

Earth and Atmospheric Sciences

Administrative and Financial Procedures

Contents

Alcohol Usage.....	4
Business Cards.....	4
BuzzCard.....	4
Car Rental.....	4
Color Printer.....	4
Computer Support	4
Conflict of Interest and Ethics.....	5
Contracts.....	5
Copying and Copyright.....	5
Emergency	6
Equipment – check out from office	6
Equipment – tagged.....	6
Events.....	6
Electronic Workload Assignment form (EWAf).....	6
Facilities	6
FAX Machine	7
Gifts.....	7
Grade Change Forms.....	7
Illness	7
Institute Policies.....	7
Inventory.....	7
Keys.....	8
Mail	8
OHR	8
Open Records Act.....	9
Orientation.....	9
Parking	9
Proposals – External Funding.....	9

Purchasing.....	10
Pcard Statements.....	10
Non-Pcard Purchases.....	10
Reimbursements.....	11
Research Funding Information.....	11
Right to Know training (Chemical Safety).....	11
Room Reservation.....	12
Seminars.....	12
Sexual Harassment or Violence.....	12
State Vehicles – Van and Truck.....	13
Supplies.....	14
Teaching Schedules.....	14
TechWorks.....	14
Telephones.....	14
Textbooks.....	14
Travel.....	14
Travel - students.....	15
UPS.....	15
Vacation/Sick.....	16
Visas.....	16
Visitors – short term and long term.....	16
Important Websites and Information.....	3
Administration and Finance.....	3
BuzzCard.....	3
Conflict of Interest.....	3
EAS.....	3
Environmental Health and Safety:.....	3
Equal Employment Opportunity:.....	3
Faculty Career Development Services.....	3
Legal Affairs.....	3
OHR.....	3
OIT.....	3
OSP.....	3

Open Records Act (ORA):	4
Parking	4
Policy Library	4
Research Portal	4
Right to Know	4
Sexual Harassment or Violence:	4
Time Out	4
TechWorks	4
Staff Contact Information	5
EAS Administrative Personnel.....	5
EAS Academic Personnel.....	5
EAS Computing Personnel.....	5
ES&T Building Safety	5

Alcohol Usage

An event where alcoholic beverages will be served, Alcohol Prior Approval Request Form must be complete. Submit the completed form at least 14 days before the event date for prior approval. If you have questions regarding the form, contact the Administrative Manager.

For events with alcohol where undergraduate students are invited, approval from the Vice President for Student Affairs is required PRIOR to approval from the Executive Vice President for Administration and Finance.

The Administrative and Finance Managers need to have a copy of the approval.

Business Cards

See the Administrative Manager to order your business cards.

BuzzCard

Your BuzzCard is your official GT ID. It is also used to access certain computer labs, the building after hours, and some controlled access parking lots/decks. The BuzzCard office is in the Barnes and Noble at Georgia Tech, 2nd floor. To gain access for EAS space, see the Administrative Manager.

Car Rental

If you are to rent a vehicle for business needs, make sure it is an approved state vendor - Hertz Contract #2018737 and Enterprise Contract #03W1179. If it is out of state, Hertz. Both vendors allow GT employees to rent a vehicle, rates include CDW and LDW insurance. Traveler must rent with contract number for insurance coverage. If your needs are not met by one of these two state approved vendors, you will need to purchase the additional insurance coverage.

Color Printer

EAS provides limited color printing through a Lanier LD345c color copier and a departmental HP Laserjet 4500N printer. These are network printers and can be configured on your system by EAS Computing.

Computer Support

Accounts are administered by the EAS's Information Systems Group (computing@eas.gatech.edu). Accounts cannot be opened until a BuzzCard or a GT ID number has been secured. Email aliases can be created to use until that process is complete.

Conflict of Interest and Ethics

Ethical behavior is core to the successful operation of the Georgia Institute of Technology. As a public entity, we are stewards of others' resources. It is critically important that each of our faculty, staff, and student employees fully understands and applies the Institute's and the University System of Georgia's (USG) codes of ethics and ethics policies.

Because this understanding is so important, the University System's Board of Regents has directed that each year, every employee: 1) confirms an understanding of the Institute Code of Ethics and the USG Ethics Policy; and 2) proactively discloses any possible conflicts of interest for external activities and financial relationships.

Employees confirm the Ethics policy every spring.

Employees are encouraged to disclose possible conflicts of interest and external activities as soon as possible. (<http://coi.research.gatech.edu/regulations-and-policy/>)

Contracts

There are only a few individuals authorized to act as agents of the Institute in contracting with third parties and EAS is not one of them. No member of the faculty or staff may sign a contract without specific written authorization to do so. State law provides that persons entering into contracts without complying with all applicable State laws and regulations become personally liable for any amounts due under those contracts.

If you have questions about contracts, see the Financial Manager.

Copying and Copyright

All members of EAS are cautioned to follow copyright laws closely in regards to using the copy machines and computing services of the Institute. Users are prohibited from unlawfully installing, using, inspecting, copying, storing, or distributing copyright-protected material (e.g., computer programs, movies, television programs, music) on GT owned systems or on the GT network. Users must ensure that GT computer systems and network resources are used for scholarly or business purposes only. Personal use is permissible if the use meets reasonable standards. For more information or clarification see the link to the [Computer and Network Usage and Security Policy](http://www.oit.gatech.edu/information_security/policy) (http://www.oit.gatech.edu/information_security/policy).

There are two copiers in the mailroom, room 1255. See the Administrative Manager for

1. A code assigned to your startup or a sponsored account for research purposes,
2. A personal code to which you will be charged five cents per copy payable at the end of the month, and/or
3. A class code which you may use to copy materials for a class that you are currently teaching.

Emergency

In case of emergency contact the GT Police Department at 4-2500 and the Building Manager, Todd Clarkson, at 5-4867 or todd.clarkson@coe.gatech.edu.

Equipment – check out from office

Equipment which may be signed out includes a projector, speakerphone for conference calls, laser pointers, standup projector screen, and remotes for the projectors in the conference rooms.

Equipment – tagged

Equipment valued \$3000 and over will be tagged as Tech inventory. Faculty will need to work with the Asset Manager to ensure proper recording keeping for annual inventory. If you are traveling with tagged equipment, an equipment loan agreement form will need to be completed and turned into the Asset Manager.

We are subject to spot inspection, and inventory must be in the location to which it is assigned. A yearly inventory is taken of all equipment. Any item that you no longer want must be surplus.

Events

Any event or anticipated symposium must be presented to the Chair along with a proposed budget present to the Financial Manager indicating how the event will be funded before any preparations for the event can begin. Once the event has received approval, the Administrative Manager should be contacted to reserve space and begin preparations. NOTE: Georgia Tech approved caterers must be used for most events held on campus or paid for with GT funds.

Electronic Workload Assignment form (EWAF)

Employees are required to check, print, and keep a copy of your Electronic Workload Assignment form for every month working on a project subject to this system.

Check the form to ensure that pay is correct and that employees are being paid from the correct project(s). If employee identifies any discrepancies, please notify administrative contact or supervisor immediately.

Print and keep a copy of this form every month as in the event of an audit, employee would be required to show a copy of the form for each month

****Note that the employees are ultimately responsible for verifying the accuracy of your EWAF.**

Facilities

If you have a facilities problem with your office or lab, contact the Administrative Manager who will report it to the Building Manager and/or Facilities department. If the Administrative Manager is not immediately available and the problem is urgent, contact the Building Manager, Todd Clarkson directly in L2306, 5-4867 or todd.clarkson@coe.gatech.edu.

FAX Machine

There is a departmental FAX machine in the mail room, 1255. The number is 404-894-5638. Instructions for dialing are posted, and a cover sheet is available on the wall to the right of the fax machine.

Gifts

An employee of the Board of Regents shall not directly or indirectly solicit, receive, accept, or agree to receive a thing of value by inducing the reasonable belief that the giving of the thing will influence his/her performance or failure to perform any official action. In the 2011 Executive Order, no gifts could be accepted by any person with whom the employee interacts on official business, including lobbyists and state vendors. A gift was defined as anything of value exceeding \$25, including but not limited to, food, lodging, transportation, personal services, gratuities, subscriptions, memberships, trips, loans, extensions of credit, forgiveness of debts, or advances or deposits of money.

Grade Change Forms

If a grade must be changed after final grades have been entered electronically, a paper grade change must be submitted to the Registrar. Send an email giving the pertinent information (student name, course taken, old grade, new grade, reason for change) to the Academic Assistant who will fill out the form for you. The form is then sent to the Registrar for processing. The Form is NEVER to be given to the student.

Illness

A faculty member who is out due to illness is required to report the absence to the Administrative Manager, make sure any classes to be missed are covered, and or notify the students in the class of the change in faculty member and/or instructor.

Anyone other than faculty should report immediate sick leave to his or her direct supervisor or the Administrative Manager if the supervisor is unavailable.

Sick time will also need to be noted in TimeOut, GT's vacation and sick time tracking system. Your time will need to be confirmed on a monthly basis, even if you didn't take time off.

Institute Policies

See pages 16-17 of this guide for important Institute websites and information.

Inventory

If you move a Mac, PC, or any equipment from its original location you must notify EAS Computing with the serial number, model number, and new location. We are subject to spot inspection, and inventory

must be in the location to which it is assigned. A yearly inventory is taken of all equipment. Any item that you no longer want must be surplus. Contact the EAS Administrative Office for disposal.

If you order your own technical equipment, i.e., computer, scanner, printer, etc., and plan to take it off campus you are required to complete an Equipment Loan Agreement form. This also serves as a backup for police reports of stolen equipment. Insurance coverage is not guaranteed unless the form is filled with EAS Computing.

Keys

A \$25 deposit in cash or check payable to “Georgia Tech” is required to sign out any keys and is reimbursed when you return all keys. If you wish a student or another person to have a key to your lab, email a request with the person’s name and lab number to the Administrative Manager.

If you lose any keys, you will need to pay an additional \$25 deposit to replace them and will forfeit your original deposit.

Mail

Mail is delivered and picked up once in the morning and once in the afternoon in the mail room, 1260. Campus and U.S. mail may be dropped off in the wooden basket at the front desk. Personal mail (with your postage affixed) may also be placed here for pickup. There is a Post Office on campus in the Student Center.

If mailing for department with no postage, a shipping form must be completed and placed in the wooden basket with envelope. Shipping form is in the basket.

Faculty, staff and student mailboxes are located in the Administrative Office. If you have items that need to be placed in the locked boxes, notify the Administrative Professional.

OHR

1. Hiring Process

Regardless of the title of the position being filled, the first step in the hiring process is to contact the Administrative Manager. The position may need to be advertised through OHR or established if it does not already exist. This process can be lengthy, and therefore advanced planning is required.

2. Tech Temps

You will need to provide the Administrative Manager with a list of job duties, salary, the anticipated start date, and the account number to which the salary will be charged. Tech Temps are not benefits eligible, can only work 1300 within a 12 month time period, and then must take a 6 month break from all USG schools.

3. Background Checks

Please be aware that background checks are now required for everyone, including Tech Temps. It takes 3-5 days to process and the applicant cannot begin employment until the background check is clear.

4. Student Hires

Supervisor must provide information on student to Financial Manager to begin hiring process. Also, notify the Financial Manager when the student is no longer working in your lab or has graduated.

5. Terminations

A letter of resignation must be turned in to the Administrative Manager with as much notice as possible to prepare the termination clearance. The clearance involves collection of all GT equipment (keys, Pcards, ect.) and an audit of the employee's accrued vacation time in order to prepare the final paycheck.

Open Records Act

If you are approached with a verbal or written Open Records Act, contact the EAS main office immediately. The EAS office will contact GT Office of Legal Affairs and CoS for assistance in a correct response.

Guidance regarding ORA requests is in Open Record Act Request policy <http://www.policylibrary.gatech.edu/legal/open-records-act-policy>

Orientation

Orientation for new employees is required by the following departments:

- Benefits – Office of Human Resources
- New Employee – Office of Organizational Development
- EAS / Lab

Parking

All vehicles on campus require a Georgia Tech tag distributed by the Parking Office located at 828 W Peachtree St. NW, 5-PARK or 5-RIDE. You are free to select any location if space is available. However, the nearest locations are the North Deck (W23) behind the IBB Building between Atlantic and State and the Klaus Computing Building Deck (E40) across from the ES&T on Ferst Drive.

Proposals – External Funding

1. Notify Grants Administrator, first, and OSP, second, of upcoming proposal
2. Budgets are reviewed by the Grants Administrator
3. After the budget is reviewed and the routing form has been completed, the Grants Administrator will get the necessary signatures and route it to OSP.

Purchasing

How to Obtain a Pcard: Contact the Financial Manager for information.

Unacceptable Purchases on Pcards:

1. Inventoried equipment with cost in excess of \$2,499.99
 2. Individual transactions of \$5,000 and up
 3. *Travel: gasoline, hotel, car rental, etc.
 4. Cash Advances
 5. Entertainment
 6. Items for personal use
 7. Items available through GTRI warehouse
 8. Split orders to remain within their transaction limit
 9. Alcoholic beverages
- *Registration fees are acceptable Pcard purchases.

Pcard Statements

They are to be submitted by the 20th of each month.

It is the cardholder's responsibility to reconcile, sign, and submit the Pcard statement by the deadline. Attach original receipts to the statement before submission.

Non-Pcard Purchases

- In order to purchase computer equipment you must consult with EAS Computing and get a vendor quote.
- If you wish to purchase a piece of technical or computer equipment that cost \$2,499 or more, you must have a recent quote, the order must be placed through the Finance Office/Buzzmart, tagged as GT property, and entered into the inventory control system.
- If your quote is \$5,000 or more, a purchase order must also be completed through the Finance Office.
- A Sole Source Form must be completed when an order can only be filled by one specific vendor (Sole Source). Please contact the Finance Office for more information regarding this form.
- For on campus purchases (VWR Stock room, COS Machine Shop, GTRI Machine Shop) use an Interdepartmental Sales and Service Form. Bring it to the Finance Office to obtain proper order numbers.

Reimbursements

In order to be reimbursed for any purchase you have made you must tape (not staple) the receipts to an 8 ½ by 11 piece of paper, indicate the purpose of the purchase, and submit the receipts to the Finance Office.

To be reimbursed for meals which are considered “Business Entertainment” you must include:

1. An itemized receipt that shows the food/beverages purchased taped to an 8 ½ by 11 piece of paper
2. A list of attendees
3. A written explanation of the purpose of the gathering
4. Your signature
5. \$50.00 food and beverage limit per person

Research Funding Information

GT Research Portal: <http://www.osp.gatech.edu/research-portal>

The Research Portal was developed to:

1. provide researchers and research administrators with direct access to financial and administrative information related to sponsored awards as well as State and GT Foundation accounts and research integrity information
2. Provide the user with a complete "research portfolio,"
3. Assist in pulling segregated information into portlets in a clear, concise, and meaningful way
4. Reduce the administrative burden for faculty.

Right to Know training (Chemical Safety)

EVERYONE at Georgia Tech (not just ones working in labs) are required to take an online Right to Know (RTK) training module and print a certificate of completion for this course. Employees must complete (**at a minimum**), the department-wide “Basic Awareness” safety training, and then any other training as applicable to their group.

This requirement is due to the EPA aligning to a global standard regarding Material Safety Data Sheets.

Failure to comply with this new requirement can result in your advisor/supervisor's a) proposals being delayed in OSP or b) release of funds from newly funded grants or c) laboratory safety inspection failure from EHS.

To get your certificate go to the following website using an on-campus computer:

- 1) <http://www.usg.edu/facilities/rtk-ghs/>
- 2) Upon completion of the module you will see a certificate.

- 3) MAKE SURE THAT YOU SELECT GEORGIA INSTITUTE OF TECHNOLOGY AS YOUR "HOME" and fill out all other pertinent information.
- 4) Print the certificate or save as a pdf file and then print. Do not save the webpage as it will not show your name on the certificate. Keep a copy for yourself in case you are audited and send a copy to the RTK Coordinator via email or just put in my mailbox. If you work in a lab make sure you have it posted on the wall near the door where you work. If you are a modeler or work in the field just make sure you have one available in your office.

Room Reservation

Reservations to use the conference rooms or classrooms (when they are not scheduled with classes) should be made with the Administrative Professional. If you check out a conference room key, it must be returned immediately after the meeting is over.

Starting September 15, 2014, requested by non-ES&T departments or organizations for 6 pm or later on weekdays or any time on the weekends will have the potential to be denied. The doors into the ES&T building are locked at 6pm and on weekends, and staff is not available after hours to assure that reserved rooms are returned to working order by 8 am. Other departments with rooms within the building may have policies which differ from ours.

The following rooms in ES&T are managed by EAS: L1116, L1175, L1205

The EAS conference room reservations can also be made online at <http://www.admin.eas.gatech.edu/>.

Seminars

The Colloquium series seminars are held on Thursdays at 3:30 p.m. in L1205 followed by a reception in the atrium. Contact the colloquium committee chair if you have any suggestions for a speaker.

Special seminars are held as needed. If you wish to host a speaker contact the Chair for approval and the Administrative Professional to schedule a room.

Contact Administrative Professional to make promotional flyers, send out announcements with abstract of speaker, and reminders.

Sexual Harassment or Violence

Sexual harassment can alienate employees, create a hostile work environment, and result in lawsuits, fines, penalties, and cause adverse publicity to the school. If you feel you have been a victim of sexual harassment, please contact the Administrative Manager. The Administrative Manager can refer individuals to counseling options.

Additional information on sexual violence and campus resources - <http://www.voice.gatech.edu/>

State Vehicles – Van and Truck

EAS has two vehicles – van and truck – which can be check out for business use. If you plan to use the vehicle for more than 1 day, please reserve it with the Administrative Professional or Asset Manager.

Before driving the vehicles, you must complete the Defensive Driving courses. One is offered online and will not give credit to your insurance, (EHS) - Defensive Driving Online Tutorial Access Request, and the other will give you insurance credit but is a ~7-hour class (EHS) - Defensive Driving (DDC-6). For the online course, please email generalsafety@ehs.gatech.edu or call 404-385-0263 for login information. For the 7-hour course, you may register online via trains.gatech.edu.

Once trainings are completed, submit a copy of the completion certificate to the Office of Fleet Services and the Asset Manager.

Business Use

The state vehicle can ONLY be used for job related needs - to and from - the activity. If you need to stop to get gas, lunch, restroom break while going to and from, you can. However if you stop at the bank, store, etc for personal items, and you get in an accident, you and the state vehicle are no longer covered under the state insurance.

Gas Cards - fueling

If you plan on taking a vehicle for a long trip, you will also need to complete the Fuel Car Agreement training. Each state vehicle will have its own gas card and that card will need to stay in that vehicle. With these cards, there is a PIN, that will be assigned to each individual responsible for driving. State vehicles can only be filled up at WEX approved stations and ONLY with the state card. Here is a link to their [phone app](#) that tells you the location of the nearest station. Since this is a federal program, there are stations all over the US.

For student/research trips

Since many of our research and student trips are in remote locations, multiple days, and potentially requiring non-traditional stops along the way. We will now **require an itinerary, prior to your trip**, turned into the Asset Manager. This is to protect you, proving you were on a planned business related task, if you were to get into an accident.

Accident

If you are in an accident with one of the state vehicles. There is an insurance sheet with each vehicle, follow the directions on this page about filing a report, gathering the proper information, and what is covered. Also, after alerting the police, contact Greg and myself that something has happened.

Alcohol

No alcohol is to be in a state vehicle, unless it is being transported for a business function.

Supplies

General office supplies are available in the supply room, 1173, in the Administrative Office. If you need toner or an item that is not generally stocked, ask the Administrative Professional to order it and provide an account to which the order may be charges. If you order supplies with your Pcard, you must use BuzzMart or submit a request at admin.eas.gatech.edu.

Teaching Schedules

About three months before spring and fall semesters, the Academic Assistant will send out a memo and a class schedule to those who are teaching asking that any requests for changes in time/location be sent back promptly.

TechWorks

TechWorks allows you to handle a variety of transactions online such as viewing and printing your pay stub, updating your personal data and direct deposit accounts, and enrolling in annual benefits. You will no longer receive your W-2 form in the mail, but you will be able to print your own from TechWorks. For additional information and instruction, please visit: <https://techworks.gatech.edu>.

Telephones

- For on campus calls dial the last five digits of the telephone number.
- For local calls dial 9 and the 10 digit number.
- For long distance dial 9-1 and the 10 digit number.
- For international calls dial 9-011 and the number.
- To access your voicemail dial 5-8324 (5-TECH) or 404-385-8324 from an outside line.
 - Voicemail can also be directed to your email. Log into Buzzport (www.buzzport.gatech.edu), click on employee tab at top, scroll down to GT Visual Voicemail, and you will be presented with the voicemail login page

Textbooks

After the teaching schedule is final, the Academic Assistant will send a memo regarding textbooks listing the last textbook of record. You are instructed to let her know if there is a textbook change. Otherwise, the textbook of record will be ordered for your class.

Travel

Travel Authority Requests (TARs) must be completed, printed, signed and turned into the Finance Office BEFORE the trip. If the TAR is not turned in before the trip, a form of justification will be required when

you submit your Travel Expense Statement (TES). The TES and justification will then need to be approved by the chair before being sent to the Dean's Office for final approval.

1. For international travel, the TAR should be completed 30 days before the trip because GT Legal Office may need to review it. Also, notify EAS Computing of your travel dates, location and a phone number where you can be reached, in case your account is flagged by OIT.
2. International travel insurance is recommended. Please see Administrative Manager for options.
3. Employees traveling on official business should obtain airfares that result in the lowest cost to the Institute consistent with their scheduling requirements. Employees are required to use the Statewide Airline Contract unless lower fares are available. The Institute has entered into an agreement with Travel Inc. to arrange for the prepayment of air. Contact Travel Inc. at 770-291-5190 to make a reservation. A copy of the Travel Authority Request which has been approved by the EAS Finance Office must be faxed to Travel Inc. at 770-291-5175 before the tickets will be issued. You also can book travel directly with the airlines using a personal credit card. National is the contracted car rental vendor which can also be reserved through Travel Inc.
4. The TES is also printed, signed, and the original receipts taped to an 8 ½ by 11 piece of paper. For foreign trips you must also include a printout of the exchange rate. A recommended exchange site is <http://www.oanda.com/converter/classic>.

GT Policy requires that the TES must be completed and received by Accounts Payable within 29 days of the trips return date. If it is submitted 30-59 days from the return date, a memo will be required justifying why it is late. This memo of justification must be signed by you (the traveler) and by the Chair. If it is 60+ days after the return date, the memo must be signed by you, the Chair, and will require the Provost's approval (not recommended).

If you will be away from campus (personally or professionally) for more than 10 business days, you need to complete the Away from Campus form. Turn this form into the Administrative Manager and for Chair approval.

Travel - students

For EAS students traveling internationally, the above needs to be completed, along with the International Academic Project Participant packet.

UPS

UPS shipments are processed online by each faculty member or person who you authorize to ship for your group. Ask the Administrative Professional to request an invitation from UPS to set up your online account. UPS does not pick up automatically. There is a drop box in front of the building on Ferst Drive for small express items. If you need to request a pickup, notify the Administrative Professional and have your item to be shipped in the main office by 2:00 p.m. Ground shipments must be delivered to a UPS pickup location (e.g., Copy Club/Parcel Plus in Tech Square on Fifth Street or VWR on L2). With advanced notice, the student assistant may be able to take ground items.

When requesting a UPS shipment, the Administrative Professional will need the following:

1. Address
2. Account to charge shipping
3. How quickly (next day vs 2 day)
4. Size and weight of shipment
5. Does this shipment contain hazardous materials, chemicals, or liquids?
6. International shipment will need export control forms

Vacation/Sick

Faculty and staff accrue sick leave at a rate of eight hours per month. Full-time staff accrues 10-14 hours of vacation per month depending on tenure.

- If you are summoned to jury duty, GT requires that you submit a copy of your jury summons with your leave sheet.
- Other forms of leave of absence, extended vacation, and planned medical procedures are available in the Administrative Office.
- All full-time employees must verify time out of the office through Time Out. This must be done by the 5th of the month, even if reporting no time.
- Faculty, who oversee employees, must confirm their employees Time Out each month as well, even if reporting no time.

Visas

To begin processing an H1B or J1 visa, contact the Administrative Manager. While both visas take a considerable amount of time to process, we are experiencing long delays processing the H1B (3-6 months), so advanced planning is critical. Please note that neither an H1B nor a J1 can be processed until the applicants hiring package is approved through Faculty Services.

Visitors – short term and long term

Visitors should book their own airline reservations and submit a Visitor Information Form with original receipts for transportation costs to the Finance Office.

Hotel reservations can be direct billed to the school if the visitor is a seminar speaker or a faculty candidate or if you will be paying for the hotel on a sponsored account. Provide the guests name, contact information, and dates of stay to the Administrative Assistant. If you are paying for the charges provide an account number as well.

If you have a visitor in your lab, they need to complete the Visiting Scholar Agreement. This will allow them to work in the lab and states they will follow all lab safety policies and procedures. See Administrative Manager for form.

If you are planning for an international visitor, a Visa application will be needed. Contact the Administrative Manager, as soon as possible. Processing the paperwork can take 6 weeks – 6 months.

Updated July 2016

Important Websites and Information

The following websites provide useful information regarding the Institute's policies on various topics.

Administration and Finance: <http://www.admin-fin.gatech.edu>

Risk management and Waivers: (found under Policy Manuals – Business and Finance Manual – chapter 8).

Gifts: (Found under Policy Manuals – Business and Finance Manuals – chapter 6)

BuzzCard: <http://buzzcard.gatech.edu/Pages/default.aspx>

Conflict of Interest: <https://ecoi.research.gatech.edu>

EAS: <http://www.eas.gatech.edu>

Departmental Forms: <http://www.admin.eas.gatech.edu>

Environmental Health and Safety: <http://www.ehs.gatech.edu/>

Equal Employment Opportunity: <http://www.policylibrary.gatech.edu/employment/equal-opportunity-complaint-policy>

Faculty Career Development Services: <http://www.academic.gatech.edu/>

Faculty Handbook: <http://www.policylibrary.gatech.edu/academic-affairs/faculty-handbook>

Legal Affairs: <http://www.legal.gatech.edu/>

Georgia Open Records Act: (Found under Topics and Policies and Procedures – Chapter 5, Topic 5.17)

Contractions Issues: (Found under Topics. Additional information found under Signature Authorization – also under Topics)

OHR: <http://www.ohr.gatech.edu>

OIT: <http://www.oit.gatech.edu>

Computer & Network Usage and Network Security policy:
<http://oit.gatech.edu/violations-computer-network-usage-and-security-policy>

OSP: <http://www.osp.gatech.edu>

Conflict of Interest: (Found under Research Compliance, also Policy library Chapter 5, Topic 5.4)

Open Records Act (ORA): <http://www.policylibrary.gatech.edu/legal/open-records-act-policy>

Parking: <http://www.parking.gatech.edu>

Policy Library: <http://policies.gatech.edu/getpdf/562>

Alcohol and Illegal Drug Use Policy: (Chapter 5, Topic 5.7)

Anti-Harassment Policy: (Chapter 1, Topic 1.7)

Benefits: (Chapter 6, Topic 6.4)

Nepotism: (Chapter 8, Topic 8.37)

Worker's Compensation: (Chapter 6, Topic 6.02)

Research Portal: <https://myresearch.gatech.edu/portal/>

Sponsored funding, announcements, fund balance, portfolio, deliverables

Right to Know: <http://www.usg.edu/facilities/rtk-ghs/>

Sexual Harassment or Violence: <http://www.voice.gatech.edu/>

Time Out: <https://timeout.gatech.edu/TimeOut/GT.aspx/index.aspx>

TechWorks: <https://www.techworks.gatech.edu>

Employee Self-Service, BuzzMart, Travel and Expense Reporting

Staff Contact Information

EAS Administrative Personnel

Greg Huey, Chair

greg.huey@eas.gatech.edu 5-2996

Hollie Meyer, Administrative Manager

hollie.meyer@eas.gatech.edu 4-3955

Laura Cederquist, Financial Manager

laura@eas.gatech.edu 4-0275

Rosalyn Law, Accountant

rosalyn.law@eas.gatech.edu 4-3978

Stacey Bass, Grants Administrator

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Jennifer Duncan, Administrative Professional

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