

FORWARD/DISCLAIMER

This resource guide is designed to provide clerical staff with information from a variety of university offices. It is not meant to replace the *Agreement Between the American Federation of State, County and Municipal Employees (AFSCME) and Pennsylvania's State System of Higher Education (State System).*

The resource guide is reviewed and updated annually.

Version: Fall 2025

WELCOME NEW EMPLOYEES!

Welcome to Kutztown University! You have joined an exciting, dynamic, and ever-changing organization.

You should work with your supervisor to complete the following tasks in your first few days of employment at KU:

New Hire Checklist:

- On your first day, you should visit the <u>KU Business Services office</u>, located in the Academic Forum room 107 with your vehicle registration and driver's license to obtain a parking sticker
- You will be getting network access and password information within your first few days of employment
- Go to "My First Days" to complete payroll and benefit elections after reviewing the benefits guide provided by HR.
- The second Thursday of each month is reserved for New Employee Orientation. This is an all-day required session introducing you to offices and programs from all across campus. Lunch is included. Human Resources will schedule this for you and notify you and your supervisor of the date and location.

In your first week, visit the <u>KU Card Office</u> in the Academic Forum, room 107 to get your photo taken for your KU identification card - please call ahead (x34825) to make sure that all your information has been received from IT.

CAMPUS CONTACTS

There is no printed phone book; an electronic phone book to find contact information for specific people and departments is available at: https://www.kutztown.edu/people.html.

Business Intelligence – Applications Support Manager, Ext. 34172

Catering – Catering Director, 484-646-4289

D2L – Director Distance Ed, 484-646-64250

EMS Room Reservations – Conference Services, Ext. 34066

ESS (Employee Self-Serve) – Human Resources, Ext. 31353

Facilities Work Order System/Facilities Work Control Center, Ext. 31594

KU Career Network (student job postings), Office Manager, Career Development Center, Ext. 34067

MyGlobalKU, (Study Abroad Portal), International Office, studyabroad@kutztown.edu or Ext.34939

MyKU/OneSIS (student information system) – Director of Enterprise Software Development, Information Technology, Ext. 34172

NeoEd – i.e., evaluations, artist-in-residence, Human Resources Employment Services Mgr, Ext. 31353

Nuventive assessment software program – Assessment Office, 484-646-4344

Office Supplies – Procurement Agent, Ext. 34904

Print Center – KU Print Center Manager, Ext. 34116

Purchasing-Card – ERP Procurement Contractor, <u>mvink@passhe.edu</u>, or 717-720-4270

Slate (CRM) – Admissions, event registration – Applications Support

SMS (card swipe door locks) – Facilities Work Control Center, Ext. 31594

Sourcepoint (purchasing system) – ERP Procurement Contractor, ajackson@passhe.edu, or Ext. 34831

Starfish – Student success platform, Nancy Brynildsen, Starfish Management Technician, starfish@kutztown.edu, or Ext. 34106

Verba Textbook Ordering System – Textbook Buyer, Ext. 34019

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ACADEMIC SECRETARIES ACTIVITIES 2025-2026

Some things to keep in mind:

- The list is put together by secretaries to be helpful.
- Items listed may not be applicable to your department.
- Some items are listed for awareness and are not necessarily secretarial tasks.
- Please check with your supervisor if it is something you are not sure if you do in your role.
- Refer to the Administrative Calendar (from <u>RegistrarCommunications@kutztown.edu</u>) for detailed academic dates and the <u>Master Calendar</u> for event dates.

ONGOING TASKS (Updated 7/31/25)

- Student Worker Hiring
- Monitor and approve student hours as applicable
- Collecting from department faculty information for Council of Trustees due to Dean's office monthly (Note: No meetings in May, July, and August)
- Travel System
- Notify Dean's Offices when you will be out of the office. Put "Out of Office Message" on Email/Phone/Door.

JUNE

- Transfer student registration help with registering
- Summer I session (may start in May)
- Order keys for new faculty and/or submit card access forms
- Contact telephone services for numbers for new faculty
- Submit work orders to clean office space for new & returning faculty
- CONNECTIONS Program (freshmen orientation)
- Course Schedule Due dates for Winter/Spring 2027:
 - Roll will be Tues, March 31, 2026
 - Pass begins Tues, April 7, 2026
 - Deadline for Winter to Dean's Fri, May 15, 2026 6 1/2 weeks
 - Deadline for Spring to Dean's Fri, June 12, 2026 8 1/2 weeks
 - Deadline to All to CourseScheduler Fri, June 26, 2026 -10 1/2 weeks

Please contact Amy Walton, Scheduling Coordinator, Registrar's Office with questions at 610-683-4171, or walton@kutztown.edu, coursescheduler@kutztown.edu.

JULY

- Council of Trustees information for period 5/22/26-7/23/26 due to Dean's Office Monday, July 20, 2026.
- Summer Session II session (may start in June)
- Transfer student registration help with registering
- Purge and organize files
- Handbook updates (HR)

AUGUST (updated 7/31/25)

- Council of Trustees information for period 5/23/25-9/11/25 due to Dean's Office Monday, September 8th, 2025.
- Incoming Faculty Orientation 8/18 & 8/19, 2025 Please share dates with new faculty.
- Assist chair with last-minute hiring of faculty for fall semester
- Handle drop/add and late registration in the department
- Post faculty schedules and office hours when available
- Update department directory (names/office location/phone number/e-mail)- Faculty are tasked with updating their own information in ESS for the KU Directory. Please share updates with the Dean's Office.
- Assist chair in monitoring low enrollments, if applicable (COSINQ Report)
- Class Enrollment, Course Override, Quick Enroll, Wait Lists
- Request Pre-requisite Check Report from the Office of the Registrar- This report gives you the students that need attention for not meeting the prerequisites they registered for the next semester
- Room Reservations for Department meeting/events/student clubs (if not done in spring)
- SMS program doors and cards for faculty (mostly temps) and students for Fall semester (if applicable)
- Assign Advisors to incoming students*
- Download/assemble schedules of incoming students for advisors/chairs to make sure they have classes in their major (if applicable)
- Last minute textbook requests
- Hiring student workers: Posting student worker jobs in <u>Handshake</u>, Completing student worker applications on HR website, student workers complete HR onboarding requirements
- Create agenda for department meetings (if applicable)
- Events:
 - o Opening Day Faculty and Staff Convocation 8/22/25, 8-10 a.m. in Schaeffer Auditorium
 - o Please check the <u>Master Calendar</u> for University events and with your Dean's Office and departments for events specific to your college.

SEPTEMBER (updated 8/1/24)

- Room Reservations
- Forward request to hire for faculty awarded sabbaticals (awards are made in June)
- Inform Dean of name of department PET Committee chair
- Faculty Consultation Hours are due to the Dean by end of first week of fall semester, Friday, September 5th by noon.
 - o Please refer to your Dean's Office submission instructions.
 - o Send info for all faculty in your department in a <u>single document</u> *after* it has been reviewed and approved by the chair to the requested Dean's Office e-mail address.
- II's and IS's and Internships are due at the end of Drop and Add please email forms to your Dean's Office, or hand-carry to Dean's Office for approval (not campus mail)
- First Day Handouts and Syllabi are due Friday, August 29th by 4:30 pm.
 - o Please refer to your Dean's Office submission instructions.
- PDFs, DocuSign
- Verify committee members at Department meeting and send to Dean's Office
 - o PET
 - Assessment
 - o Curriculum
 - College Technology
- Student Feedback of Instruction (SFI) preparation begins for PET chairs- Early Evals are due soon after the semester starts
- Graduation Clearances- start to collect material for chair/faculty (if applicable)
- Degree Audit Report
- Course Schedule Due dates -- Summer/Fall 2026:
 - Roll will be Tues, Sept 30, 2025
 - Pass begins Tues, Oct 7, 2025
 - Deadline for Summer to Dean's Fri, Nov.14, 2025 6 1/2 weeks
 - Deadline for Fall to Dean's Mon, Dec. 1, 2025 8 1/2 weeks
 - Deadline to All to CourseScheduler Fri, Dec. 12, 2025 -10 1/2 weeks

Please contact Amy Walton, Scheduling Coordinator, Registrar's Office with questions at 610-683-4171, or walton@kutztown.edu, coursescheduler@kutztown.edu.

- Events:
 - o Return to Campus Academic Fair, 10:40 a.m. to 12:40 p.m.
 - Please check the <u>Master Calendar</u> for University events and with your Dean's Office and departments for events specific to your college.

OCTOBER

- Council of Trustees information for period 9/12/25-10/23/25 due to Dean's Office by Monday, October 20th, 2025.
- Track graduation clearances for Fall semester
- Advisement period begins Oct. 6, 2025 Nov. 13, 2025
- Course Scheduling assist chair, if necessary
- Book orders due in October
- SMS doors set for fall break (Oct. 14, 2025)
- Tuesday, October 14, 2025, follows a Monday class schedule.
- Course Schedule due dates Summer/Fall 2026:
 - Roll will be Tues, Sept 30, 2025
 - Pass begins Tues, Oct 7, 2025
 - Deadline for Summer to Dean's Fri, Nov.14, 2025 6 1/2 weeks
 - Deadline for Fall to Dean's Mon, Dec. 1, 2025 8 1/2 weeks
 - Deadline to All to CourseScheduler Fri, Dec. 12, 2025, -10 1/2 weeks

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• Events:

- o Admissions Open Houses
 - Saturday, October 25, 2025
 - Saturday, November 8, 2025
- o Homecoming 2025 is October 18!
- o The Fall STEM Open House is on Saturday, October 4, 2025.
- Please check the <u>Master Calendar</u> for University events and with your Dean's Office and departments for events specific to your college

NOVEMBER (updated 10/30/24)

- Council of Trustees information for period 10/24/25-11/27/25 due to Dean's Office Monday, November 24th, 2025.
- Course registration
- Registration of new transfer students for spring semester
- SMS program doors for Thanksgiving holiday
- Commencement Awards and program for Fall graduates
- Course Schedule Due dates -- Summer/Fall 2026:
 - Roll will be Tues, Sept 30, 2025
 - Pass begins Tues, Oct 7, 2025
 - Deadline for Summer to Dean's Fri, Nov.14, 2025 6 1/2 weeks
 - Deadline for Fall to Dean's Mon, Dec. 1, 2025 8 1/2 weeks
 - Deadline to All to CourseScheduler Fri, Dec. 12, 2025 -10 1/2 weeks

Please contact Amy Walton, Scheduling Coordinator, Registrar's Office with questions at 610-683-4171, or walton@kutztown.edu, coursescheduler@kutztown.edu.

• Events:

Please check the <u>Master Calendar</u> for University events and your Dean's Office and departments for events specific to your college.

DECEMBER (updated 9/3/24)

- Final exam week
- Grades are due Tuesday after end of semester
- PET Chair picks up SFI's forms from the Dean's Office (Faculty are emailed the results summary directly from KUSRI@kutztown.edu)
- Registration of new transfer students for spring semester
- Assist chair in monitoring low enrollments, if applicable
- SMS program doors for winter break
- Notify Dean's Offices when you will be out of the office
- Department secretary is to have a copy of the final exam prior to the exam being completed. An electronic copy is fine.
- Course Schedule Due dates -- Summer/Fall 2026:
 - Roll will be Tues, Sept 30, 2025
 - Pass begins Tues, Oct 7, 2025
 - Deadline for Summer to Dean's Fri, Nov.14, 2025 6 1/2 weeks
 - Deadline for Fall to Dean's Mon, Dec. 1, 2025 8 1/2 weeks
 - Deadline to All to CourseScheduler Fri, Dec. 12, 2025 10 1/2 weeks

Please contact Amy Walton, Scheduling Coordinator, Registrar's Office with questions at 610-683-4171, or walton@kutztown.edu, coursescheduler@kutztown.edu.

- Events:
 - o Fall Commencement Ceremonies Saturday, December 13, 2025.
 - o Please check the <u>Master Calendar</u> for University events and with your Dean's Office and departments for events specific to your college.

JANUARY (Updated 1/3/24)

- Handle Drop-and-Add in the department
- Collect office hour information from department faculty and forward to Dean's Office note to faculty as a reminder to submit them.
- Update syllabi first day handouts and/or syllabi. Due Friday of the first week of classes. (updated 1/3/24)
- Change of major/curriculum/advisor forms
- Registration of new transfer students for spring semester
- Assist chair in monitoring low enrollments, if applicable

- Assist chair with last-minute hiring of faculty for spring semester
- SMS program doors for start of semester and cards for faculty (mostly temps) and students for spring semester remove outdated fall access if necessary
- Pre-requisite Check Report: This report gives you the students that need attention for not meeting the prerequisites they registered for the next semester. (updated 12/4/23)
 - o Request from the Office of the Registrar (Amy Walton)
 - o In MyKU click on "Curriculum Management" / "Enrollment Requirements" / "Post Enroll Req Checking".

• Events:

o Please check the <u>Master Calendar</u> for University events and your Dean's Office and departments for events specific to your college.

FEBRUARY (Updated 2/3/23)

- Council of Trustees information for period 11/28/25-2/26/26 due to Dean's Office Monday, February 23, 2026.
- FYI, chair's letter for any tenure and/or promotion candidates due
- Early room reservations are due 2nd week in March for priority events
- Assist chair in gathering department's commencement award recipient list; request checks from Foundation if applicable
- Track graduation clearances for Spring semester
- Events:
 - o Admissions: Beyond Classroom visit Days
 - o College of Business Open House Friday, February 27, 2026, 2:00 p.m.
 - Please check the <u>Master Calendar</u> for University events and your Dean's Office and departments for events specific to your college.

MARCH (Updated 2/1/24)

- Notify Dean's Office of commencement award recipients.
- Start planning for recognition ceremony for graduates, if applicable
- Track graduation clearances for Spring semester (continued)
- Advisement period begins
- Book orders due in March for Summer & Fall semesters
- Assist chair with Tech-Fee Requests due to Dean's Office, if applicable
- SMS- program doors for Spring Break
- Early Room Reservations deadline for Conference Services
- Curriculum Deadline March 1 for courses approved to be effective for Fall semester
- Commencement Awards- check award forms due to Dean's Office (to be sent to the KU Foundation and for the Commencement program)

- Course Schedule Due dates for Winter/Spring 2027:
 - Roll will be Tues, March 31, 2026
 - Pass begins Tues, April 7, 2026
 - Deadline for Winter to Dean's Fri, May 15, 2026 6 1/2 weeks
 - Deadline for Spring to Dean's Fri, June 12, 2026 8 1/2 weeks
 - Deadline to All to CourseScheduler Fri, June 26, 2026 -10 1/2 weeks

Please contact Amy Walton, Scheduling Coordinator, Registrar's Office with questions at 610-683-4171, or walton@kutztown.edu, coursescheduler@kutztown.edu.

- Events:
 - Accepted Student Day (Admissions event)
 - o Admissions: MORE program
 - o Please check the <u>Master Calendar</u> for University events and with your Dean's Office and departments for events specific to your college.

APRIL (updated 9/4/24)

- Council of Trustees information for period 2/27/26-4/9/26 due to Dean's Office Monday, April 6, 2026.
- Alternate Assignment Request Forms for Summer due
- Advisement period and course registration
- Temp hiring with chair process paperwork and collect any documents for search committee
- Course Schedule Due dates for Winter/Spring 2027:
 - Roll will be Tues, March 31, 2026
 - Pass begins Tues, April 7, 2026
 - Deadline for Winter to Dean's Fri, May 15, 2026 6 1/2 weeks
 - Deadline for Spring to Dean's Fri, June 12, 2026 8 1/2 weeks
 - Deadline to All to CourseScheduler Fri, June 26, 2026 -10 1/2 weeks

Please contact Amy Walton, Scheduling Coordinator, Registrar's Office with questions at 610-683-4171, or walton@kutztown.edu, coursescheduler@kutztown.edu.

- Events:
 - o Dean's Scholar's Reception (2026?)
 - o Admissions: Accepted Student Day (2026?)
 - o STEM Open House (April 2026?)
 - o Please check the <u>Master Calendar</u> for University events and with your Dean's Office and departments for events specific to your college.

MAY (updated 3/31/25)

- Council of Trustees information for period 4/10/26-5/21/26 due to Dean's Office Monday, May 22, 2026.
- Newly elected department chairs start three-year term one week following spring commencement
- End of year fiscal purchases must be dated June 30
- Registration for new transfer students for Fall (may also occur in late April, May, June, July, and August)
- Forward requests-to-hire faculty replacements (task depends on when faculty give notice of retirement or other leave of absence)
- Student Worker Applications Ask if current worker(s) returning, if applicable. If not, advertise and orient new workers. (Students cannot start working until a message from KU PASSHE Support says they are eligible to work after completing the Onboarding Process. However, because applications for the academic year are not entered until the end of summer, and the onboarding process includes many steps that take a long time -- NeoGov Account, Child Abuse Clearances, Fingerprinting, Tax forms, students are often not eligible to start working when needed at the start of the semester.)
- Final exam week
- For Middle States, collect and track final assessment and exam information for department. Follow instructions for submission from your Dean's Office.
- Transfer Connections Overrides
- SMS program doors for summer
- Graduation Celebrations/Ceremonies for students
- Request Pre-requisite Check Report from the Office of the Registrar- This report gives you the students that need attention for not meeting the prerequisites they registered for the next semester (6/9/23)
- Course Schedule Due dates for Winter/Spring 2027:
 - Roll will be Tues, March 31, 2026
 - Pass begins Tues, April 7, 2026
 - Deadline for Winter to Dean's Fri, May 15, 2026 6 1/2 weeks
 - Deadline for Spring to Dean's Fri, June 12, 2026 8 1/2 weeks
 - Deadline to All to CourseScheduler Fri, June 26, 2026 -10 1/2 weeks

Please contact Amy Walton, Scheduling Coordinator, Registrar's Office with questions at 610-683-4171, or walton@kutztown.edu, coursescheduler@kutztown.edu.

- Events:
 - o Junior Preview Day -- TBD
 - o Graduate Commencement Friday, 5/15/26
 - Undergraduate Commencement Saturday, 5/16/26

ACCOUNTS PAYABLE

Contact Information:

Accounts Pavable

Kelsey Arcelay, Disbursement Accounting Manager 223D Stratton Administration Center

T: 484-646-5810

E: <u>karcelay@kutztown.edu</u> / <u>apinvoice@kutztown.edu</u>

ACCOUNTS PAYABLE is responsible for processing disbursements and issuing payments to all suppliers for services and supplies provided to Kutztown University, as well as travel reimbursements to all employees. Payments are made in accordance with established Spending Guidelines for Public Funds as well as Travel Policies and Purchasing Card Policies where applicable. Payment runs are conducted every Tuesday and Thursday, except during holidays.

Please note: Procurement does not forward any invoices to Accounts Payable even if the invoices are attached to the PR in SourcePoint. All invoices should be emailed directly to apinvoice@kutztown.edu with the PO # and approval for payment.

TRAVEL MANAGEMENT SYSTEM

Please use the Travel Management System in the Employee Self-Serve (ESS) Portal when submitting a travel request or a travel expense report. If you have any questions about the Travel Management System, please email Amanda Vasko at avasko@kutztown.edu or call ext. 34744.

Guides for "Creating a Travel Request," "Creating a Travel Expense Report," and "Searching for a Trip Region" can be found here <u>Travel Management System Reference Guide Links</u>.

- Travelers will need to determine how the travel will be paid: Department or Grant cost center, or out-of-pocket expense.
- All expenses need to be supported by detailed receipts.
- Special instructions apply for student travel; this is processed through a DirectPay form and detailed receipts must be provided. Contact apinvoice@kutztown.edu for guidance.
- International Travel requires the Provost's approval; the electronic form will be routed accordingly.
- Vehicle Rentals If a rental vehicle is needed, please see the <u>Enterprise Vehicle Rentals</u> website to create a request. Kutztown University partners with Enterprise Rent-A-Car to handle all vehicle travel accommodations online on their website. Information regarding the specific guidelines of this program can be found by visiting the <u>Vehicle Rental Guidelines</u> page.
- A travel expense report with attached detailed receipts must be submitted electronically to the Accounts Payable Office for reimbursement within 60 days of returning from your trip.

DEPARTMENT BUDGET

Contact Information:

Budget Office
Heather Klotz, Budget Manager
221F Stratton Administration Center

T: 610-683-145

E: klotz@kutztown.edu

BUDGET FAQ'S

Where can I view/print budget reports? Business Intelligence (BI) has many easy-to-use reporting options for viewing and printing budget information. The easiest way to print is by exporting the information to a pdf format. See the BI Training Manual for further instructions.

What G/L account should I use? See a complete listing of <u>available G/L accounts</u> and <u>frequently asked budget questions.</u>

Department operating budgets, listed on the Other Expenses budget line, should be reviewed prior to creating purchase requisitions, submitting check requisitions and expense reimbursements to Accounts Payable, or requesting transfers. Departments should also monitor their Student Wages budget line.

For information on viewing budgets using SAP or Business Intelligence (BI), refer to this website: Viewing Budgets - Kutztown University

BUSINESS INTELLIGENCE

Please view the BI Training Manual for instructions on viewing your budget in BI. Please also download the Business Intelligence Navigation Manual for additional information. Contact the Budget Office with any questions related to creating reports in Business Intelligence.

Important note: See the BI Training Manual initial setup section for instructions. The BI system works best with Firefox, Chrome or Safari.

BUDGETS IN SAP

For viewing budgets in SAP, please use the ZFM02_EXP transaction. To run the report, you will need to enter the 10-digit fund center(s) and the fiscal year. Prior year budgets can be viewed by using the prior

fiscal year in place of the current fiscal year. The screen will display five columns: budget, commitments, actuals, total commitments & actuals in one column, and the available budget in the last column.

The other expenses line is the department's operating budget and should be reviewed prior to creating purchase requisitions or requesting transfers. Departments should also monitor their student wages budget line. Please note the Auxiliaries have a different budget structure. The budget is allocated at the General Ledger (G/L) account level instead of the other expenses. <u>Available General Ledger accounts</u> Please download the SAP Training Manual for instructions on viewing your budget in SAP.

BUDGET TRANSFERS

Please see the Budget Office website for information on budget transfers.

Send an email to the Budget Office providing the following information:

- 1. Amount of the transfer
- 2. 10-digit account numbers and names of Sending and Receiving departments

(Example: from Budget Office 4511041600 to Procurement Services 4511041200)

- 3. Description/Reason for transfer
- 4. cc: Sending Department Head/Chair to indicate approval
- 5. cc: Receiving department

The Budget Office will confirm by email when the transfer has been completed. No forms/signatures are needed. It is the same process whether covering a shortage, sharing in the cost of something, or just moving budget funds. Please view budget transfer policy.

BUDGET AVAILABILITY CHECK

Please see the Budget Office website for information on viewing budgets.

The department's operating budget should be reviewed prior to requesting transfers, sending expense reports to Accounts Payable, or creating purchase requisitions. Budget funds must be available to cover the amount. If there are not enough funds in the other expenses line to cover a requested budget transfer, the Budget Office may contact the department before initiating the transfer.

Note: If you encounter a budget issue while entering a purchase requisition and you receive a Budget Exceeded error message, please save the preliminary requisition in SAP until the necessary budget transfer is complete. This will prevent you from re-entering all the information that you have already completed. If there are not enough funds in the other expenses line when creating a new requisition, you can email the Budget Office to request a budget transfer to fund the budget.

CAMPUS CATERING

Contact Information:

<u>Dining Services</u>
<u>Kathy Deeter, Catering Coordinator</u>
<u>South Dining Hall</u>

T: 610-683-4680

E: catering@kutztown.edu

See this link for information regarding <u>dining and catering services</u>. Aramark is the University's dining and catering vendor. This link takes you to <u>Catertrax</u>, Aramark's online catering website where you can create an account and place orders:

Before ordering food for meetings or events, please review allowable expenditures for food in Spending Guidelines for Public Funds at: <u>Accounts Payable - Kutztown University.</u>

All food and beverages for events using campus funds must be purchased and provided by Aramark unless a Food Waiver/Exception form is submitted to the Dining Service department prior to the event. Kutztown Catering - Kutztown University

- All food ordered on campus must be preapproved by your Dean, or other designated approver.
- After the catering order is placed and confirmed, a purchase requisition must be entered in Sourcepoint to generate a PO for the order.

- Information that should be included in the comments when creating the purchase requisition for catering:
 - o Event or Business Purpose, Date, Time, Location, # of Guests, Aramark Sales Order #.
 - o The Aramark sales order must be attached to the purchase requisition.
- Refer to the <u>training guide</u>, "QRG Entering a Non-Catalog PR (Service)" located on the PASSHE Procurement sharepoint site under The SourcePoint Portal tile.
- Aramark requires the PO number prior to the event, so allow sufficient time for approvals and processing.
- You will receive an Aramark invoice after the event approve and return the invoice to Account Payable at apinvoice@kutztown.edu.
 - Aramark will indicate the number of tables that are needed to cater the event. You will need to place a Work Request for the tables through the <u>Facilities Work Control Center website</u>.
- If the event is being held in the McFarland Student Union Building, and you need tables for catering, contact: Student Union Operations; 610-683-4087 Student Union Building Rm 274.

CARD SWIPE DOOR LOCKS (SMS)

Contact Information:

Facilities Business Services Key and Lock / Card Access

T: 610-683-1594

E: wcc@kutztown.edu

Facilities manages over 18,000 doors and locks on the KU campus. Electronic locks, commonly referred to as card access, have been added to many exterior and interior doors throughout campus. Permissions to utilize your campus ID card for door access must be granted by your department or division's Authorizing Official.

Card swipe access is decentralized to the departments who maintain access to their respective locks. Each department has a Primary Authorizing Official and many also have a Back-up Authorizing Official. These are usually the Secretary and the Chair of the department.

Automated door schedules are coordinated by these Authorizing Officials to ensure that the buildings interior doors open and close on a schedule that supports the department or division's needs.

Departments with card swipe access doors:

- The Authorizing Official (Chair or Dean) must delegate authority by completing the Key and Lock Authorizing Officials form and submitting it to Facilities.
- Upon submission of the appropriate, signed forms, a service request needs to be entered through the Facilities work order system to request training on the software.
- SMS Workstation software must be installed on your computer for you to maintain your department's door locks. Software installation will be initiated by Facilities once the form has been processed and training has been completed.
- Facilities will provide training for the SMS Workstation software.

Departments requesting access to areas or spaces outside of their own department:

- To gain access to areas or spaces other than your own department, you must contact the authorizing department.
- If you do not know who is the authorizing department for a card swipe door lock, send an email, or call Facilities (see contact information above).
- Facilities will not assign access to decentralized door swipe locks.

Some things to know:

- Your KU ID is your card swipe access.
- The authorizing department assigns card swipe access via the SMS Workstation software.
- If a KU ID is lost and a new one is created, card swipe access must be reprogrammed for offline locks only (note hardwired or wireless card swipe access will not be affected). Depending on the number of offline locks involved, this can take some time to accomplish.
- It will be the cardholders' responsibility to contact departments who had previously granted them card swipe access to their spaces.
- A work request must be submitted for the offline locks to be reprogrammed to add the new credentials to the offline locks.
- If a KU ID is old and worn it can be replaced.
- The old KU ID must be handed in to get a new card.
- The new KU ID must be coded with the same card number (16-digit number which is printed on the card). It is important to specify this when requesting a new id card. When replacing an ID card with the same card number, no reprogramming is required.

After Hours emergency requests should be called into Public Safety. Facilities provides Public Safety with a listing of Authorizing Officials.

COUNCIL OF TRUSTEES REPORT

The Council of Trustees report reflects the professional accomplishments and outreach activities of your department's faculty. If you do not receive a copy of the memo with the Council of Trustees meeting dates and outreach activities deadlines when they are sent out annually in August from your dean's office, you will need to obtain a copy.

The deans' offices compile the professional development information received from the departments and will submit one report for the college. Deans Offices typically will request the information from departments approximately a week prior to the deadline. It is best to request this information from the faculty at least two weeks prior to the due date to allow yourself time to compile the departmental submissions and send it to the dean's office.

If you compile the information for your department, please use the formatting example on the memo from the President's Office and be sure to put a header with Council of Trustees as the title, your department's name and the month and year at the top of the report. **Please do not include on-campus activities in the report.** E-mail your report to your college's dean's office.

EMPLOYEE SELF-SERVICE

Click on this link to access Employee Self-Serve (ESS).

Employee Self-Service is a web-based service that provides employees with information related to their employment with the Pennsylvania State System of Higher Education (PASSHE). The ability to directly view your human resources and payroll data in the PASSHE Human Resource/Payroll System provides an excellent opportunity for you to ensure that the information is correct and kept up to date. One of the major advantages of the ESS system is having real-time data at your fingertips 24/7. HR Areas in Employee Self-Serve includes Fiori, Travel Management, Personal Information, Benefits, Leave & Time, Payroll, My First Days, and ESS Help documents.

Other areas you access through the Self-Service Portal:

Travel Management – This area of ESS provides employees with functions to create and manage travel requests and expense reports.

eTime – The eTime system will allow students to enter their weekly hours worked and allow supervisors to approve their employees' time worked.

Materials Management – The Materials Management area of the portal provides web-based tools for Purchasing & Inventory transactions.

Business Intelligence – The Business Intelligence area of the portal has been provided for employees as a central location for all reports created by the Business Intelligence team at PASSHE. The BI area will continue to grow as the BI team adds more reports in areas such as Accounting, Finance, Budgeting, Human Capital Management, and Purchasing.

SourcePoint – The SourcePoint section of the PASSHE portal provides links to the **Ariba** system where users can access the Guided Buying, Sourcing and Buying & Invoicing modules. From there, authorized users can perform a variety of procurement functions, such as requesting to add a supplier, entering Purchase Requisitions for catalog or non-catalog items, recording Goods Receipts and entering Invoices. See the tab: <u>Ariba Guided Buying</u>.

FACULTY ABSENCE FORM

For your information: Faculty Absence forms are available from the Deans' offices for departments. Please encourage faculty to use the Human Resources online form available online at: Online Faculty Absence Form.

The hard copy forms are to be completed by the faculty, signed by the department chair, and forwarded directly to the dean's office. The department chair is required to notify the Dean's office of any faculty not reporting to class and the plan for coverage of the class. Faculty should notify their classes. The department secretary may be asked to post a note on the classroom door.

FACULTY CONSULTATION HOURS

In Article 23, the current collective bargaining agreement requires full-time teaching faculty to maintain a minimum of five (5) consultation hours per week on no fewer than three (3) different days at such times and locations as will accommodate the needs of the students.

Faculty with part-time teaching schedules or those with AWA duties outside the classroom will have their consultation hours prorated based on their classroom time, as specified in the CBA.

Consultation hours should be held Monday through Friday between 7:00 a.m. and 10:00 p.m. Faculty are encouraged to avoid scheduling their consultation hours between 11:00 a.m. and 12:00 p.m. on Tuesdays and Thursdays, if possible, to allow time for students to participate in other university activities.

Faculty may hold all five consultation hours online, regardless of their teaching modality. However, the consultation hours should be scheduled in ways that best accommodate student needs. We encourage faculty to consider holding two consultation hours on campus to provide options for in-person consultations to accommodate students that may prefer face-to-face discussions.

Consultation hours should be entered into Starfish, as well as submitted to the chair via the process designated in the department. Syllabi/course guides must also include consultation hours, and they should be available in D2L shells.

UNIVERSITY FORMS (ONLINE)

There are many forms now available electronically for students, faculty, and staff, and other. Forms for faculty and staff include forms from Disability Services, Facilities, Financial & Business Services, Grants Office, Human Resources, IT, KU Card Office, KU Presents, Registrar, and Transportation Services. As academic departments serve many students, please familiarize yourself with the forms available for students on this site as well: KU Online Forms .

INFORMATION TECHNOLOGY

Contact Information:

Information Technology Help Desk 201 Stratton Administration Center

T: 610-683-1511

E: helpcenter@kutztown.edu

IT HELP CENTER PORTAL

Information Technology has configured and enabled an online <u>IT Help Center Portal</u> that provides faculty and staff with the ability to submit new requests, view pending or closed requests. The system also provides access to the IT Self Service Knowledgebase, Live Support Chat (when agents are available), as well as links to helpful items such as the Getting Started Guide, D2L Knowledgebase, and a few others. The IT Help Center Portal can be accessed at IT Help Center Support .

MyKU (OneSIS)

The MyKU is Kutztown University's student information system. All student registration, financial aid, student accounts and transcripts are part of the system. Reporting is available through the reporting tool, Argos, which is accessible on the Experience portal.

Training materials are available on the <u>MyKU website</u>. These resources provide comprehensive information for faculty, staff, and students, including:

- · Accessing and navigating the system
- · Searching for courses
- · Creating registration plans
- · Registering for courses
- · And many other topics

KEYS

Contact Information:

Facilities Work Control 427 Baldy Road, Facilities Maintenance Bldg.

T: 610-683-1594 E:wcc@kutztown.edu

The campus approach to managing door security is outlined in the Key and Lock Policy. The Key and Lock Policy (A-F-007) can be found on the University's Policy Register on the KU website.

To request keys, submit a Key Request Form to Facilities. You can find this form on the Faculty/Staff web home page in the Online Tools/Computing section under the bullet Forms (<u>KU Online Forms</u>). The form can be submitted electronically. Key Request Forms must be signed by your designated Authorizing Official and all keys must be picked in person at the Facilities building during normal business hours. You will need to show identification to pick up your keys.

Upon separation all keys must be returned. Keys should never be handed off to anyone else. If someone changes departments and no longer requires keys previously issued, those keys should be returned.

PROGRAM REVIEW PAYMENT

Contact Information:

Kayline German, Provost Office

T: 610-683-4293

E: german@kutztown.edu

- Department secretary processes paying external reviewers after the external review is submitted.
 - o The reviewers will be paid via a Direct Pay form.
 - o This form can be completed via PDF or Docusign.
 - We need a W-9 for each reviewer.
 - We need an invoice to accompany each Direct Pay form.
 - o The invoice must include name, dates of service, what service was provided, and of course the amount.
- Program Review cost center: 4511021090
- Provost's Office pays for stipends up to \$1,000 (can be split any way), plus \$1,000 for lodging, meals and transportation, totaling up to \$2,000 per visit.

PROJECT REQUEST FORM

Contact Information:

Facilities Work Control 427 Baldy Road, Facilities Maintenance Bldg.

T: 610-683-1594 E:wcc@kutztown.edu

Project Services provides full service and cost-effective project management services for capital construction, renovations, alterations, campus facilities and infrastructure improvements, and life-cycle maintenance upgrades.

The following types for work should be submitted using a Project Request Form and not through the work order request system:

Renovations: a total or partial request to upgrade an existing area or building to a higher standard of quality or efficiency

Alteration: to change an internal arrangement or other physical characteristic of an existing space to be used for a new purpose

Improvement: the addition of features to an existing space by upgrading mechanical, electrical components, or architectural finishes

Equipment Installation: the installation of equipment required by an academic or departmental program and not necessary for the proper operation of the building/space itself.

The Project Request Form, additional information, and instructions can be found on the Facilities Project Services pages under Administrative Offices on the KU website.

PURCHASING COMMODITIES AND SERVICES (PROCUREMENT)

Contact Information:

<u>Procurement Services Office</u> Angela Jackson, Purchasing Agent

T: 717-720-4273

E: ajackson@passhe.edu

When a department is utilizing university funds all purchases must be made in accordance with established <u>Spending Guidelines for Public Funds</u> as well as <u>Travel Policies</u> and <u>Purchasing Card policies</u> where applicable.

The preferred method for all purchases is completing a <u>purchase requisition through SourcePoint</u>. Alternative methods of purchasing are Direct Pay and the Purchasing Card.

1) Purchase Requisition through Source Point - "Preferred Method"

SourcePoint training sessions are regularly advertised in the Daily Brief and by e-mail. You may also access SourcePoint training and demos on the following PASSHE Procurement Sharepoint site.

2) University Procurement Card (P-card)

To request a university issued purchasing card or to request an update or change, please use the electronic form found at this link: KU Forms - Kutztown University. Contact Mary Vink with questions at mvink@passhe.edu or Rpopcard@passhe.edu or 717-720-4270.

Contact Amanda Vasko at avasko@kutztown.edu with questions regarding the appropriate usage of the purchasing card. A summary of using the university purchasing card allowable and unauthorized usage is located here: PASSHE Pcard Usage.docx (sharepoint.com). Please note that KU employee travel is not an allowable expense for the purchasing card; this includes registration for conferences and in-person workshops.

3) Direct Pay Requisition

This form should be used to request reimbursement or payment. Most items should be procured through a purchase request prior to the good or service being provided, purchase card, or travel expense report. Contact apinvoice@kutztown.edu or call ext. 34135 with questions.

Please attach an original receipt along with any related backup information. For individuals a W-9 will need to be attached unless one has already been provided previously. This form will be automatically sent to the Accounts Payable department after it is approved, and a copy will be sent to you. No further action will be needed.

The e-form is automatically routed to the appropriate cost center approving authorities. The electronic Direct Pay Requisition for is located at KU Forms - Kutztown University

REGISTRAR'S OFFICE

Contact Information:

Registrar's Office

115 Stratton Administration Center

T: 610-683-4485 F: 610-683-1586

e-mail: regoffice@kutztown.edu

Please contact the Registrar's Office for assistance with academic processes.

Click on this link for training resources: MyKU Training

REGISTRAR'S OFFICE FORMS

The following online forms are located at <u>KU Forms - Kutztown University</u> and are routed for signatures electronically:

- Graduate Assistant Request Form
- Graduate Change of Grade Form
- Undergraduate Change of Grade Form

Some forms, including the below forms, are intended to be completed with the assistance of the department secretary, or faculty and are available online on the shared Campus X drive in the RegistrarShared folder.

Independent Study Request

The highlighted areas are to be filled out by the student. The course title, topic and concise description of content should be filled out in consultation with the instructor. After the form is filled out, signatures are needed by the instructor, department chair and Dean. The form then gets sent over to the Registrar's Office.

Individualized Instruction Request

This form can be found on the shared Campus X drive under RegistrarShared. The highlighted areas are to be filled out by the student. After the form is filled out, signatures are needed by the instructor, department chair and Dean. The form then gets sent over to the Registrar's Office.

Internship Request

The form can be found on the shared Campus X drive under RegistrarShared. The highlighted areas are to be filled out by the student. After the form is filled out, signatures are needed by the professor advising the internship, the chair and the Dean. The form then gets sent to the Registrar's Office, no

later than the end of the first week of the semester. The Internship Request form must be filled out by all students taking an internship, each department has their own internship packet with instructions specific to that major. If the Internship is at a "non-approved" location, the detailed information needs to be forwarded to Vice Provost Office.

Undergraduate Curricular/Advisement Change

Registrar's office/online. This form is prepared by the department a student is changing majors to. The first sections should be completed by the student, the second section by the department secretary, and then signed by the department chair, as well as the Dean. The Dean's Office then forwards the form to the Registrar's Office. If adding a dual/double major, this needs to be indicated on the form.

Change of Grade

Faculty complete the form for all changes in a student's grade. This form can be found on the shared Campus X drive under RegistrarShared. Please do not complete the form and save it back to the X: drive. Rather, copy the form to your drive or your department's drive.

Grade changes from "I" (Incomplete) to a letter grade required no other signature except the professor. All other grade changes (letter grade to letter grade) MUST be approved and signed by the Department Head or Director.

Completed forms can be hand delivered or sent through campus mail to the Registrar's Office. However, it is preferred if the form can be scanned in as a PDF and emailed to the Registrar's Office email at regoffice@kutztown.edu.

ROOM RESERVATIONS

Contact Information:

Conference Services T: 610-683-1359

E: conferenceservices@kutztown.edu

Room reservations for meetings, events, and sales & solicitation table requests should be made through the <u>EMS Room Reservation system</u>. For training or questions, contact the office of Conference & Event Services at 610-683-1359.

Room reservation requests must be made at least 72 hours before the event. For events that are requested within the 72-hour window, you must email Conference & Events Services with the details of your event (name of event, desired location, date, time, person responsible for the reservation) to make the reservation for you. Some rooms may require special permission (secondary approval) to use the space. If a secondary approval is required, it may take up to 2 business days for the reservation to be confirmed. This could affect your ability to make the reservation within those locations on short notice.

Only faculty and staff have access to the reservation system. Emails received from students or from student organizations will not be scheduled without their advisor's approval. Preferably, the advisor (or their faculty/staff designee) will be making these reservations using the EMS Room Reservation system. If requests are made for a student organization, they should be listed under the student organization's name and not the academic or administrative department.

Annually, there is an early reservation period that will allow you to submit events for the next academic year. Notification for this open request time goes out in the Daily Brief. Once the deadline passes, the Events Advisory Council (EAC) will review and approve or deny events based on multiple factors. This is intended for major events you are planning for the next academic year.

For additional information or for assistance identifying appropriate event space, please feel free to contact the office of Conference & Event Services at any time.

STUDENT EMPLOYMENT AND PAYROLL

- For questions regarding student job posting guidelines contact: Financial Aid Office at finaidemployment@kutztown.edu
- Student employment and the application system can be found here: <u>Student Employment / Payroll website.</u>
- It is important to note that a student may not work prior to completing <u>required employment</u> <u>paperwork and</u> background checks, <u>as needed</u> in HR.
- Each student worker supervisor should be communicating with their students regarding training requirements and taking the training should be one of the very first things to be completed by the student. The student workers will be paid for the time involved in the training.
- Please be sure to approve student worker hours in eTime every other Monday by 12:00 noon to ensure the student gets paid. It's recommended that you put a recurring reminder on your calendar to remember to approve student hours in eTime. Jobs that the students may do are ones where students' rights are not compromised. They are also not allowed to copy exams.

POSTING STUDENT POSITIONS

As a reminder, offices are required to post all open and available on-campus employment opportunities through the Career Development Center's Handshake system to afford every qualified student equal opportunity to view and apply.

HANDSHAKE

- Go to Handshake: Click on the existing employer button and then enter email and continue. Click on the Continue with email (not Kutztown University Login) and enter password for your Handshake account. If it the job has been posted previously, please follow these instructions:
- If it is the same position that was posted previously, go to the left menu and click on "jobs" under "postings." Type the position name into the search bar under "all jobs" and click on the "status" button to filter for "closed" jobs. Duplicate the job and remember to edit the dates for the position. If it is a new job posting, then go to the Create job and fill out the information. It will then come to the Career Center for approval.
- Please contact the Career Development Center if you need help creating your account or are not sure if you have a department account. Also, please contact them if you have recently changed departments. If already registered, log back in to reactivate/extend an expired position and/or to create a new student position. If your department's password is not available to you, click on the 'Forgot Password' button to reset it. Remember to always use the employer log in and continue with your email. Do not use the Kutztown University Login as that is for students and will ask you for your SSO log in.

NOTES:

- 1. Consider requiring students to submit a resume as part of the application process.
- 2. Provide detailed instructions on how the student is to apply (post them in the 'Other Instructions' box). For example, 'Please email Ms. Smith (smith@kutztown.edu) indicating your interest in the position; include your available hours and attach your resume. Visit this website for resumewriting help and services.
- 3. Once a student is hired for a position, the student employment application must be completed and submitted. This is completed through the HR site under student employment, then supervisors.

STUDENT EMPLOYMENT APPLICATION

- Once a student is hired for a position, the <u>student employment application</u> must be completed and submitted. Student applications will only be accepted via the new system, which is also listed on the HR student payroll web page. The application submission is submitted online and creates an individual "ticket" for each application.
- Upon submission, the supervisor/submitter will receive a confirmation email that the application has been accepted. As the application moves through the approval process from Financial Aid to Student Payroll, the submitter will receive updates. After the student has completed the necessary paperwork, has begun their background checks and is authorized to begin working, the supervisor will receive an email that the student may start working. If the student has already completed all the requirements previously, the supervisor will receive notification as soon as the employment application has been reviewed and requirements have been verified.
- The application system should not be confused with the student job posting currently handled through Handshake. The application system is what is used once a student is hired. Please note that internet browser Google Chrome is preferred for best results with the system. Mozilla Firefox can also be used, but you may see some nuisance messages.

INTERNSHIPS & JOB POSTINGS

Any time you receive information regarding available internships and job opportunities from employers, please forward that information, or the employer, to the Career Development Center at recruiting@kutztown.edu. The staff will connect with the employer to have them register and post their positions in Handshake, in addition to other recruiting opportunities.

INTERNATIONAL OFFICE

(Study Abroad, International Admissions, International Student & Scholar Services)

Contact Information:

Office of International Education and Global Engagement (International Office)

Dr. Christina Kinney, Director

Location: Old Main 24 T: 610-683-4939

E: studyabroad@kutztown.edu (Study Abroad) or international@kutztown.edu (International

Admissions, International Student & Scholar Services)

W: https://www.kutztown.edu/international

Contact Note: Due to the nature of our recruitment cycles for international admissions, we ask you to NOT direct students to specific staff members (Not to specific emails of staff or specific phone ext.) All of our staff are trained to respond to inquiries, and we assign in-house, the staff, who will respond to certain topics.

STUDY ABROAD:

Students should be directed to the International Office to speak with a staff member about study abroad. Students can also be referred to MyGlobalKU, the study abroad website/portal, and database for general advising information, list of programs, and other important information.

Below is an outline of the study abroad advising and application process for all study abroad programs. Note: Only trained staff in the International Office should be providing study abroad advising. The information about the process is just for your awareness.

- <u>KU-Led Programs</u>: Students are required to review the virtual program brochure and meet with the designated Program Leader for program advising but may immediately apply for their chosen KU-Led program.
- <u>Independent Programs</u>: Students are required to complete Study Abroad Advising through the International Office and complete a Study Abroad Advising Checklist before they start a program-specific application. When a student has found a program and has completed the Study Abroad Advising Checklist on MyGlobalKU, the International Office staff will convert the checklist into the program application for their chosen program.

INTERNATIONAL ADMISSIONS / INTERNATIONAL STUDENT AND SCHOLAR SERVICES:

International students should be directed to the Office of International Education and Global Engagement (International Office) for all admissions-related questions. This office will support students from admissions through graduation and beyond.

International scholars can be directed to the International Office for any general question or support that they need. This includes immigration and transition support that their sponsoring academic department may not be able to provide information for.

Students can also be referred to the <u>International Office website</u> for a lot of important information related to immigration, employment, forms, and other information specific to supporting this population.

TELEPHONE USAGE

Contact Information:

IT Help Center 201 Stratton Administration Center

T: 610-683-1511

E: <u>helpcenter@kutztown.edu</u>

Instructions on how to use the Cisco telephone and voicemail systems can be found on the IT Solutions website article listed linked below:

https://itsolutions.kutztown.edu/support/solutions/articles/9000205117

TEXTBOOK ADOPTION ONLINE

Contact Information:

KU Campus Store T: 610-683-4019

E: books@kutztown.edu

You will receive an email from the Textbooks department at KU Campus Store which will include a personal link to the software used to order course materials. Orders are due in October for Winter/Spring semester and in March for Summer/Fall semester. Training is available through KU Campus Store. Please refer to this website: Textbook Adoption Information.

WEBSITE, DEPARTMENT (UPDATING)

Contact Information:

University Relations Web & Digital Media

T: 484-646-5829 or 610-683-4937

E: webmaster@kutztown.edu

Kutztown University's website (https://www.kutztown.edu) is managed by the Ingeniux Content Management System. Contact the University Relations Web Content team for training.

Information on how to update department directories, both for the Web and in MyKU, can be found here: Updating Department Directories.

WORK ORDERS

Contact Information:

Facilities Work Control 427 Baldy Road, Facilities Maintenance Bldg.

T: 610-683-1594

E:wcc@kutztown.edu

The Facilities Work Control Center (WCC) is your single point of contact for all Facilities related services.

During normal business hours, for services that require immediate attention to eliminate hazards to life or health safety, or to protect property (i.e. too hot/too cold, overflowing toilet, gas smell), call the Work Control Center at Ext 31594.

For routine maintenance and repair requests, special event support, or other routine services, submit a work request through the Facilities work order system link on the Faculty/Staff webpage. Facilities provides maintenance of building exteriors and roofs, building interiors (floors, walls, doors, windows, ceilings) and critical building systems such as HVAC, electrical, and plumbing. In addition to custodial services, Facilities provides a variety of services associated with landscape maintenance, athletic field maintenance, special event support, snow and ice management, logistical moves, and University owned vehicle maintenance.

Special Events:

Facilities provides a variety of services to support your special events. Services include:

- Chair delivery and set-up
- Table delivery and set-up
- Sandwich board delivery
- Podium delivery
- Trash can/recycling container delivery and set-up

Services are handled on a first come, first served basis. Submit your requests as early as possible and at least 2 weeks prior to your event. During busy times (beginning & end of semester), resources are limited. Last minute requests may not be able to be accommodated.

Helpful Hints:

- Submit time sensitive requests as early as possible.
- When entering requests to move an item from one location to another, always use the destination as your location entry and include the "from" information in the body of the request.
- If you need the services of more than one trade (i.e. custodial and labor), you will need to enter multiple requests.

Services Not Provided by Facilities:

- Tents
- Furniture Replacement
- Systems Furniture Installation, Removal, or Replacement
- Safe & Vault Service, Maintenance, Repair
- Computer, Printer, TV, or other Technology Services
- Piano Moves
- Routine Locking/Unlocking of Doors
- Genie Lift Loans
- Desk or Other Specialty Lock Keys

Training for entering requests is available through the Facilities Work Control Center at Ext. 31594.

If you have a request for a renovation / modification to a specific space, please do not enter a work request. For these types of services, a Project Request form must be submitted. The form and instructions can be found on the Facilities Project Services webpage under internal links.

/END

August 2025: cai