

Sent: Monday August 19, 2024 11:50 AM

To: All Employees

From: [HRM@csudh.edu](mailto:HRM@csudh.edu)



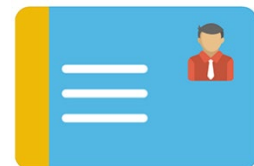
## HR Welcomes you to the 2024-2025 Academic Year

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.

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### **Employee ID Cards:**

The employee ID not only identifies your employment status on campus, but it allows employees to checkout books from the University Library and obtain discounts at the University Bookstore. To obtain an ID card, feel free to visit the office of Human Resources Monday-Friday, 8am to 5pm, located in Welch Hall 340; where 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. To identify the amount of your first payment please see the [Parking Fee Table](#). Please note that payment in the form of cash, check, or money order is required at the Cashier's window (WH 270), once the Request to Issue a Parking Permit form has been provided.



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### **COVID Protocols:**

As a reminder of the current campus protocols, known cases and close contacts should be reported by either scanning the QR code located on campus signage at building entrances or by visiting the [Toros Together reporting page](#). In the event of either reporting a positive case or close contact, please visit the same page and follow the [flowchart](#). Masking is not currently required on campus, except as noted on flowchart on the reporting page.

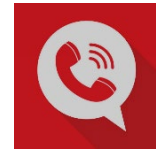


COVID-19 Reporting

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### **Emergency Contact Updates:**

It is important and helpful to provide the university with the name of at least one individual to contact in the event of an emergency. To add or update your emergency contact, login to [MyCSUDH Portal](#), select the Employees Tab, select My Personal Info, select Maintain Personal Information, and select Change emergency contacts.



### **Preferred Name Change:**

Employment records require the use of your legal name as it appears on your Social Security Card. However, CSU Dominguez Hills recognizes that some employees may wish to use a preferred first name other than their legal name to identify themselves. The university acknowledges that a preferred first name can and should be used where possible in the course of university-related purposes when an individual's legal name is not otherwise required. Preferred name will reflect in systems such as Microsoft Outlook, CSU Learning training system, and employee self-service pages on myCSUDH. Your legal name will be used where it is required by university business or legal need such as:



- Enrollment verification
- Transcripts
- Diplomas
- Financial aid and scholarships documents
- Payroll and other financial matters
- Any legal document produced by the university
- Federal and state reporting

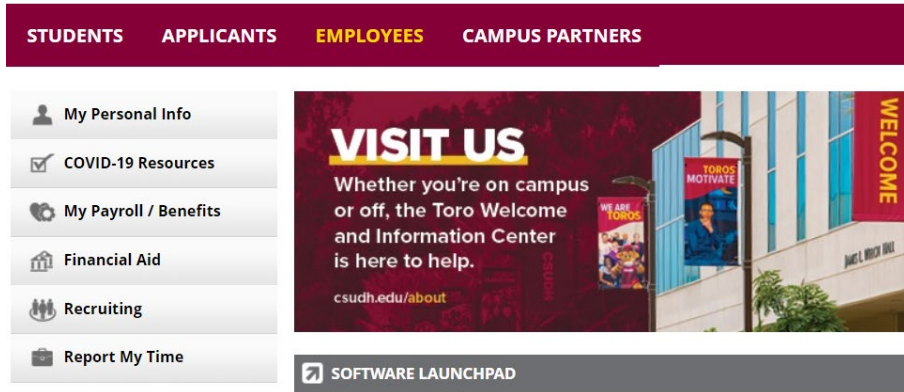
### **Address Updates:**

To update, login to [MyCSUDH Portal](#), select the **Employees Tab**, select **Maintain Personal Information**, and select **Preferred Name (Update)**.

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Verify that your address is current. Having your most current address on file is important because it can impact your benefits through the California Public Retirement System (CalPERS), as well as the timely delivery of your tax information

**MyCSUDH**



such as W2s and 1095 statements. Details about your annual health care coverage statements (1095B, 1095C) can be found on the [CALHR website](#). Please take a moment to verify that your address is current through the Self-Service Portal. If you have an address change, there are two ways to update your information:

1. Login to [MyCSUDH](#) Portal, select the **Employees Tab**, select **My Personal Info**, and select **Maintain Personal Information** or
2. Complete the [Employee Action Request \(EAR\) Form](#) and submit the completed form to the [Payroll Secure Dropbox](#).

### **Other Self-Service Portal Features:**

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

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

### **Benefits Services:**

Open enrollment is just around the corner. The annual benefits open enrollment period for CSU employees is from September 16, 2024 – October 11, 2024. During the open enrollment period, eligible employees may enroll in or change health or dental plans; add or remove spouse, domestic partner or eligible dependents to/from health and/or dental plan, etc. The

Benefits Office will be hosting an in-person Open Enrollment Benefits Fair at the Sculpture Garden on Friday September 20, 2024 at 12:00pm-2:00pm. Benefit vendors will be on site to provide information and assist employees. Enrollment forms and supplemental material will be available. Stay tuned for additional information.

**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.

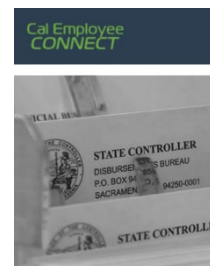


For more information, please visit the Life Matters Website, Employee Code: contact HRM at (310) 243-3771 to obtain code. You can also contact Life Matters 24/7 at 1-800-367-7474.

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**Payroll Services:**

Cal Employee Connect (CEC) is the State Controller’s Office secure self-service portal available to California State University Employees. CEC allows employees to view, print, and electronically save their own Form W-2s, leave balances, direct-deposit earnings statements, and more. If you are not already enrolled in Direct Deposit, you may now enroll through the CEC Portal. Please review the [Guide to enroll in Direct Deposit Program in CEC](#) or the [Registration Instructions- Cal Employee Connect](#) if you are a first-time user.



**Check Handlers:**

Did you know each department/college has a designated check handler? [Check handlers](#) are responsible for picking up live checks from the Cashier’s Office on pay day. If you are not on direct deposit and are looking for your paycheck, please contact your division HR Liaison or Academic Resource Manager (ARM) who can direct you to your unit’s designated check handler.

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### Calendars:

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

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



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### **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.

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### **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.



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### **Questions on this topic?**

Contact [Human Resources Management](#)

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Carson, California 90747

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[csudh.edu/hr](http://csudh.edu/hr)