



July 5, 2016

## News

### **Financial Data Warehouse training sessions coming**

Administration and Business Affairs is offering the following training sessions for the Financial Data Warehouse (FDW). We welcome new and experienced users.

- Wednesday, July 20, 1 to 2:30 p.m.; AIRC 3008
- Wednesday, Aug. 17, 1 to 2:30 p.m.; AIRC 3013
- Wednesday, Sept. 14, 1 to 2:30 p.m.; AIRC 3013
- Wednesday, Oct. 12, 1 to 2:30 p.m.; AIRC 3013
- Wednesday, Nov. 9, 1 to 2:30 p.m.; AIRC 3013

If interested, please send an e-mail to [bpa-01@saclink.csus.edu](mailto:bpa-01@saclink.csus.edu). Sessions without committed attendees will be canceled. The above information also is available at the Financial Services training page:

[csus.edu/aba/Financial-Services/financial-services%20training.html](http://csus.edu/aba/Financial-Services/financial-services%20training.html).

*Submitted by Administration and Business Affairs*

### **New Stock Received Report online form replaces existing version**

A new Stock Received Report online form has been released and will be required for all stock received submissions beginning Wednesday, July 6.

The new online form replaces the paper form. Users will authenticate using their Saclink credentials to access the form, which will appear similar to the paper version. Users can fill out and submit the form electronically, eliminating the need for paper submissions.

Central Receiving will continue to accept paper Stock Received Report forms for one month and will cease receiving them Friday, Aug. 5, after which all submissions will be required to use the online form. To access the new form, go to

<https://onbase.csus.edu/obforms/eforms/aba/finance/stockreceived.aspx> or visit the ABA Forms Page at [csus.edu/aba/forms.html#Central\\_Receiving](http://csus.edu/aba/forms.html#Central_Receiving). If you have questions, contact Central Receiving at 278-6274.

*Submitted by Administration and Business Affairs*

### **Campus disaster/emergency preparedness training**

A two-hour overview of disaster preparedness on campus will be conducted from 1:30 to 3:30 p.m. Tuesday, July 12, in Del Norte Hall 1004. The training is mandated by the state and the CSU. Attendees will get an overview of:

- The Multi-Hazard Emergency Plan
- The Building Safety Program
- The Emergency Operations Center
- Home disaster preparedness
- You as a disaster service worker
- Flood danger response

- Emergency notification systems

All Sacramento State faculty, staff, and student employees must attend during their first year of employment and every three years thereafter. Seating is limited to the first 150. Register by emailing [gnagywb@saclink.csus.edu](mailto:gnagywb@saclink.csus.edu).

*Submitted by the Sacramento State Police Department*

### **Building coordinator/floor marshal training**

An annual two-hour training session will be held from 1:30 to 3:30 p.m. Tuesday, July 26, in Del Norte Hall 1004, covering the following:

- Program overview and history
- Multi-Hazard Emergency Plan/Building Emergency Action Plan
- ICS/interaction with first responders
- Pandemic/infectious disease threat
- Responsibilities of building coordinators, floor marshals, and faculty
- Evacuation procedures/rally areas and evacuation chairs
- Active shooter preparedness
- IFAN
- ENS

Attendance is mandatory for all members of the building emergency preparedness teams, building coordinators, floor marshals, and faculty who have responsibilities during a disaster or emergency. Seating is limited to the first 50. Register by emailing [gnagywb@saclink.csus.edu](mailto:gnagywb@saclink.csus.edu).

*Submitted by the Sacramento State Police Department*

### **Faculty professional activities**

The latest faculty professional activities are available at

[csus.edu/news/articles/2016/7/1/Professional-activities,-July-September-2016.shtml](http://csus.edu/news/articles/2016/7/1/Professional-activities,-July-September-2016.shtml).

*Submitted by the Office of Public Affairs and Advocacy*

### **Faculty Senate schedule**

The Faculty Senate calendar is available at [www.csus.edu/acse](http://www.csus.edu/acse).

*Submitted by the Faculty Senate*

### **Security tip: Can I disable startup software on my campus computer?**

Users generally cannot disable startup software on campus computers, especially if the software relates to information security. Disabling of certain startup software may leave the computer vulnerable to malware, a virus, or a worm attack that could, in turn, infect the entire campus network. All computer users should have active, enabled virus-screening software on their desktop or laptop computers. Before deleting software, please contact the Information Security Office. You will find contact information on its web page at [www.csus.edu/irt/is](http://www.csus.edu/irt/is).

*Submitted by the Information Security Office*

## **Human Resources**

### **Catastrophic leave donation**

Sacramento State employees may voluntarily donate to other employees up to a maximum of 40 hours of sick or vacation leave credits in one-hour increments each fiscal year.

Bargaining Units 1, 10 and 11 may donate only up to 16 hours per fiscal year. If employees are interested in donating time, a form can be obtained at [www.csus.edu/hr/forms.html#disability](http://www.csus.edu/hr/forms.html#disability) by visiting the Human Resources Disability Leaves office in Del Norte Hall, Suite 3004, or by calling 278-3522.

The Benefits Office currently has the following employees on an approved CAT Leave:

- Suzette Riddle, University Advancement (Development)
- Monica Patterson, Mail Services Center