

# Employee Fact Sheet - Info on the web

**SDSURF Policy Notification:** [http://www.foundation.sdsu.edu/hr/annual\\_policy\\_summary.html](http://www.foundation.sdsu.edu/hr/annual_policy_summary.html)

- Annual Asbestos Notification
- Auto Insurance & Use of Vehicles on Foundation Business
- Code of Ethics Policy
- Conflicts of Interest Policy
- Data Classification and Handling Policies
- Drug Free Workplace
- Equal Employment Opportunity
- Important Notice about Employee Rights To Organize and Bargain Collectively with Their Employer
- Password Policy
- Required Notices (Benefits)
- Requirement to Provide Training on the Federal and State False Claims Acts
- Safety Bulletin
- Trafficking in Persons
- Unlawful Harassment
- Voice Mail/E-Mail/Computer Access
- Workplace Security and Anti-Violence Policy

## Information & Services

### Employee Gateway Account Request:

View your personal and employment information on record with SDSU Research Foundation.

[https://piprofile.sdsu.edu:4443/pls/empgateprod/twbkwbis.P\\_WWWLogin](https://piprofile.sdsu.edu:4443/pls/empgateprod/twbkwbis.P_WWWLogin)

**SDSURF E-mail Account Request:** Keep up with SDSURF e-mail notifications - sign up for your e-mail account.

**Project E-mail:** <http://projects.sdsu.edu/>

**Central Staff E-mail:** <http://mail.foundation.sdsu.edu/>

**KPBS E-mail:** <http://mail.kpbs.org/>

### Medicare Part D: Creditable Coverage:

By providing SDSU Research Foundation with your e-mail address, you are giving consent to receive information electronically. Please note:

- You have the right to obtain a paper version of the information upon request
- You may withdraw your consent to receiving information electronically at any time
- Medicare Part D: [http://www.foundation.sdsu.edu/hr/benefits/notice\\_medicare\\_part\\_d.html](http://www.foundation.sdsu.edu/hr/benefits/notice_medicare_part_d.html)

**Federal and State False Claims Act:** <http://www.cosdcompliance.org>

**Payroll Deadlines:** [http://www.foundation.sdsu.edu/payroll/pay\\_dates.html](http://www.foundation.sdsu.edu/payroll/pay_dates.html)

**Holiday Schedule:** <http://www.foundation.sdsu.edu/calendar/index.html>

**SDSURF Direct Deposit:** [http://www.foundation.sdsu.edu/doc/payroll\\_dir\\_dep\\_request.pdf](http://www.foundation.sdsu.edu/doc/payroll_dir_dep_request.pdf)

SAN DIEGO STATE UNIVERSITY RESEARCH FOUNDATION IS COMMITTED TO A DIVERSE WORKFORCE AND AFFIRMATIVE ACTION, AND IS AN EQUAL OPPORTUNITY/TITLE IX EMPLOYER. SDSU RESEARCH FOUNDATION MAINTAINS AND PROMOTES A POLICY OF NON-DISCRIMINATION AND NON-HARASSMENT ON THE BASIS OF RACE, COLOR, AGE, RELIGION, ANCESTRY, NATIONAL ORIGIN, MARITAL STATUS, SEX, GENDER, SEXUAL ORIENTATION, MEDICAL CONDITION INCLUDING PREGNANCY, VETERAN STATUS, PHYSICAL OR MENTAL DISABILITY, AND GENETIC CHARACTERISTICS.