



Administrative Assistants Guide

Prepared by:
Administrative Assistant's Affinity Group

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Administrative Services

Location: Founders Hall Lower Level

Ext. 5150

Fax 6760

You can call or email your orders or requests. Always have your account number ready to give them.

Services provided include:

- Letterhead
- Printed envelopes
- 9x12 flap envelopes
- WPI ID Cards

Mail Services

Location: Campus Center Lower Level

Ext. 5523

Fax 5753

Services provided include:

- Order stamps
- On-campus incoming and outgoing mail
- Off-campus outgoing mail
- UPS and overnight services
- Certified Mail

Printing Services

Location: Boynton Hall Basement Level

Ext. 5571

Fax 6767

Services provided include:

- Business cards
- General duplicating (color/black & white)
- Notepads
- Binding (spiral & tape)
- Laminating
- Mailings /bar-coding
- Newsletters/booklets
- Posters
- Order copy paper
- Colored paper
- Interoffice green envelopes

Scheduling Meetings, Events, Dinners

CLASSROOMS - To use a classroom call the Scheduling Office at ext. 5457

EVENTS - To plan an event including arranging a location, food and sometimes technological equipment

Events Office – Campus Center, Main Level Ext. 5613 www.wpi.edu/+events

This office arranges locations for conferences, workshops, meetings, seminars, etc. They prefer at least two weeks notice but try to be very accommodating. You may book a space by emailing them, calling them, or completing an Events Form found on their website. If you are using the form, you may also arrange for catering needs and any audio/video needs you may have if you are giving them enough notice.

<http://www.wpi.edu/Admin/Events/form.html>

TECHNOLOGY

Academic Technology Center – Fuller Labs, 1st Floor Ext. 5220 www.wpi.edu/+atc

This office arranges for any A/V or technological equipment you would like to use for your event. This includes equipment such as laptop computers, video/data projection systems, digital cameras, TVs, DVD players, overhead projectors, screens, cables, and even laser pointers. They can also set up video communications services. (Many of the conference rooms come with a screen and a projector already installed.) A four business days notice is required.

CATERING

Chartwells Catering Services – Campus Center, Lower Level Ext. 5700 www.dineoncampus.com/wpi

Chartwell's can cater anything! For coffee service or breaks they need 3 business days' notice minimum; for lunches or dinners, 7 business days notice minimum. They try to work with you as best they can regarding last-minute changes. The minimum order is \$25. In addition to the menu, they can arrange types of serving ware, table coverings, flowers, etc. Served buffet style unless you request wait staff. Chartwell's began using a web service called CaterTrax in 2007, which is extremely user-friendly. The system does expect that you have already reserved a room and have an "event form" from the Events Office. To make reservations at the Higgins House call ext. 5400 and at the Goat's Head Restaurant call ext. 5044. www.wpi.catertrax.com

See the following list of rooms available for your event and their contact information and capacity.

Facilities/ Capacity on WPI Campus

Reserved by the Events Office ext. 5613

Seating Capacity Room Configuration Phone

Campus Center

Odeum A	80	Rounds	2502
Odeum B	80	Rounds	2501
Odeum C	80	Rounds	2509
Entire Odeum			
Hagglund-301	46	Large & Small Open U	2507
Mid-Century-331	20	Open U- Shape	2508
Peterson- 304	12	Conference Table	2606
Morgan -208	18	Conference Table	2605
Taylor -128	16	Open Square	2603
Chairman's -129	20-24	Conference Table	2604
Noiles Wing			2505
Grogans Wing			2506
Information Desk			5429

Higgins House

Higgins House Great Hall	56	Rounds	
Higgins House Sun Porch	24		
Higgins House Dining Room	28		
Higgins House Library	32		
Higgins House Suite One	12	Conference Table	5504

Alden Hall	300-500	Rounds/Theatre Style 500 (400 on floor & 98 balcony)	
Riley Commons	100	Rounds	
Forkey Conference Room	25	Conference Table	5431
Beckett Conference Room	16	Conference Table	
Morgan Dining Hall	300		
Salisbury Lounge			
Quad			

Classroom Space ~ contact Scheduling office

ext. **5457**

Financial Services

Location: Boynton Hall, 2nd Floor

Ext. 5754

<http://www.wpi.edu/Admin/Acc/>

All forms should be sent to the Accounting Office after obtaining Division Head approval. The following is a list of forms that can be found on their website under Faculty & Staff and their use:

- Banner Access Request Form – To give access to Banner
- Cash Receipts Form – To deposit cash/checks
- Check Request Form – To pay invoices – bills need to be attached (see attached list of common account numbers)
- Expense Report – To get reimbursed for out of pocket expenses
- Vendor Justification Transfer/Journal Entry Form – For orders over \$10,000
- Interdepartmental Transfer/Journal Entry Form – To correct a wrong charge or to transfer a charge to a different department
- New Fund/Org Request Form – To create a new fund
- Salary Redistribution Form – To change charge on salary to another charge
- P-Card Transaction Log – To document purchasing card transactions – receipts and monthly bank statements need to be attached

Office of Human Resources

Location: Boynton Hall, 2nd Floor

Ext. 5470

<http://www.wpi.edu/Admin/HR/>

All forms should be returned to the Office of Human Resources after obtaining Division Head approval. The following is a list of forms that can be found on the website under Forms for Employees for employment purposes. There are also forms for benefits including tuition, retirement and flexcomp:

- Change of Personnel Status – To change the current status of employees i.e. salary, title, department
- Payroll Authorization – To initiate compensation for all WPI employees including students
- Request for CCC Accounts - To create computer accounts for new employees
- Request for Full- or Part-Time Faculty Appointment – To request appointment of faculty when search is complete. Send form to Provost's Office
- Request for Non-Faculty Research Appointment - To request appointment of research position when search is complete. Send form to Provost's Office
- Request for Staff (Non-Faculty) Appointment /Payroll Authorization - To request appointment of a staff position when search is complete and to initiate pay for a new hire
- Summer Salary Authorization – For teaching during E term. Send form to Provost's Office
- TA/RA/Fellowship Award and Authorization – Approval of position and to pay TA's and RA's only. See pages 12 and 13 for paper flow
- Employee Referral Form - To refer an applicant for an open position

MOST COMMONLY USED ACCOUNT & VENDOR NUMBERS

Account Numbers

Supplies

7111 Office Supplies
 71110 Chemistry Stores
 7116 Computer Supplies
 7117 Laboratory Supplies
 7118 Uniform Expense
 7119 Undergraduate Project Supplies

Postage/Printing

7131 Postage
 7132 Express Mail
 7133 Mailing Costs
 7152 Printing

Rent Expenses

7161 Rent-space

Equipment

7181 Lab Equip <\$1,000
 7182 Lab Equip >\$1,000
 7183 Office Equip & Furniture
 7185 Equipment-Rental
 7187 Computer Hardware
 7188 Computer Software
 7189 Service Contracts

Professional Services

7211 Consultant Services

7216 Other Professional
 7217 Outside Contract Labor
 7218 Athletic Officials

Purchased Services

7225 Advertising & Promotion
 7226 Other Fees

Travel and Related Expenses

7311 Travel-Domestic
 7312 Travel-Foreign
 7319 Unallowable Costs
 7321 Meeting Expense
 7322 Entertainment Expense
 7323 Meals

Equipment Repairs & Maintenance

7421 Equip. Repairs & Maint.
 7422 Computer Hardware Maint.
 7423 Computer Software Maint.
 7424 Repair & Maint. Other
 7425 Maintenance Contracts
 7426 Auto and Truck Expense

Utilities

7431 Gas
 7432 Fuel
 7433 Water/Sewer
 7434 Electric
 7435 Worcester Fire Service

Membership/Subscriptions

7161 Rent-space
 7612 Memberships

Employee Relations

7632 Relocation expenses
 7634 Prizes and Awards
 7635 Faculty Recruitment
 7636 Medical Exam

Other

7641 Alumni Relations
 7649 Expense Reimbursements

Special Payments

7622 Honoraria

Vendor Numbers

AA Transportation	C98501608	Clark Mailing Service	C97077105
146 Supply	C98500840	Commonwealth of MA	Z96010550
ABCO	C05102508	Courtyard Marriott	C00017520
Aimtek, Inc	C01355302	Crown Plaza	C98501104
Air Gas East	C98501895	Cutler Associates	C96010035
AT & T	P454	Deerfield Press Inc	C98500050
AT & T Mobility	C01025503	Delsignore Electrical	C01047501
Bay State Elevator	C97051105	DMM Construction	C07178506
Butler Dearden Paper	C97010104	Eastern	C98500495
Canteen Refreshments	C02270506	Fisher Scientific	C97294316
CAP Consumer Auto Parts	C02198502	Flower Land	C98500162
City of Worcester	C96028202	Good as Gold Coffee	C98500061

Ikon Financial Services	C98501434	Sam's Club	C98501078
Ikon Office Solutions	C98501724	Sigma-Aldrich Inc	C98501872
Iron Mountain	C03315506	Silver Screen Design	C98500131
Jay's Coffee Service	C98500968	Staples Business Advantage	C99172504
Knight's Airport Limo	C98501033	Toomey's	C97080304
McMaster Carr	C98500084	UPS	C96009866
Nation Wide Ladder & Equipment	C98503276	Verizon	C00234507
National Grid	C96009782	Verizon Wireless	C97073302
National Instruments	C96025420	VWR International Inc.	C97294366
NCS	C04009506	W.B. Mason	C98191501
NESCO	C97051108	W.W. Grainger	C97294367
NSTAR Gas	C98500039	Waste Management	C97294368
Olympic	C98501099	Worcester Airport Limo	C98500161
R. Mongovan Trucking	C05188502	Worcester Chemical Distrib. Co.	C98500149
Registry of Motor Vehicles	C98500623	Work 'N Gear	C98500685
Reynolds DeWalt	C07046503	YBP Library Services	C99194502

Payroll

Location: Boynton Hall, 2nd Floor ext. 5594

<http://www.wpi.edu/Admin/Payroll/>

All new WPI employees being paid through the Payroll Office (with the exception of Federal Work Study funded students) must complete a **Form I-9**, Employment Eligibility Verification, in Human Resources. Payroll Office requires:

- **Form W-4** – Federal tax withholding form
- **Form M-4** – Massachusetts tax withholding form
- **Direct Deposit Authorization Form**
- **Foreign National Form** – for tax purposes (Foreign VISA holders ONLY)

Payroll Instructions: For payroll deadlines see: <http://www.wpi.edu/Admin/HR/Deadlines/index.html>

- Biweekly paid staff employees must fill out a **BLUE** timesheet every two week pay period which must include your actual hours worked with IN and OUT hours and totals for each week. Timesheets are due in the Payroll Office by **NOON on Friday** at the end of each pay period and paid the following Wednesday.
- Biweekly paid student employees must fill out a **PINK** timesheet every two week pay period. Include total hours per day and total for two weeks. Timesheets are due in the Payroll Office by **10:00am on Monday** following each pay period and paid the following Thursday.
- If **NO** timesheet is submitted by deadline payment will be included with next pay cycle.
- Monthly paid employees are paid the last working day in that month. Payroll Authorizations initiate payments/no timesheet required.

Direct Deposit stubs and new timesheets are delivered to your department on payday. All live checks are held in Payroll for pick up with Photo ID. Live checks are always produced while bank information is verified.

See attached timesheet examples for staff and students

Payroll ID: BW

Payroll No: 2

Payroll Period: 31-DEC-2006 TO 13-JAN 2007

Brady, Thomas
S09191-00



EMP ID # 123456789

ORG DEPT 410 Financial Services

SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
31	01	02	03	04	05	06	07	08	09	10	11	12	13

IN	8	8	8	8	8	8	7	7	7	7	7	7	8	TOTAL WK 1	TOTAL WK 2
OUT	5	4:30	1	2	3:30		4:30	4:30	4:30	4:30	4:30	4:30	4:30		
REG	7.50	7.50	✓	4	6.50		7.50	7.50	7.50	7.50	7.50	7.50	7.50	25.50	37.50
OT@S.T	.50						1.00	1.00	.50					.50	2.50
OT@1.5									.50	1.00				1.50	
VAC				3.50										3.50	
HOLIDAY															
SICK															
PERSONAL															
UNPAID PERSONAL															
PERSONAL EXCHANGE															
DOCTOR VISIT					1.00										1.00
*OTHER															
DAILY TOTAL	8	7.50	7.50	7.50	7.50	7.50	8.50	8.50	8.50	8.50	8.50	8.50	7.50	38	41.50

COMMENTS:

 DATE _____
 SUPERVISOR EMPLOYEE
 DATE _____
 SUPERVISOR DEPT HEAD

Time Reports without employee and department head signatures will not be processed until properly completed.

REPORTING HOURS:
 A. Report only hours actually worked, including during the summer hours period.
 B. Partial hours must be expressed as following decimals only: .25, .50 and .75.
 all other designations will be interpreted as .00 for payroll purposes.
 PAYROLL/HUMAN RESOURCES DEADLINES:
 A. Time Cards: Noon on Friday at end of each pay period.
 B. Payroll Authorization and Change of Personnel Status forms: 10 a.m. on Thursday of week ending period.



Payroll ID: ST Payroll No: 2 Payroll Period: 31-DEC-2006 TO 13-JAN 2007

EMP ID # ORG DEPT

987654321 25000 Biology & Biotechnology

Boynton, John
W09908-00

	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	TOTAL HOURS
	31	01	02	03	04	05	06	07	08	09	10	11	12	13	
REG		2		2	2				2		2	2			12
OTR															


 WF STUDENT (REQUIRED) _____ DATE _____

 SUPERVISOR (OPTIONAL) _____ DATE _____

DEPT HEAD (REQUIRED) _____ DATE _____

Signatures verify work was performed in a satisfactory manner.

INSTRUCTIONS

PAYROLL OFFICE DEADLINES:

- A. Employment Authorization and Change of Personnel Status forms: 10 a.m. of the second Thursday of each pay period.
- B. Time Cards: 10 a.m. of the Monday following each pay period.

REPORTING HOURS:

- A. Report *only* hours actually worked.
- B. Partial hours must be expressed as following decimals *only*: .25 .50 and .75. all other designations will be interpreted as .00 for payroll purposes.

TWO-WEEK PERIOD ENDED:

must correspond to the bi-weekly pay period.

ORG:

must agree with org number assigned on Employment Authorization and Change of Personnel Status forms.

TIME CARDS WITHOUT STUDENT AND DEPT. HEAD SIGNATURES:

will not be processed until properly completed.

Research Assistants *For payroll deadlines see: <http://www.wpi.edu/Admin/HR/Deadlines/index.html>*

Research Assistants (RAs) are compensated for participating in sponsored research projects in connection with their academic programs. Typical duties of RA's include (but are not limited to) conducting laboratory experiments, assisting in the development of theoretical advances related to faculty research projects, and conducting literature reviews on topics of research interest. Research projects are typically supported by grants and contracts awarded to the university by government agencies, industrial firms or other private organizations.

RA's who perform research directly connected to their thesis/dissertation must recognize the research is a full-time professional commitment that must be balanced with the course work required for the desired degree.

The level of support provided to graduate students who have been selected for a research assistantship varies depending on the specific nature of the course work, project and student's status. Funds may also be available to support summer research activities for students through university or departmental sources, or sponsored research projects. Some provisions exist under which WPI will pay the tuition for a student's graduate program, but provide no support beyond tuition.

RA award funding includes:

- Tuition support for up to 9 credits per semester (student must be registered full-time)
- Minimum monthly stipend determined annually from research grant funds (additional funds can be added)
- Academic year of 9 months, August to May (a new RA award is required for summer months)

Graduate Student responsibilities:

- Required to be an admitted graduate student and enrolled full-time
- Maintain satisfactory academic progress as defined by the department
- Payroll tax, direct deposit and I-9 forms must be on file in Human Resources to issue a paycheck

Academic Department:

- Initiates the award by filling out the TA/RA Award Form & Authorization
- Department Head signs authorization form
- Sends form to Graduate Studies Office **before the 10th of the month student is to be paid**

Research Accounting Office:

- Approves the funding source
- Sends form to Graduate Studies Office **before the 10th of the month student is to be paid**

Graduate Studies Office:

- Enter data in Banner and send award letter to student
- Forward form to **Human Resources by the 18th**
 - New Student – Form will be forwarded after student confirms
 - Returning Student – Form will be forwarded after data has been entered

Human Resources:

- Confirms all signatures and I-9 form
- Entering info into personnel database
- Forward form to payroll office **must be in Human Resources before the 18th**
- Payroll office enters tax forms and direct deposit information prior to running payroll checks

Teaching Assistants *For payroll deadlines see: <http://www.wpi.edu/Admin/HR/Deadlines/index.html>*

Teaching assistantships are awarded to graduate students on a competitive basis. Teaching Assistants (TAs) are generally assigned duties that support faculty in their teaching responsibilities. Typical duties of TAs include (but are not limited to) grading of undergraduate and graduate student course paperwork, supervision of undergraduate science and engineering laboratory course sections, as well as individual and small-group conference sections associated with faculty lecture courses. Some departments have more stringent requirements. TA assignments are made by the academic department and, with rare exception, are awarded starting with the fall semester. Consult the graduate coordinator in the academic department for specific information. Academic departments are informed by the Provost's office of their TA allocations at the beginning of the calendar year. Unauthorized TA assignments will not be paid out of the department allocation.

TA award funding includes:

- Tuition support for up to 10 credit hours per semester (student must be registered full-time)
- Minimum monthly stipend to be determined annually from WPI allocation (department funds can be added)
- Academic year of 9 months, (no TA assignments for summer session)

Graduate Student responsibilities:

- Required to be an admitted graduate student and enrolled full-time
- Maintain satisfactory academic progress as defined by the department
- Required to be on campus and available for their assignments 10 days before undergraduate classes begin in the fall, and every day the university is open during the academic year, until the spring graduation (see the Academic Calendar)
- Expected to work 20 hours per week on their assigned duties
- Payroll tax, direct deposit and 1-9 forms must be on file in Human Resources to issue a paycheck

Academic Department:

- Initiates the award by filling out the TA/RA Award Form & Authorization
- Department Head signs authorization form
- Sends form to Graduate Studies Office **before the 10th of the month student is to be paid**

Graduate Studies Office:

- Enter data in Banner and send award letter to student
- Forward form to **Provost's Office**
 - *New Student* – Form will be forwarded after student confirms
 - *Returning Student* – Form will be forwarded after data has been entered

Provost's Office:

- Approve funding sources
- Forward form to Human Resources **before the 18th of the month**

Human Resources:

- Confirms all signatures and 1-9 forms
- Entering information into personnel database
- Forward form to payroll office **before the 18th of the month student is to be paid**
- Payroll office enters tax forms and direct deposit information prior to running payroll checks

Information Technology

Location: Fuller Labs, 2nd Floor

ext. 5531

www.wpi.edu/Admin/IT/

- Office of the Vice President, Information Technology

You can call the Help Desk, CCC, ATC, Computer Lab and Telecommunications for the following information, supplies, equipment:

Help Desk

Fuller Labs – Room B12

ext. 5888

www.wpi.edu/Academics/CCC/Help/

- Contact for purchasing new computer equipment.
- Call Center for any computer, printer, or network related problems.
- Help with laptop access to network
- New employee accounts training

Computing & Communications Center

Fuller Labs – Room 213

ext. 5136

www.wpi.edu/Academics/CCC/

- Purchase printer toner cartridges, maintenance kits, data storage (CD's, DVD's, USB keys)
- Account password pick-up
- (Note: All new staff accounts requested through Human Resources ext. 5470)

***For help with your website send requests to webmaster@wpi.edu

Academic Technology Center

Fuller Labs – Room 113

ext. 5220

www.wpi.edu/Academics/ATC/

- AV equipment rental – send emails to atc@wpi.edu – reservations are preferred
- (4 business days notice if you require ATC setup)
- Assist with teleconferencing and podcasting
- Manage hardware in the electronic classrooms and conference rooms
- Help with poster printing and production/reproduction of DVD's and CD's
- Software training: www.wpi.edu/Academics/ATC/Instruction/
- Manage video Bulletin Board (Channels 11 and 12)
- Purchase Adobe Products and AV Equipment
- Purchase of flash drives

Telecommunications

Power House

ext. 5940

www.wpi.edu/Academics/CCC/Telecom/

The Office of Telecommunications operates the campus telephone switch, utilizing the wiring infrastructure which [Network Operations](#) has installed. They also provide directory and low-cost calling services and performs the moves, adds, and changes in telephone service.

Department of Facilities

Main contact number: 508-831-5500

<http://www.wpi.edu/Admin/Facilities/>

Customer Service Center

The Customer Service Center is the heart of the WPI Facilities Organization. We are here to make your facilities repair and replacement requests as simple as possible. We are located at 27 Hackfeld Road, and we can be reached during the following hours.

Summer Hours: Monday - Friday: 7:30 am - 4:30 pm

Academic Year Hours: Monday - Friday: 7:30 am - 5 pm

Emergency Repair Requests

Emergencies may be communicated to the Service Center staff at 508-831-5500 or 508-831-5131 during normal business hours. The service staff will create an emergency work request in response to an unanticipated facility condition that the originator perceives to be causing damage to persons, property, equipment, or the environment, or in response to an unanticipated facility condition that is impeding academic programming, delivery of educational services, or workforce productivity. During non-business hours (between 5 pm and 7 am Monday through Friday and on weekends) please contact Campus Police at 508-831-5555 or 508-831-5433.

Work orders for emergencies will be entered by the Service staff. Emergency work requests should be made over the telephone - **they should not be put into the online work order system and should not be communicated via email.**

Routine Repair Requests

We request that you use the work order system to submit requests for the repair or replacement of defective or worn parts of the institution's facilities, such as lights, restroom fixtures, walls, floors, heating, air conditioning systems, windows, etc. All work requests should be submitted through Maximo unless there is a facilities emergency. For all non-emergency requests, log in to [Maximo](#).

We've instituted a new procedure that we believe will assist you: When the Facilities repairman receives the work order, s/he will investigate the problem and report back to the requestor concerning its status. If the requestor is not available, a door hanger will be left with status information.

Accessing Maximo

You can access Maximo by using your windows administrative account username and password. Please contact the Customer Service staff for assistance at 508-831-5500.

<http://maximo.wpi.edu:7001/maximo/jsp/common/system/login.jsp>

Please provide as much detail as possible to explain the nature of the problem and its location. The more complete and specific the information, the better they are able to serve your needs in a timely manner. If you have any questions or problems with the work order system, call at 508-831-5500.

Brass and Card Key Requests for WPI Community Members

All brass and card key access requests from within WPI should be directed to the Lockshop and should be processed through the [work order system](#). The work order will be considered authorization to the Lockshop to issue keys. Email and telephone requests for brass and card keys will not be accepted.

Before creating a work order for a new key, please review the [Lockshop procedure](#) (295KB PDF). Following this procedure and allowing sufficient lead time for key requests will assist the Lockshop in processing requests. Generally a 48-hour lead time can be expected. Bulk key requests will take more time.

Special Cleaning Requests

On occasion it is necessary to clean areas more frequently due to an inordinate amount of traffic, spills or any other accidents. When this occurs, we are willing and able to assist in correcting these problems. Communication of this type of request should be made through the [Work Order system](#).

Banner Web For Employees

You may log into the WPI Web Information System using any of the following:

- Windows Username and Password
- Social Security Number and PIN
- WPI ID and PIN (Faculty may use their WPI assigned initials)

You may view, edit and explore any of the following tabs (access might not be given to all):

[Sign Up Now to Update Crisis Contact Information](#)

Maintain contact information to be used in the event of a crisis situation.

[Student Services & Financial Aid](#)

Registration, enrollment, course schedule, academic records, student accounts, **billing & payments**, medical insurance and Financial Aid information.

[Personal Information](#)

Set up Computer Accounts; Change your PIN; set up, view or update your address(es), phone number(s), e-mail address(es), emergency contact information & marital status; View name change & social security number change information.

[Employee](#)

Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data.

[Financial Information Menu](#)

Query budget or grant balance and transaction detail.

[PeopleAdmin](#)

Job postings and Applicant tracking. This system is designed to simplify the job posting process, taking it from a paper driven process to an easy electronic version. This site is for hiring managers, department heads, Vice Presidents, Finance and Operations Budget Approval staff and the HR office.

Please contact the Office of Human Resources at ext 5470 if you have any questions/concerns or need a user name.

A Few WPI Acronyms / Terms with Definitions

To Make You Part of the “In” Crowd

ADLN	“Advanced Distance Learning Network”
ATC	“Academic Technology Center” This group provides a wide variety of technology-based services and equipment in support of the teaching, learning, presentation, and communication needs of students, faculty and staff.
CCC	“Computing & Communications Center”. This center provides the communication, computing, and storage infrastructure, as well as software utilities and applications to support the academic, research and administrative activities at WPI.

Faculty Elected Committees

CHB	Campus Hearing Board
CAO	Committee on Academic Operations
CAP	Committee on Academic Policy
FAP	Committee on Administrative and Financial Policy
COAP	Committee on Appointments and Promotions
CGSR	Committee on Graduate Studies and Research
COG	Committee on Governance
CASL	Committee on Advising and Student Life
CTAF	Committee on Tenure and Academic Freedom

See Bylaw One of the Faculty Handbook, <http://www.wpi.edu/Campus/Faculty/>, for definitions of each committee.

IQP	“Interactive Qualifying Project”. This undergraduate degree requirement is a project which relates technology to society. The projects are usually done in teams during the junior year. Many of these projects are now performed off campus. An IQP is the equivalent of three or more courses.
MQP	“Major Qualifying Project”. This undergraduate degree requirement is a project in the student’s major academic area. The projects are usually done in teams during the senior year. Some of these projects are performed off campus. An MQP is the equivalent of three or more courses.
NR	“No Record”. See “Punting”.
Punting	For WPI undergraduates the grading system does not include a failing grade (actually neither an “F” or a “D” exists) for regular classes. (A “Not Acceptable” grade, essential a failing grade, does not exist for projects.) Rather, students who fail a course have an “NR” (no record) reported to the registrar. Formally on their transcript, there will be no record of having taken the course. As term progresses, some students recognize that they will not pass a course. Some will simply stop attending the course. These students have “punted” the course.
Quad	The “Quad” (short for quadrangle) is the grassy open space between Harrington gymnasium and Daniels Hall. The space serves as a common social area, particularly during nice weather and during major school events (e.g., homecoming weekend).
Snowflake	Because of the grading system at WPI (see NR and “Punting”), an undergraduate failing all regular courses in a term will receive a report card that is empty. That’s right! The report card will list their name, but will not list any courses. You receive a blank, historically <i>white</i> , piece of paper. You got a snowflake.
Suff	“Suff” is short for “Sufficiency,” which was the name of the Humanities & Arts degree requirement until recently, when the requirement was modified and the name changed to “Humanities and Arts Requirement.” Especially during the transition period, “suff” may remain in the student lexicon. Students generally complete this requirement in their sophomore or junior year.

Quick Reference Guide

	<u>Ext.</u>
Accounting/Business Affairs Office	5754
Admissions Offices	
Undergraduate Admissions	5286
Graduate Admission	5301
Campus Police (parking sticker)	5433
Environmental & Safety Office	5216
Events Coordinator (to reserve conference rooms)	5613
Facilities	5500
Financial Aid	5469
Help Desk (for help with any computer-related problems on the campus network)	5888/helpdesk@wpi.edu
Human Resources	5470
Gordon Library	5410
Administrative Services (copy projects, binding, mail , I.D. badge)	5150
Ombuds Office	5454
Payroll	5594
Physical Education and Athletics Office	5243
Provost's office	5222
Registrar's Office	5211
Telecommunications (phones)	5210
EMERGENCY	5555

Other

Laura Hanlan (interlibrary loan)	5414/lrob@wpi.edu
Lora Brueck (library book ordering)	6039/lbrueck@wpi.edu
Jessica Caron (myWPI)	6422/jes@wpi.edu
Debra Dexter (software applications instruction)	5197/debra@wpi.edu
Ginny Julian (library class reserves)	5410/giulian@wpi.edu
Tracey Leger-Hornby (library information)	5410/tlh@wpi.edu
Mary Beth Harrity (computer purchases)	5810/mharrity@wpi.edu
Eric Chojnowski (benefits, i.e. health insurance)	6677/echojnowski@wpi.edu
Franc Lemire (grants,proposals, awards)	5359/flemiore@wpi.edu
Sia Najafi (research hardware and software)	5752/snajafi@wpi.edu
Terry Adams (gifts from and proposals to corporations and foundations)	5198/tadams@wpi.edu
Karen Chrobak (gifts and other restricted "non-research" accounts)	5141/kchrobak@wpi.edu
Heather Bilotta (sponsored research grants &contract accounts)	5422/hbilotta@wpi.edu
Chrysanthe Demetry (mentoring services)	5195/cdemetry@wpi.edu
Nick Galotti (Web Office)	5963/ngalotti@wpi.edu

Comments & Suggestions

This is a draft of an Administrative Assistants Guide that is to be used as a quick reference to help you in your transition. Please tell us what you think.

Comments _____

Suggestions _____

Return to Office of Human Resources, 2nd Floor Boynton Hall 508.831-5470 or fax 508.831.5715