Frequently Asked Questions

Where is the Office of Human Resources located and what are the hours?
The Office of Human Resources is located at 215 W. City Avenue at the corner of 54th and City Avenue. The office is open Monday-Friday 9:00 a.m. to 5:00 p.m. except for University holidays for which we are closed. If you need to speak to someone about a specific question it is generally best to make an appointment. A list of contact information is available here http://www.sju.edu/int/resources/humanresources/contactus.html.

Where do I park?
When you come for orientation in HR, a large parking lot is located across the street. The entrance is located on 54th Street next to the Hagan Arena. The Gate Attendant at the lot will provide a visitor pass for you to place in your windshield.

Once you have completed your HR paperwork, you may obtain a parking pass for the academic year. Parking passes should be purchased online through the Nest and can be picked in Public Safety (located in Barbelin Hall using the entrance at the back of the building). Campus parking requires a pass. Additional parking can be found around the parameter of campus but is at your own risk and are subject to the rules of that governing municipality.

Where do I obtain an ID?
You can obtain an ID through the Office of Public Safety located in the courtyard of Barbelin Hall. Public Safety is open 24 hours/day 7 days/week.

When will I need my ID?
Many of our buildings are equipped with swipe card access. Additionally, if you would like to use the library, campus rec building, or other on campus employee benefits you will need to have an ID.

When will I be paid? If you are a(n):

Non-exempt (hourly) employee will be paid bi-weekly. You will be required to enter hours into a timesheet located on the Nest. You will be informed of when your first pay will be on your first day.

Exempt (salaried) employee or Full-time Faculty will be paid on a semi-monthly schedule. The 15th and last day of each month will be pay dates unless they fall on a holiday or weekend. If so they will be paid on the closest weekday before. The first pay depends on your start date. You will be informed of when your first pay will be on your first day.

Adjunct Faculty will be paid on the semi-monthly schedule as above. Your first pay depends on the academic calendar as well as the signing of your contract. Beginning and end pays fall in conjunction with the academic calendar.