

# Welcome to The University Corporation at Monterey Bay



# About The University Corporation At Monterey Bay



- We are a recognized auxiliary of CSUMB & Although the Corporation is a legally separate 501(c)(3) nonprofit corporation, it is a fully integrated part of the California State University, Monterey Bay campus
- We were founded in 1994
- The Corporation is self-supporting and does not receive additional funding from state sources
- The Corporation administers Sponsored Programs, students & faculty work on grant funded research, scholarship, & student success programs such as:
  - Watershed Institute; Osher Lifelong Learning Institute (OLLI); NASA co-op in Mountain View; Undergraduate Research Opportunities Center (UROC); Early Outreach & Support Programs (EOSP); Maestros Program; KAZU 90.3 FM Community Health Engagement (CHE); Pay It Forward
- The Corporation is an integral element of overall campus operations managing/ providing business services to OSU, Staff & Faculty Housing, SHRL, Bookstore operations and Campus Dining Services

*The money you spend on campus stays on campus!*

# Meet The Corporation Team



- [CSUMB Campus President](#)
- [Corporation Executive Director](#)
- [Corporation Board of Directors](#)
- [Organizational Chart](#)

# Learn More About The Campus

Cal State Monterey Bay provides over 7,500 students an extraordinary opportunity to learn on a residential campus just one mile from the shores of the beautiful Monterey Bay.



## Campus Resources

- [Campus Map](#)
- [Self guided campus tour](#)
- [Dining Services](#)
  - [Sustainability Initiatives](#)
  - [Wellness Program](#)
- [Fitness & Recreation](#)
  - [Otter Sports Center](#)
  - [Disc Golf Course](#)
  - [World Theater](#)
- [Child Care Center](#)
- [Staff & Faculty Housing](#)
- [CSUMB Bookstore](#)
- [Senate Committees](#)
- [University Police Department](#)
- [Gender Inclusive Restrooms](#)
- [CSUMB Library](#)
- [President's Committee on Equity & Inclusion](#)
- [Employee Affinity Groups](#)

# Prepare For Your First Day

**Onboarding:** First-day formalities can often be tedious, especially when dealing with a mountain of onboarding paperwork. We've upgraded our onboarding, so do not forget to complete your onboarding process in GoCo.

**In-person meeting:** Check your calendar. The HR team will send you a calendar invite so you can meet our team, have your I-9 documents verified, and review your benefit offerings.



# Tips For A Great First Day of Work

Your first day at a new job is often one of the most memorable and eventful. You'll need to meet your new coworkers, make a good impression, get your workspace set up and learn about your new company's rules and culture.

1. Practice Extra Self-Care
2. Dress accordingly
3. Plan your commute
  - a. CSUMB at Ryan Ranch address: 8 Upper Ragsdale, Monterey CA 93940
  - b. CSUMB main campus address: 100 Campus Center, Seaside, CA 93955
4. Review onboarding and orientation materials carefully
5. Ask plenty of questions

The campus leadership has committed the resources needed to achieve an engaged, safe, and in-person experience. The health and safety of our community remain our highest priority, and we are confident that existing public health measures provide for a safe environment capable of delivering a complete college experience on the CSUMB campus. Being an Otter means caring for each other and doing your part to protect your community.

**As a reminder, a contingency of your employment is your ability to meet our vaccination status requirements. If you have not already, please update the Otter Vaccination Registry (OVR) with your vaccination status.**

Visit our Covid 19 webpage:

<https://csumb.edu/health/coronavirus-information/>



# Covid 19

As we approach 2022, I know this is not how any of us wanted to start the new year. With that said, COVID-19 remains a part of our lives. As we shift from a pandemic to an endemic state, we will need to retool in a way that allows us to live with the reality of the virus. As we look to Spring 2022, we are in a much different position than we were in Spring 2020. Vaccines, boosters, and new viral treatments provide us with tools that were not at our disposal two years ago. In addition, vigilance with masks continues to remain an important part of our response. CSUMB continues to require N95 masks indoors for all members of the community and visitors, regardless of vaccination status.

## **As a reminder, do not come to campus if you are sick**

- CSUMB offers free Covid 19 testing for students, staff, and faculty at the Otter Student Union, second floor, rooms #208 and #210; M-F 8 a.m. through 4 p.m
- Report positive Covid 19 cases [here](#)



# On Your First Day



1. **Meet with HR.** During your New Employee Welcome, HR will officially welcome you to the Corporation by giving you an overview of the campus, sharing important information, and completing I-9 Employment Eligibility.
2. **Report to Your Department .** Review tasks and your onboarding for week 1.
3. Get a CSUMB ID Card
4. Sign up for [Otter Alerts](#)
5. Plan your schedule for the week.
6. Familiarize yourself with the campus. You will learn the majority of our business information is available electronically, so taking time to familiarize yourself with the [CSUMB website](#) will be helpful.

# Benefits Recap

## Health Benefits

- Benefit information can be found [here](#)
- Benefits begin the first of the month following your start date
- Benefit rates vary based on plan election and dependent enrollment. [Rates](#)
  - Dental, Vision, Life, LTD are 100% employer paid
- 6% employee retirement contribution begins on your first paycheck
- 10% employer contribution begins the 1st of the 7th month

## Time Off

- The health benefits of taking time off are many, and they improve both mental and physical health.
- *Vacation leave accrual:*

| Employee Years Of Service | Hours Accrual Per Month | Days Accrual Per Year |
|---------------------------|-------------------------|-----------------------|
| 1 Month to 3 Years        | 6 2/3                   | 10                    |
| 37 Months to 6 Years      | 10                      | 15                    |
| 73 Months to 10 Years     | 11 1/3                  | 17                    |
| 121 Months to 15 Years    | 12 2/3                  | 19                    |
| 181 Months to 20 Years    | 14                      | 21                    |
| 241 Months to 25 Years    | 15 1/3                  | 23                    |
| 301 Months and Over       | 16                      | 24                    |

- *Sick leave accrual:* 8 hours per month
- Review other leaves in our [handbook](#)

# Payroll Recap

## Meal & Rest Breaks

- Non-exempt employees are required to take a 15 minute net rest time per four (4) hours or major fraction thereof. If a workday ends in less than 3.5 hrs, employee is not authorized to take a break. Authorized rest period time shall be counted as hours worked and will not be deducted from wages.
- An employee working more than 5 hours per day is entitled to at least a half (.5) hour meal break.
- Breaks and meal periods may not be combined at the beginning (coming in late) or end of a workday (leaving early).

[See timekeeping policy](#)

## Important Payroll Information

- View the current [payroll calendar](#)
- The Corporation workweek begins on Monday at 12:01 a.m. and ends on Sunday at 12:00 midnight.
- Each pay period is from the 1st - 15th and 16th through the end of the month
- Please enter and approve your time in ADP on or before the 15th and the last day of each month. If you enter hours after your time card is approved, please let your supervisor know so those hours can also be approved.
- Pay dates are on the 10th and 25th of each month. If either of those days falls on a weekend or holiday, you will be paid the Friday before
- You can view your paychecks online on ADP >Go to Myself > Pay > Pay Statements > View Check

# Report to Your Department

Once you have completed your meeting with HR, you will report to your department where you will be introduced to your new team members and have an office tour.

## You should be able to meet with your supervisor to discuss:

- the department's organizational structure
- your duties and responsibilities, obtaining job aids to assist with specific tasks
- goals and priorities for the first 90 days
- your work schedule including lunch and breaks
- your required training
- time reporting and leave request procedures
  - Review [ADP tutorial](#); [timecard instructions](#)
- your building access
  - Once you have your CSUMB username, request a CSUMB Otter ID card and have your picture taken at the Campus Service Center.

# Your First Few Weeks



We hope that after a few weeks you have become well acquainted with your department, the campus, and the Corporation!

Within your first few weeks, make sure to:

1. **Purchase a parking permit** - If you'll be parking a car on campus, you'll need a parking permit. To obtain a pre-tax advantage on your parking permit, visit the University Police Department's Parking Services Office and submit a Payroll Authorization Form to purchase a parking permit through payroll deduction.
2. **Complete required training** - There is some training required of all new employees and some that is specific to particular positions/functions. Most required compliance related training is provided by CSU Systemwide Professional Development and accessed via Sum Total.
3. **Turn in your benefits paperwork to HR** - Benefits are effective the first of the month following the hire date.
4. **Technology Training** - Video tutorials on a variety of computer applications are available through Atomic Learning. Visit the Center for Academic Technologies ([CAT](#)) webpage for more information.
5. **The Dashboard** - The Dashboard is used by staff, faculty, students and alumni to exchange email, schedule meetings, chat, and create and share documents online. Resources are available through the IT website. The Dashboard page is your portal to the campus intranet and where you'll find out about Campus News and many important notices.

# Continued Support

*We are always here to help!*

Human Resources:

[hr\\_corporation@csumb.edu](mailto:hr_corporation@csumb.edu)

Payroll: [corporation\\_payroll@csumb.edu](mailto:corporation_payroll@csumb.edu)

Accounts Payable:

[ucorp\\_accounts\\_payable@csumb.edu](mailto:ucorp_accounts_payable@csumb.edu)

Accounts Receivable:

[ucorp\\_accounts\\_receivable@csumb.edu](mailto:ucorp_accounts_receivable@csumb.edu)

Important Links:

- [Corporation Forms](#)
- [Covid 19 Information](#)
- [Organizational Chart](#)
- [ADP](#)
- [GoCo](#)