



# SACRAMENTO STATE

## ADMINISTRATION & BUSINESS AFFAIRS

### SPOTLIGHTS

- **Facilities Management**  
Open for appointments  
10:30 a.m. - 2:30 p.m.  
Construction updates now  
available on Facilities  
Management's [website](#)
- **Payroll**  
Paycheck distribution updates  
now available on the Bursar's  
Office [website](#)
- **University Mail**  
Open from 7:30 - 4:00 p.m.  
Appointments encouraged;  
please call 916-278-6783.
- **Employee Wellness Program**  
[Resources](#)
- **Parking Structures 1 & 3**  
Closed
- **Welcome Center (UTAPS)**  
Open  
8 a.m. - 5 p.m.



### ABA OPERATIONAL UPDATES AS OF JANUARY 22<sup>ND</sup>, 2021

In consideration of the ongoing pandemic, the Division of Administration and Business Affairs (ABA) has made multiple adjustments to ensure the safety of all. Below please find a list of adjustments by department as of January 22<sup>nd</sup>, 2021.

#### Facilities Management

- Facilities Management is currently not open for walk-in customers. Individuals must now schedule an appointment to pick-up or return keys.
- Facilities Management will be open for appointments between the hours of 10:30 a.m. - 2:30 p.m. Please call Facilities Management at 916-278-6242 to schedule an appointment. Scheduling appointments will enable the Customer Service staff to limit the number of individuals at the counter and allow them to prepare the keys for an expedient pickup.
- Facilities Management's [website](#) is updated to post campus construction notifications.

#### Payroll

- Beginning January 2021, information about Paycheck distribution will no longer be distributed through Sac Sends. Paycheck distribution updates are now available on the Bursar's Office [website](#) under the left column of Payroll distribution.

#### University Print & Mail

- University Print & Mail is currently not delivering mail to department offices. Departments must now pick-up and drop-off their mail from the University Mail Center.
- University Print & Mail is open between the hours of 7:30 a.m. – 4:00 p.m. We encourage departments to please schedule an appointment by calling University Print & Mail at 916-278-6783 to pick up mail during the hours of 10:30 a.m.- 2:30 p.m. to ensure that the day's incoming mail has been processed and outgoing mail will go out the same day. Scheduling appointments will enable the mail team to limit the number of individuals at the counter and allow them to prepare the mail for an expedient pickup. Should you arrive at the Mail Center without an appointment, please follow the physical distancing guidelines posted on the door. All visitors are required to wear a face covering and show Sac State ID when picking up or dropping off department mail.

#### Employee Wellness

- Please find wellness [resources](#) such as our Virtual Calming Room, anxiety resources, and other events and sessions available to all employees, available at your leisure. Physical and mental health wellness is important, especially in these unprecedented times. Reminding ourselves that [self-care](#) may look different from person to person and no one individual has the same needs.



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## ADMINISTRATION & BUSINESS AFFAIRS

### **ABA OPERATIONAL UPDATES AS OF JANUARY 22<sup>ND</sup>, 2021**

#### **CONTINUED**

In consideration of the ongoing pandemic, the Division of Administration and Business Affairs (ABA) has made multiple adjustments to ensure the safety of all. Below please find a list of adjustments by department as of January 22<sup>nd</sup>, 2021.

#### **UTAPS**

- Parking Structures 1 & 3 will be closed until further notice. Closure of these parking structures significantly reduces energy consumption from lighting & elevator usage and also allows the campus to ensure the safety of our staff and repurpose these areas to offer services to the campus that meet COVID-19 approved guidelines.

