

# Employee Fact Sheet

Info on the web

## SDSURF Handbook Policy Information

**Equal Employment Opportunity and Affirmative Action Memo:**

[http://www.foundation.sdsu.edu/hr/annual\\_eeo.html](http://www.foundation.sdsu.edu/hr/annual_eeo.html)

**Drug-Free Workplace Policy:**

[http://www.foundation.sdsu.edu/hr/annual\\_drug\\_free.html](http://www.foundation.sdsu.edu/hr/annual_drug_free.html)

**Policy Against Unlawful Harassment:**

[http://www.foundation.sdsu.edu/hr/annual\\_harassment.html](http://www.foundation.sdsu.edu/hr/annual_harassment.html)

**Workplace Security and Anti-Violence Policy:**

[http://www.foundation.sdsu.edu/hr/annual\\_workplace\\_security.html](http://www.foundation.sdsu.edu/hr/annual_workplace_security.html)

**Voice-Mail, E-Mail and Computer Access Policy:**

[http://www.foundation.sdsu.edu/hr/annual\\_voice\\_mail.html](http://www.foundation.sdsu.edu/hr/annual_voice_mail.html)

**Annual Asbestos Notification:**

[http://www.foundation.sdsu.edu/hr/annual\\_asbestos.html](http://www.foundation.sdsu.edu/hr/annual_asbestos.html)

**DMV Employee Pull Notice Program/Automobile Insurance and the Use of Vehicles on SDSU Research Foundation Business:**

[http://www.foundation.sdsu.edu/doc/hr\\_driver\\_cert\\_business\\_use\\_vehicle.doc](http://www.foundation.sdsu.edu/doc/hr_driver_cert_business_use_vehicle.doc)

## Information & Services

**Employee Gateway Account Request:**

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

[https://piprofile.sdsu.edu:4443/sdsuf\\_gateway\\_pin\\_request.htm](https://piprofile.sdsu.edu:4443/sdsuf_gateway_pin_request.htm)

**SDSURF Email Account Request:** Keep up with SDSURF email notifications – sign up for your email account.

**Project Email:** <http://projects.sdsu.edu/>

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

**KPBS Email:** <http://mail.kpbs.org/>

**Medicare Part D: Creditable Coverage:**

By providing SDSU Research Foundation with your email 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\\_req.doc](http://www.foundation.sdsu.edu/doc/payroll_dir_dep_req.doc)

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