculty Additional Employment (Additional Employment-Job Code 2403 Workflow)
- COVID-19 Request for CSU Temporary Paid Leave
- Common Management System (CMS) Access and Compliance Form Workflow

Currently available as a template (Adobe Sign-Library-Template):

- MPP Outside Employment

Coming soon in Adobe Sign as workflows:

- Faculty/Staff Requisition; Student Assistant Requisition
- Faculty/Staff Separation Clearance Form; Student Separation Clearance Form



Benefits Open Enrollment

- September 21, 2020 through October 16, 2020
- Changes made during Open Enrollment will take effect January 1, 2021.
- Information for the Open Enrollment period can be found on the campus [Open Enrollment webpage](#) as it becomes available in early September and will include the health premiums for the 2021



QUESTIONS?



THANK YOU

Next Meeting:

November 2020

FUTURE TOPICS:

If you have questions related to the schedule, future topics, or distribution list, please contact Teresa Montoya at teresa.montoya@csuci.edu



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CALIFORNIA STATE UNIVERSITY