Workday basics

• Work and be available online during your normal business hours. If you would normally be available during the University’s core business hours of 8:30 a.m. to 4:30 p.m., then you should continue to be so when you work from home.

• Lunch Break – please let your team know when you will be offline; as usual, stagger lunch breaks so that your unit has coverage.

• If you were unable to forward your calls from your work phone, be sure to check your voicemail several times a day by dialing (718) 990-1616 to retrieve your voice mail messages.
Workday tips

- Embrace your usual routine - minus the commute- as if you were headed to the office:
  - Set your alarm.
  - Have your usual breakfast and beverage.
  - Wear comfortable, presentable clothes (in case you have a videoconference).

- Be ready to work at your regular time in your home work space.

- Plan your day each morning, and organize your work by priorities.

- Schedule work on your Microsoft Outlook Calendar. Provide natural breaks so you can shift your focus periodically. This will also help you to manage your time effectively.
Communicate effectively

• Prepare your work for the day and for the week.
• Discuss your daily and weekly goals with your supervisor to ensure priorities align. Adjust goals as necessary and stay flexible.
• Participate in meetings online and via tools available; sign on a few minutes early to ensure you have a good connection.
• Inform people of the best telephone number to contact you.
• Pay attention to Office Teams chats you receive from your co-workers. This is the best way to stay in touch and to be responsive.
• If you are not feeling well and cannot work, contact your supervisor as you normally would if you were unable to work.
• Keep track of the work you perform during this work-from-home period.
Adjust accordingly

• Working from home will require flexibility and adjustment. Be patient with yourself during this interim arrangement.

• Give yourself time to learn Office 365 and other tools; don’t be afraid to ask for help.

• Use the support resources available to you (refer to resources slide).

• Share what’s working well and what’s not with your co-workers so you can learn from one another and improve your work-from-home experience.

• Communicate well with your supervisor, department, other colleagues and constituents.
More tips for staying productive

• Reduce distractions by logging off of social media accounts or turning off notifications during work hours.

• Teams app chat, email, text and phone can all interrupt your train of thought...schedule time to check messages.

• Communicate your availability to your team.

• Celebrate successes with your team.
Technology tools we can all use

- Microsoft Outlook for Email: https://outlook.office365.com/mail/inbox
- Microsoft Teams for Collaborating, Chatting and Conference Calls: Recommend to download the TEAMS App: https://teams.microsoft.com/
- WebEx for Video and Teleconferencing: https://sju.webex.com
- Microsoft 365 ONEDRIVE for Online File Sharing and File Storage: Recommend to download the ONEDRIVE App: https://mystjohns-my.sharepoint.com
- BANNER: Login: https://banneradmin.stjohns.edu/applicationNavigator
- LinkedIn Learning: https://www.linkedin.com/learning/
# Employee Resources

<table>
<thead>
<tr>
<th>Name of Department</th>
<th>How to Contact</th>
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| SJU Human Resources support | Phone: (718) 990-1865  
Web: “find my representative”  
https://www.stjohns.edu/about/leadership-and-administration/administrative-offices/human-resources/human-resources-services |
| SJU Information Technology support | Request assistance by phone: (718) 990-5000 or login to UIS to make an appointment |
| Employee Assistance Program (EAP) – provided by our partner, Corporate Counseling Associates (for counseling, consultation and referral services)  
**Member Website:** [www.myccaonline.com](http://www.myccaonline.com) (login with company code: STJOHNS) | 24/7 helpline: (800) 833-8707  
For information about services: [https://www.stjohns.edu/about/leadership-and-administration/administrative-offices/human-resources/employee-assistance-program](https://www.stjohns.edu/about/leadership-and-administration/administrative-offices/human-resources/employee-assistance-program) |
| LinkedInLearning (online training support for faculty, staff and administrators) | Sign in at [https://www.linkedin.com/learning/how-to-use-linkedin-learning/advance-your-skills-with-linkedin-learning?autoplay=true&trk=course_preview&upsellOrderOrigin=default_guest_learning](https://www.linkedin.com/learning/how-to-use-linkedin-learning/advance-your-skills-with-linkedin-learning?autoplay=true&trk=course_preview&upsellOrderOrigin=default_guest_learning)  
NOTE: You need to log in to your LinkedIn Learning account to view the courses. |