

Reminder items for the new academic year...

Pre-Award Proposal Assistance (Karin Dunn, kldunn@iastate.edu, 4-5929)

Contact Karin Dunn, our Grant Coordinator in the Main Office to assist you with preparing your budgets and justifications, initiating your goldsheets, and uploading your proposals to appropriate online systems. Karin also will assist with extension and re-budget requests, as well as reporting. Karin reports to Vik Dalal, Director of Research.

Grants & Contracts Website: A new webpage (<http://www.ece.iastate.edu/research/grants-and-contracts/>) is under development that will host a calendar for deadlines, forms, and links to useful sites and programs, such as NSF, the BOB budget worksheet, LiquidOffice, etc. Keep checking for the latest updates!

Fiscal Management (Laurel Kelch, lmkelch@iastate.edu, 4-4458)

Contact Laurel Kelch, our Fiscal Officer, in 2208 Coover Hall for help with your accounts or coordinating projects among departments. Laurel works closely with the College of Engineering on budget projections and fiscal management for the department. She also can provide assistance with determining allowability/appropriateness of expenses and retaining sufficient documentation.

Accounting Assistance (Samantha Dubert, smdubert@iastate.edu, 4-7739)

Contact Sammy Dubert in the Main Office to assist you with travel and non-travel reimbursements, p-card processing, CyBuy releasing, web requisitioning, checking on account balances, paying hourly students, and other accounting-related questions.

• Hiring Hourly Students

If you are supporting hourly students, they must complete an XH form (available from Sammy). Returning students MUST complete a NEW XH form EVERY FALL SEMESTER.

- **For Returning Students** – Please email Sammy with the following:
 - Rate of Pay
 - Length of Appointment (start/end dates)
 - Account Number
- **For New Students** – Please have the student stop by Sammy's office and complete an XH Form; there is information that you will need to complete on the form and sign. When completed, the student signs, takes to HR for signature, and then returns to Sammy. **This MUST happen BEFORE any work by the student – else they will not be paid.**

Timesheets on hourly paid students must be submitted within two weeks of the end of the pay period. If you have students, remind them to bring their timesheets to Sammy on time (first business day after the 15th and last day of each month). If unable to *physically* sign your student's timesheet before the deadline because you are on travel, email Sammy with approval of hours, pay rate, and account.

• Employee Expense Reimbursements

TRAVEL: When you plan to travel, check in with Sammy to get rules for buying tickets and reserving your hotel rooms. Reimbursements go through her (OR Barb in Power OR Ginny in IAC). The **Employee Expense Reimbursement Form** is available electronically from Samantha to complete and return with your detailed receipts after you travel. There is a new form (MAY 2012) that allows you to enter the exchange rate for each day for any foreign travel.

NON-TRAVEL: Reimbursements for non-travel purchases are to be submitted to Sammy (OR Barb in Power OR Ginny in IAC) for processing. Submit receipts with your completed **Employee Expense Reimbursement Form**.

Missing Receipt: If you have misplaced a receipt for a travel or non-travel expense, complete and submit a **Missing Receipt Form** (http://www.controller.iastate.edu/travelinformation/cert_missing_receipt.pdf).

• P-Card Charges

Submit receipts with completed **P-Card Form** (available electronically from Samantha). If you have lost your receipt for a p-card purchase, please complete and submit a **Purchasing Card Certificate of Lost Receipt Form** (<http://www.purchasing.iastate.edu/forms.html>).

Reminder items for the new academic year...

Travel/Leave Notification (Paula Beckman, pbeckman@iastate.edu, 4-2664)

It is imperative that we have any campus absences of faculty and staff noted on THOLIAN. Please email Paula the info below for each absence.

- NAME
- Start Date/Time of Travel (e.g., 2008-09-15 @ 3PM)
- End Date/Time of Travel (e.g., 2008-09-17 @ 10PM)
- CITY/STATE/COUNTRY (e.g., Cleveland, OH)
- Purpose (CHOOSE 1: TRVL, Personal, Sick)
- MEETING NAME (e.g., IEEE COMSOC'08)
- COURSE SCHEDULE (e.g., EE332)
- GRADER COVERAGE (e.g., TA – Joe Michaels)
- TEACHING COVERAGE (e.g., TA – Jane Adams)
- Contact Number of person/people covering (e.g., include CELL phone number)
- ACCOUNT TO CHARGE EXPENSES (e.g., 701-02-60 OR "ICUBE" OR "NSF") - If more than one, please include %

Seminar/Visitor Logistics and Agenda Scheduling (Paula)

Contact Paula to make all speaker arrangements. Provide account information, spending levels, constraints, contact information for the visitors, deadlines, and a list of people/departments to be contacted regarding meetings.

Conference Room Reservations & Use (Paula)

Email Paula or one of our Student Office Assistants (ecpemost@iastate.edu) to reserve conference rooms (2222 Coover, Sproul Center, 3138 Coover; 3043/3041 ECpE Bldg. Addition; or 353 Durham). 2222 is always in conference mode, 3043/3041 is always in lecture mode. Priority Usage information is below for each room. When you use the conference rooms, you must have a faculty member present. You are responsible for cleaning up after you are done using the room.

To reserve, please provide:

- your name,
- your PI name (if you are a grad student),
- reason for the meeting (include # of participants),
- time you need the room (start and end times), and
- "style" you need the room (theater/lecture or conference seating).

When you vacate a conference room, please:

- tie up filled trash bags, place outside room door,
- straighten chairs,
- clean boards,
- turn off projectors,
- LOGOFF computers (DO NOT TURN OFF),
- turn off lights, and
- LOCK the door behind you if it is after 4:30PM.

PRIORITY USAGE (in order listed for each room)*

- **3041/3043 ECpE Addition (SEMINARS, EXAMS)** – full kitchen with plumbed coffee makers/hot water tap
 1. Distinguished/Search/Dept/Grad Seminars
 2. Grad Student Exams
- **2222 Coover Hall (SEMINAR ALTERNATE, EXAMS, MEETINGS)** – coffee carafe available in 2215 Coover
 1. Faculty Search/Dept/Grad Seminars (ONLY IF 3041/3043 is not available)
 2. Grad Student Exams
 3. ECpE Standing Faculty Committee Meetings
 4. Large group/committee meetings (>12) – This includes Student-centered events
 5. Faculty/Student use
- **2202 Coover Hall (Sproul) (OUTSIDE GUESTS, ADMIN, BACK-UP)** – carafe available in 2215 Coover
 1. Outside guests
 2. ADMIN Meetings
 3. ECpE Standing Faculty Committee Meetings (ONLY IF 2222 is not available)
 4. Back-up ONLY if 2222, 3138, or 353 are not available; reoccurring meetings will be bumped
 5. Faculty use – not intended for student use
- **3138 Coover Hall (EXAMS/MEETINGS)**
 1. Graduate Student Exams
 2. Medium committee/group meetings (7 – 12 participants)
 3. Faculty/Student use
- **353 Durham Center (EXAMS/MEETINGS)**
 1. Graduate Student Exams
 2. Medium committee meetings (7 – 12 participants) – Priority to PTRC Meetings
 3. Medium group meetings (7 – 12 participants)
 4. Faculty/Student use

*If you have a meeting with 3 people or less, please hold your meeting in your faculty office.

Reminder items for the new academic year...

Inviting Visitors for Research (> 1 week) (Sara K Harris, skharris@iastate.edu, 4-1097)

If you plan to invite a student or faculty from another university to spend time in your lab to conduct research (whether paid or not), prior to engaging in any conversation with the visitor you must complete the **Request to Host a Visitor Form** (<https://engineering.cypoint.iastate.edu/unit/HR/SitePages/Home.aspx>). The department and college review all requests to ensure that ISU policies are not violated regarding export of research prior to authorizing any invitation. Direct your questions to Sara.

Faculty Salary Adjustments – salary on grants, summer salary, buy-outs (Sara)

If you need to pay yourself from a grant/contract account, or need to add summer months, please contact Sara in the Main Office. Please note, salary will NOT be processed for FULL TIME on any grant for any specific period longer than one week, i.e., you can get paid from grant A, Jun 1-5; but you CANNOT get paid from Jun 1-15 (it will be ½ month spread over Jun 1-30). This keeps us within the legal guidelines for grants and allows you to spend time on other things such as writing additional grants. Also, for NON-buyout situations, you can request to be paid off a grant during the academic year and use your 704 funds to pay yourself in the summer – BUT – it must be within the same fiscal year (NO crossing fiscal years – use it or lose it). For buyouts, you will not get your 704 funds in the summer.

Student Travel Support Requests (Sara)

As a reminder, the GPSS provides travel support to graduate students. Please ask your students to complete the **Request for Graduate College Professional Advancement Grant (PAG) Form** (<http://www.ece.iastate.edu/files/2011/06/request-for-professional-advancement-grant-form.pdf>) and submit directly to the Graduate College. In addition, the department offers Professional Development Support as well. This year, we will continue to support as much as \$500 for presenters at top conferences. Please ask your students to complete the **ECpE Professional Development Support (PDS) Request Form** (<http://www.ece.iastate.edu/files/2012/06/ecpe-graduate-student-professional-development-support-request.pdf>) and submit to Sara. Upon their return, please ask your students to complete and submit to Sammy the **ECpE Travel Reimbursement Form** (<http://www.ece.iastate.edu/academics/graduate-forms/> under ECpE Department Leave, Travel, Grant, and Reimbursement Forms) along with all original detailed receipts.

HR Assistance (Sara)

If you need any assistance regarding human resources (hiring, promoting, etc.), please contact Sara.

P&T Assistance (Sara)

If you have any questions about the P&T process, or any deadlines, requirements, templates, etc., please contact Sara.

First Report of Injury (Sara)

The First Report of Injury system has been updated effective AUG 2 2012. If an injury or accident occurs on campus or while you are working on travel, report this to the Sara in the Main Office as soon as possible and log into the system to complete the report (in AccessPlus under the “Employee” tab, click on “work injury” in the left column).

Website, Publications, and Publicity (Brock Ascher, ascher@iastate.edu, 4-2663)

Contact Brock Ascher, Communications Specialist, for any communications related items, such as website updates/creation, story ideas, publicity, etc. Brock handles the print, email, and web marketing for the department. Contact Brock to ensure seminars are publicized via flyers, web postings, and email blasts. Brock reports to Manimaran Govindarasu, Associate Chair.

Online Calendar for Seminars and Events (Brock)

Brock also manages the **ECpE Calendar of Events** (<http://www.ece.iastate.edu/seminars-and-events/events/>). If you have an event that you want posted on the calendar, please let him know well in advance to get the best publicity!

Reminder items for the new academic year...

Student Office Assistants, Main Office (Alex, Ashley, Elizabeth, Kelsie, Kristen; ecpemost@iastate.edu, 4-5439)

Contact them directly to assist with conference room reservations, locating a resource, getting office supplies, incoming/outgoing mail, deliveries, filing, etc. If you have a big project, please contact Sara to manage/delegate to the appropriate student worker.

Complete Support Group (CSG)

If you have a computing issue in the lab, go online and submit a **Support Request Form**: <http://www.ece.iastate.edu/the-department/computing-support/support-request/>.

Equipment (CSG)

If you wish to reserve equipment such as laptops, camcorders, or projectors for check-out, please contact CSG@iastate.edu. If you need a laser pointer, we have those in the Main Office – please see Paula or one of our Student Office Assistants. NOTE: Remotes for 2222 and 3138 are to remain in the room – do NOT remove.

FIND IT ON THE WEB

Faculty and Staff Resources (<http://www.ece.iastate.edu/the-department/faculty-and-staff/>)

Find this document and more on the Resource page!

- ECpE Events (<http://www.ece.iastate.edu/seminars-and-events/events/>)
- ECpE Seminars (<http://www.ece.iastate.edu/seminars-and-events/seminars/>)
- ECpE Department Organizational Chart (<http://www.ece.iastate.edu/ece-department-org-chart/>)
- ECpE Strategic Plan (<http://www.ece.iastate.edu/the-department/strategic-plan/>)
- ECpE KPIs (<http://www.ece.iastate.edu/the-department/key-performance-indicators/>)
- ECpE Governance Document (<http://www.ece.iastate.edu/the-department/ecpe-governance-document/>)

THOLIAN (<http://tholian.ece.iastate.edu>)

We are using THOLIAN quite heavily. So please log on and check it out. If you need assistance using THOLIAN or finding anything out there, just give Sara a call or send an email. If you need assistance logging on (or anything technical), please contact csg@iastate.edu. What is on THOLIAN, you ask?

- The ByLaws are out there (that is the ECpE Governance Document)
 - The Faculty/Staff meeting minutes
 - The ECpE Phone/Email Directory
 - Commonly Used Forms
 - Archived materials
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Coffee Times (Sproul Center)

Please help yourself to coffee in the Sproul Center at 10AM and 3PM. If the carafe is empty, make more. See instructions posted to the left of the pot on the wall. If there is a meeting during this time, do not enter the room.

Patio Furniture (ECpE Addition)

The department's **patio furniture** has been well received in the **ECpE Addition Courtyard**. Please continue to use this space to relax, unwind, or catch some rays while reading the latest journal.