



San Francisco State University – Fiscal Affairs

NEW EMPLOYEE CHECKLIST

Welcome to Fiscal Affairs! This checklist will help you set up for your time here. It lists accounts, access, and other items you may need to do your job. Completing this checklist will prevent delays that you may have later if you do not address them now. You do not need to turn in this checklist (Page 1); however, you will need to submit Page 2 to FABS to document your agreement with our terms of use.

If you need assistance after following this form, please call our Help Desk with any questions you may ask at x8-7143.

Please check off once completed (if needed).

	√	Where to go for help
Phone & Keys	<input type="checkbox"/>	To request a phone or keys, contact Linda Valdez (email lindav@sfsu.edu or call x8-2422). (Needs manager approval)
Fax Number (If needed)	<input type="checkbox"/>	Ask your manager to email fiscal@sfsu.edu to request this for you. Your full name, SFSU email address, & phone number should be included in the email.
SF State Password	<input type="checkbox"/>	Your SF State Password is a secure password, created by you, that is used with the SF State ID to keep your personal information private. If you do not have an SF State Password, use the SF State password service: https://www.sfsu.edu/online/auth/reset.htm
Email Account	<input type="checkbox"/>	Request an account from the Division of Information Technology (DoIT) at: https://www.sfsu.edu/online/sfsuemail.htm Or call DoIT at x8-1420.
Staff ID Card	<input type="checkbox"/>	Go to the OneCard office in the Student Services Building (SSB) to get your card. You can look up your staff ID number at https://www.sfsu.edu/online/idlookup.htm
Computer/Network Access (login account, shared drives)	<input type="checkbox"/>	Ask your manager to email fiscal@sfsu.edu to request this for you. Please include your full name, SFSU email address, phone number, department, and shared drives needed. You must agree to the Computing Ethics and Security guidelines before use (see Page 2).
CFS Account (Common Financial Systems aka PeopleSoft, FMS) And\Or BI Account (Finance Reporting aka OBIE, OBIEE)	<input type="checkbox"/>	For access to CFS, you will need to complete this form: http://fiscaff.sfsu.edu/services/onlineform/forms/pdf/cfsaccess_fiscalaffairs.pdf For access to Finance Reporting, you will need to complete this form: http://fiscaff.sfsu.edu/services/onlineform/forms/pdf/CFS_access_form.pdf
Brio and/or Hyperion software (optional)	<input type="checkbox"/>	Ask your manager if you will need either of these programs installed on your computer.
Network Printers	<input type="checkbox"/>	Contact the FABS Help Desk at x8-7143 or go to ADM 352.
Employee Policy Manual	<input type="checkbox"/>	Pick up a copy from Human Resources located in ADM 254.
Parking Permit (optional)	<input type="checkbox"/>	Go to the Parking and Transportation webpage for more information: http://www.sfsu.edu/~parking/
ESIP	<input type="checkbox"/>	Go to ESIP website to complete the SFSU Employee and Student Information Privacy Tutorial: https://www.sfsu.edu/online/esip.htm -Required



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GUIDELINES AND POLICY FOR USE OF COMPUTER RESOURCES

Computer/Network Access

Account IDs to access Fiscal Affairs' computer network are set upon manager's request and submission of this form with the user's signature.

USER ID and Password Guidelines:

Based on the general guidelines, the assigned USER account is to be used for work related to the department of Fiscal Affairs

The password provided is valid for one-time use only. The user will be prompted for a new password.

All passwords should be unique, should be 6 – 8 characters in length, and should contain at least one non-alphabetic character.

Avoid use of passwords composed of names, phone numbers, or repeating characters (e.g., BOBIE, 3381231, AAAAAAAA). If you have trouble coming up with a password, try a phrase like The University Is Everyone's Favorite University: pick a letter from each word and the resulting password is TUIEFU in this example.

Computing Ethics and Security:

It is important that you read, fully understand, and abide by the University's guidelines on the following website before using any Fiscal Affairs computing resource. Sign below to indicate your compliance:

<http://tech.sfsu.edu/policy/acceptableusepolicy>

Employee Name (please print)

Employee Signature _____

Date :