

Sent: Monday August 28, 2023 12:29 PM

To: All Employees

From: HRM@csudh.edu

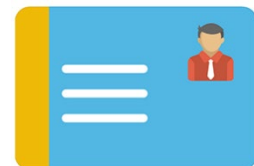


HR Welcomes you to the 2023-2024 Academic Year

Hello Toros and welcome to the new academic year! The office of Human Resources would like to share with you the following information to help you get off to a good start.

Employee ID Cards:

To obtain an ID card, feel free to visit the office of Human Resources Monday-Friday, 8am to 5pm, located in Welch Hall 340; an HR representative will take your picture and issue your ID card.



Don't have time to visit in person? You may also complete the [Request for Photo Identification Form](#) and submit an appropriate photo to request that your ID card be mailed to you or to pick it up in person.

Employee Parking:

To obtain an employee parking permit, the office of Human Resources must first verify your employment status. Please complete the [Request to Issue a Parking Permit Form](#). An HR representative will email you an authorization form which must be presented at the Cashier's Office window to purchase a parking permit or to establish a payroll deduction.

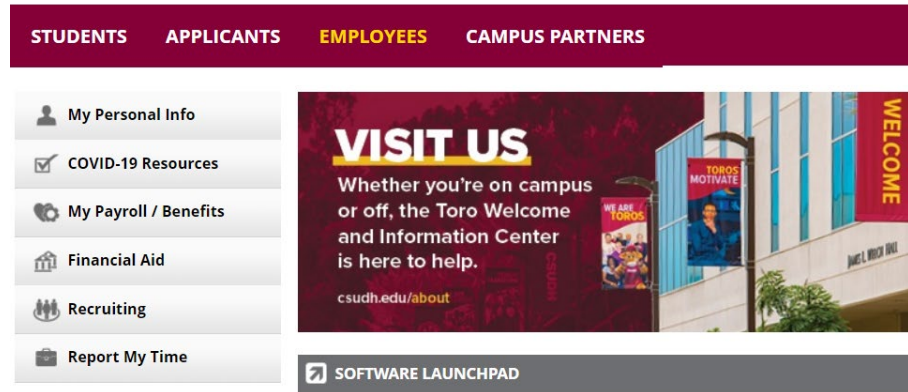


Self-Service Options for Employees

Through the Self-Service Portal, you will be able to:

- Maintain your personal information, such as; addresses, phone numbers, email addresses, and emergency contact information.
- Review your current benefit elections.
- View your pay checks.
- Report and view time via Absence Management

MyCSUDH



Why is updating my emergency contact information so important? It is helpful if you provide the University with the name of at least one individual to contact in the event of an emergency.

For more information on how to update your personal information, please see the [Self-Service for Employees Quick Reference Guide](#).

Benefits Services:

Benefits open enrollment is coming soon! This year, the benefits open enrollment period will be September 18 - October 13. Mark your calendars for the:

Open Enrollment Benefits Fair
Thursday, September 14, 2023
12pm to 2pm
Sculpture Garden



This event will give you the opportunity to discover valuable information and answer any questions concerning health plan changes for 2024, plan rates, insurance, financial resources, future retirement planning and what benefits are available to you as an employee of

California State University-Dominguez Hills. During the open enrollment period employees have the opportunity to review and update their current benefits.

New Faculty:

To be eligible for medical, dental and vision coverage: you must be appointed at least half-time (equivalent to 7.5 Weighted Teaching Units for academic year appointments) for more than six months. If employed in a Unit 3 Lecturer or Coach Academic Year position, employee must be appointed for at least six (6) weighted teaching units for at least one semester. Employees who do not meet the eligibility requirements listed above may qualify for health care under the Affordable Care Act (ACA). Benefits enrollment forms will be sent to you once we confirm your eligibility.

Public Service Loan Forgiveness Forms (PSLF):

If you have a Public Service Loan Forgiveness Form (PSLF) that needs to be certified, please submit your form to the [Benefits Services secure Dropbox](#). Due to the influx of forms, please allow 5-7 business days for the form to be returned to you. As a reminder, these forms must not be emailed given they contain your social security number.

Employee Assistance Program:

LifeMatters is a free employee assistance program (EAP) offered to California State University, Dominguez Hills. Eligible employees and any members of their household, including dependents living away from home, have 24-hour access to confidential services that support emotional well-being, safety, and productivity in the workplace.

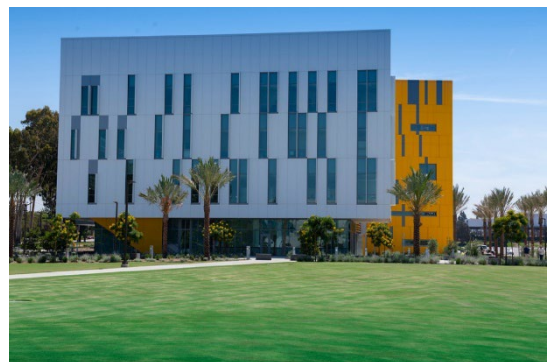


For more information, please visit the Life Matters Website, Employee Code: contact HRM at (310) 243-3771 to obtain code. You can also contact Life Matters 24/7 at 1-800-367-7474.

Payroll Services:

If you are not already enrolled in Direct Deposit, please complete the [Direct Deposit Enrollment Form](#) and submit it to the [Payroll Services Secure Dropbox](#).

- To access copies of your paychecks, enroll in **Cal Employee Connect (CEC)**:
 - The secure portal [Cal Employee Connect](#) allows state employees to view, print, and electronically save their own W2, direct-deposit earnings statements, and more. To register, you will need:

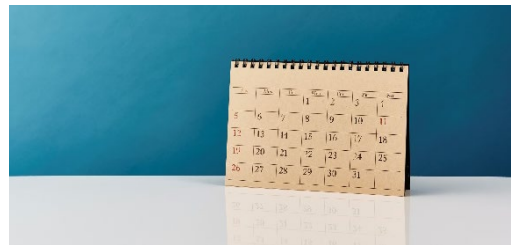


- One of your recent paystubs, issued within the last six months. *If you have any past stub statements, you can use any paper and electronic pay stub dated February 2023 current to register.*
- Visit [Cal Employee Connect](#) to complete this simple process.
- Department: CSU, Dominguez Hills
- Use Agency Code: 231
- Warrant Number: Refer to your paystub must be an 8-digit number, please include a dash after the second digit (e.g 00-00000)
- If you are having problems **or** you do not have any pay stubs please contact your [payroll technician](#) and they will be able to further assist you with the information you need.
- Total deductions: \$XXX.XX (Gross Pay – Net Pay)

Calendars:

View important calendar information such as payday, payroll processing, payroll schedule, campus holidays and the academic calendar.

- [Payroll Calendar](#)
- [Holiday Calendar](#)
- [Academic Calendar](#)



Workers' Compensation Program:

The Workers Compensation program is available to employees and volunteers who are injured or become ill as result of performing their work assignment. Please remember employees and volunteers must:

- Report all work incidents directly to their department manager.
- Contact Human Resources to:
 - [Report the incident](#)
 - Obtain information to assist with seeking appropriate benefits to help manage the effects of the work incident (such as medical treatment and time away from work).



For more information please visit the [Workers' Compensation Program](#) website.

ADA Accommodations Program:

CSU Dominguez Hills is committed to providing a supportive work environment. To ensure equal access and opportunity, CSUDH shall provide reasonable accommodations to employees and applicants with disabilities.

For more information please visit the [ADA Accommodation Services](#) website.

CSU Family and Medical Leave:

The Family Medical Leave (FML) grants up to 12 weeks of unpaid leave during a 12-month period to eligible employees. FML may be used for the birth, adoption, or foster care placement of an employee's child. It may also be used while an employee is off work because of a serious illness, or to care for a seriously ill family member. Employees seeking to use CSU FML leave are required to provide a 30-day advance notice of the need to take CSU FML leave when the need is foreseeable and such notice is practicable (unless the collective bargaining agreement states otherwise) to their Appropriate Administrator and Benefits Services.

For more information, please visit the [Leaves of Absence](#) website.

Career Opportunities:

Dominguez Hills is hiring! Please visit our [Career Opportunities](#) website to see our available job postings, feel free to share with a friend who may be interested in joining the Toro Nation.



Questions on this topic?

Contact [Human Resources Management](#)

1000 E. Victoria Street, WH 340

Carson, California 90747

hrm@csudh.edu | (310) 243-3771

csudh.edu/hr