# Academic Department Manual

College of Business
Missouri State University

*Fall 2016*

**Missouri State**™

COLLEGE *of*

BUSINESS

# Index

**\*Information found in this manual can also be found in the *Faculty Handbook,* on Missouri State web pages, in the Office of the Provost, the Registrar's Office and other areas on campus.**

Revised 09/20/16

Revised 09/20/16

Revised 09/20/16

Revised 09/20/16

# [Academic Calendar](http://calendar.missouristate.edu/home/academic)

Complete academic calendars, including deadlines associated with grading, refunds, etc., will be available no later than one year prior to the selected semester.

This website, http://calendar.missouristate.edu/home/academic, also includes links to the following:

- Staff Holidays
- Current Events
- Submit an Event
- Athletic Calendars

# Adelman Travel

If you need assistance with airline reservations, please contact Elizabeth Henson.

**Contact Information:**

Adelman Travel
Elizabeth Henson
417.888.4488
888.888.4488
ehenson@adelmantravel.com

# Advertisements – Regional or Local
# Information on Advertisements for Faculty Positions

Information regarding Advertisement of faculty positions can be found in the *Guidelines for Faculty Hiring* at: http://www.missouristate.edu/policy/op7_10_generalhiringguidelines.htm

# Airfare

Airfare for domestic flights can be pre-paid with the departmental Visa P-Card. If the fare has already been paid by the individual, then submit it on a "Travel Expense Report Form.  It can also be submitted on a Payment Request Form.

Contact Adelman Travel Agency for help with travel arrangements.

Revised 09/20/16

# Apperson (Test Scanners and Ordering Forms)

**Small Scantrons and Item Analysis Sheets**

DataLink 600 Answer Sheets (Formerly known as the GradeMaster 600) or
DataLink 3000 Answer Sheets (Benchmark/DataLink)

To order scantrons and item analysis sheets for the small scantron readers, please click on the link above for the Apperson website or call 800-827-9219.

Apperson
17315 Studebaker Road, Suite 211
Cerritos, CA  90703
www.appersonedu.com
800-827-9219, Ext. 2430

- If you're not sure of your department's customer number with Apperson, look for a previous invoice in the Procurement Card Transaction Log.

## Large Scantrons

The large scantrons can be ordered through Procurement Services using the online paper order form.

# <u>Applicant Tracking System</u>
## Training Manuals

Instruction manuals on how to create postings for full-time faculty, per course faculty and staff can be found at https://jobs.missouristate.edu/hr/ and are located under My Links on the Home Tab of the Applicant Tracking System.  To set up login and password contact:

Chris Stovall, Employment Specialist
836-5977
CStovall@MissouriState.edu

**Full-Time Faculty:**

Appointment letters hiring full-time faculty are sent out by the Office of the Provost.  Once you have received a signed acceptance copy of the appointment letter from the Provost's Office, prepare a Personnel Action Form using the information outlined in the hiring letter; beginning date, salary amount, etc.   Submit the signed PAF along with a copy of the appointment letter and page 1 of the candidate's application to the budget officer.  If the I-9, W-4s, and direct deposit paperwork has been completed by the candidate, include these documents as well.

**Per Course Faculty:**

Once a Per Course candidate has been hired, please

- Complete the BearPAF – Per Course Hire. A contract letter will automatically be sent to them once you have completed the online BearPAF.
  Go to MyMissouriState
  Work Resources tab
  Other Resources

## Applicant Tracking System – see Per Course Faculty

Revised 09/20/16

# Appraisal and Development Plan (ADP)

The Appraisal and Development Plan (ADP) is the University's formal evaluation process for all full time staff employees. Resources and information on the University's Appraisal and Development Plan (ADP) process are available online for employees at http://www.missouristate.edu/human/training/ADPTraining.htm or by contacting the Office of Human Resources, Employee Development and Performance for assistance.

**Online Forms:**

- The Appraisal and Development Plan – Planning and Evaluation Meeting:
- ADP form (*Word Document*)

- ADP form (*Excel Document with auto calculations*)

- The ADP Quick Reference Sheet provides information on the process to include the fillable online forms, time lines, and requirements for evaluation process.

- Please submit completed ADP forms to the Dean by the last working day in January.

# Argos Training

The Office of Institutional Research offers training sessions on viewing information in Argos related to students.  These hands-on training sessions will help you execute student reports. Please click on this link to register for training.

Before you attend Argos training you need to:

- Have access to Argos. (To request Argos Report Viewer Access, email Query Developers User Group [QDUG] at: QDUG@missouristate.edu.)

- Know your INB username and password. (This is *different* from your private ID and password that you use to log into your computer and for many other university web pages. If you do not know your INB username, go to http://Cams.missouristate.edu, log in with your private ID and password, and select *Get Resources*. If you do not know your INB password, you can change it from this site.)

## Ask the Experts - Every Friday (Previously Argos Open Lab)
*2:00 PM - 4:00 PM*
*CHEK 100 (Training Room)*
Held every Friday, this class will allow you to get one-on-one attention while you are working on Argos reports or DataBlocks. Bring your reports and DataBlocks and get assistance. There is no need to register for this session. Just show-up.

Contact QDUG administration for more information.

**QDUG Support Staff**

- Stephanie Turek at 6-3744 or StephanieTurek@MissouriState.edu

- Greg Snider at 6-4397 or GregSnider@MissouriState.edu

- Scott Turk at 6-6195 or SATurk@MissouriState.edu

- Shannon Jennings at 6-4203 or sjennings@MissouriState.edu

# Argos Path

# How to Run an Enrollment Report by Section:

### Missouri State
UNIVERSITY

**Delivery Method:** All
**Status:** Active Courses

**Section Enrollment Report**

Current Enrollment On 7/15/2016 For Fall 2016

Term: Fall 2016
College: Business
Department: Accountancy, School of
Subject: ACC

| COURSE | SECT | CRN | COURSE TITLE | CR HRS | INSTRUCTOR | LOCATION | DAYS | TIME | ENROLL | AVAIL | ROOM-CAP | MAX | | Deliv Meth | Camp | XList |
|--------|------|-----|--------------|--------|------------|----------|------|------|--------|-------|----------|-----|--|------------|------|-------|
| ACC109 | 701 | 51172 | The Accounting Cycle | 1 | Olson, Stevan K. | STRO 0200 | MTWRF | 0830 : 1145 | 32 | 8 | 48 | 40 | A | LEC | | Y |
| ACC201 | 001 | 40415 | Intro to Financial Accounting | 3 | Ravenscraft, Julia K. | GLAS 0433 | MWF | 1010 : 1100 | 53 | 0 | 58 | 53 | A | LEC | | S |
| ACC201 | 002 | 44293 | Intro to Financial Accounting | 3 | | GLAS 0432 | MWF | 0905 : 0955 | 53 | 0 | 58 | 53 | A | LEC | | S |
| ACC201 | 003 | 40432 | Intro to Financial Accounting | 3 | Bass, Samuel J. | GLAS 0432 | MWF | 1010 : 1100 | 53 | 0 | 58 | 53 | A | LEC | | S |
| ACC201 | 004 | 40433 | Intro to Financial Accounting | 3 | Bass, Samuel J. | GLAS 0432 | MWF | 1115 : 1205 | 53 | 0 | 58 | 53 | A | LEC | | S |
| ACC201 | 005 | 40733 | Intro to Financial Accounting | 3 | Ravenscraft, Julia K. | GLAS 0433 | MWF | 1220 : 1310 | 53 | 0 | 58 | 53 | A | LEC | | S |
| ACC201 | 006 | 45435 | Intro to Financial Accounting | 3 | Hines, James N. | GLAS 0433 | MWF | 1325 : 1415 | 53 | 0 | 58 | 53 | A | LEC | | S |
| ACC201 | 007 | 51209 | Intro to Financial Accounting | 3 | Ravenscraft, Julia K. | GLAS 0430 | MWF | 0905 : 0955 | 51 | 0 | 52 | 51 | A | LEC | | S |
| ACC201 | 008 | 51388 | Intro to Financial Accounting | 3 | | GLAS 0431 | MWF | 1220 : 1310 | 53 | 0 | 58 | 53 | A | LEC | | Y |
| ACC201 | 009 | 51389 | Intro to Financial Accounting | 3 | | GLAS 0431 | MWF | 1325 : 1415 | 51 | 2 | 58 | 53 | A | LEC | | S |

## Argos Path:

1. Log in to **My Missouri State**
2. At the top of the screen select **Work Resources** tab
3. Under the column - **Information Access**
4. Select Argos (Queries and Reports)
5. Run the application
6. **Log In** – Use standard user name and password

7. On the left, click on + **Student**

Revised 09/20/16

8. Click on + **Campus-Wide Course**



9. Click on + **PROD – CRN ENROLLMENT (NEW)**

10. Click on – Enrollment by Section – Single Space



11. Select – **Run Report** (look middle right of the screen)



12. Enter Banner **Username and Password** -

Revised 09/20/16

**13.** Use drop down arrows to select **Academic Period, College, Department, Subject, and Status.**

**14.** At the top of the screen click on **paper/magnifying glass** to view report.

Revised 09/20/16

# Banner Finance (SSB)

Self-Service Banner (SSB) Finance functions are available to authorized university departmental users across campus.  These functions allow departmental users to review and manage their authorized budgets as well as initiate and approve requisitions for purchases to be charged against those budgets.

- Chart of Accounts – University and Foundation
- FOAPAL Authorization Request
- SSB Finance User Guides
- Requisition Processing
- Budget Transfers

Financial Services

Carrington Hall 113

BannerFinance@MissouriState.edu

Phone#: 417-836-5632

Fax#: 417-836-4443

# Banner Time Sheet and Leave Report Resource

**By clicking on the above link, you will learn about:**

- **Logging on and off**

- **Guidelines for Entering Hours and Leave Reports**

- **Timeframes and Deadlines**

- **Employee, approver and proxy responsibilities**

- **Viewing leave balances**

- **Leave Report Corrections**

- **Late Time Entry**

- **What to do if you missed a deadline or made a mistake**

**Exempt Employees**

Exempt Staff, Administrators and 12 Month Faculty will utilize this system for Leave Reporting where they will record any leave taken during the reporting period.  The Leave Reporting period for Exempt Employees is the 1$^{st}$ of the month through the last day of the month.

Revised 09/20/16

## Nonexempt Employees

Nonexempt (overtime eligible) Employees will input hours worked into the Web Time Entry system. All hours entered must reflect the accurate hours and days the work is performed. The Pay Periods for Nonexempt Employees run from the 16th of the month to the 15th of the following month as outlined in the Payroll Calendar for Nonexempt Staff.

## Part-Time and Student Employees

Part-Time and Student Employees will also report their hours using Web Time Entry. All hours entered must reflect the accurate hours and days the work is performed. The Pay Period for Part-Time and Student Employees will be semi-monthly; the 1st through the 15th of the month and the 16th of the month through the last day of the month.

## Approver

An Approver is the individual who has the ability to update, change, return, or approve the Time Sheet and/or Leave Report submitted by their Employee. The Approver is responsible for ensuring that all of their Employees submit their time worked or leave taken for the Pay or Leave Period.

## Proxy

Proxy is the individual designated by the Approver in the system to act on their behalf to update, change, return, or approve the Time Sheet and/or Leave Report submitted by their Employee.

## Department Time Entry

Some departments will record time through another process called Department Time Entry. A designated person in the department collects the Time Sheet information for all of their Employees and enters it on the system for submission to Payroll for processing.

# Banners/Brochures/Special Advertising/Artwork

If you would like a banner, brochure, or need assistance with a special artwork project, please go to the COB Marketing and Communication website.  Or complete one of the following forms for

- Promotional Item Request Form
- Advertisement Design Request Form
- Printing Special Projects Request Form

If you have questions, please contact
Melissa Price, MPrice@missouristate.edu
Coordinator of Marketing, Communications and External Relations
Glass Hall 400
Phone 6-4268

# Bear Intelligence
## *Resource Center of University Data and Reports*

Do you need help with information gathering and report running? Make an appointment to attend the Ask the Experts Open Sessions, which will take place on select Fridays from 2:00-4:00 in Cheek 100. Email institutionalresearch@missouristate.edu to make your appointment. Please note, this is now BY APPOINTMENT ONLY.

## Academic Departmental Lists

Student, Academic and Directory Lists: student lists for communication purposes such as students by college/ department, GPA; includes directory information.

Course Related Lists: student lists by courses grouped in college/department of course, subject, course and section numbers.

Graduation Lists: graduation candidates by academic period, college and department includes graduation status (awarded, pending, etc.), degree and academic honors.  .

End of (or Mid) Semester Grade Reports

Contact Information:

Email us: InformationAccess@missouristate.edu

# Bear Pass

## BearPass Login and E-Mail Set Up

- To find out if new faculty have been issued an M-number, go to MyMissouriState – Work Resources tab – Other Resources – My Work – scroll down to **Who/What.** Select the radio button and submit at bottom of page.
- Enter their name, select term code, submit. If you have questions, call Michele Bogart in HR at 6-4816.
- To create a BearPass login and E-mail address go to or click on this link https://cams.missouristate.edu/selfservice/NewAccount.aspx

### What They Will Need

- Your BearPass Number
- Your Confirmation Code
- A personal e-mail address

### What They Will Create

- BearPass Login and Password
- E-mail Address
- Answers to Security Questions (to help reset your password if needed)

## BearPass Card

All faculty and staff members are issued a picture identification card (BearPass Card) which serves as an identification for a wide variety of Missouri State University facilities and services. For more information on how to obtain and use your card, please visit the BearPass Card Office website.

### Faculty/Staff (full or part-time) eligibility

- Must have status of "Active Employee" or "Adjunct" (non-paid Faculty member) within the University's administrative business information system.

**Office location**
Plaster Student Union 128          Phone:  6-8409

# Blackboard
## Learning Management System

Computer Services provides many training options to learn about working in the Blackboard Learning Management System. Individuals who attend training are eligible to earn a Digital Badge issued by Computer Services.

Revised 09/20/16

# Book Ordering Procedure for Textbooks Each Semester

When you receive the email with the memo and adoption forms from Carol Ellis (textbook buyer at MSU Bookstore) for either spring, summer, or fall, print the book adoption forms and give them to the faculty. Ask them to return the forms to you before the date needed by the bookstore. Put the forms back in numerical order. Make **3** copies of the forms. Send the original to the MSU bookstore, one copy is retained for your departmental files, one copy goes to Text Bucks, and one to the Student Book Exchange.

- Original to MSU Bookstore (Campus Mail or hand deliver)
- Text Bucks – (Call them for pickup)
- Student Book Exchange - (Call them for pickup)

Carol Ellis—FAX 66876

Text Bucks—866-8398 (phone)
521-2665 FAX
textbucks@yahoo.com or kim1atb@yanoo.com

Student Book Exchange—866-6880 (phone)
866-3069 FAX

# Budget Transfers (*see* **Banner Finance** – SSB)

All budget information and forms can be found on the Financial Services website.

# Building Floor Plans – Springfield Campus

Springfield Campus Building Plans are available to Missouri State University faculty and staff on the Planning, Design & Construction website.  To search for floor plans, choose a building from the Building Floor Plan Alphabetical List by going to http://design.missouristate.edu/UniversityServices/BuildingFloorPlans/Springfield/AlphabeticalList.htm.  You will be prompted for your user name and password.

# Bulletin Boards

- Intended for notices and other materials related to the programs and goals of the University.
- Commercial advertisements may not be displayed on bulletin boards.
- Only University departments and recognized student, faculty and staff organizations are authorized to post materials on bulletin boards in University buildings.
- Permission from the Dean's Office is not required.
- Non-University related materials and notices will be removed.

# Business Cards

Order business cards through Printing Services.  To complete the order form go to
http://www.missouristate.edu/printing/joborderform.htm

Quantity ordered is usually 500 at a time for $50.

There is a template so that you can submit a sample with the request. Printing Services will fax the proof for approval.  You can fax it back with necessary changes.  Please allow two weeks to receive the cards.

# Sample

**Missouri State**
U N I V E R S I T Y

**PAUL A. ASHCROFT, Ph.D., CPA**
Associate Professor
School of Accountancy

901 South National Avenue • Springfield, Missouri 65897
Office 417-836-5027 • Fax 417-836-5164
PaulAshcroft@missouristate.edu

# Business Casual Dress

Business casual dress is crisp, neat, and should look appropriate even for a chance meeting with the University president.  Wear clothing that is comfortable while still projecting a professional image on the job.

What <u>not</u> to wear:

- Jeans (allowed on snow days and when classes are not in session)
- Shorts
- Skorts
- Tank tops
- Flip flops

Also we like to show our colors and wear Bear Wear every Friday!

- Graduate Assistants – required to wear T-shirts provided by COB Dean's Office; no shorts, no flip flops, no gym clothes.  Jeans are allowed provided they are not torn and tattered.
- Before the semester begins, please provide T-shirt sizes for new GAs to Dean's assistant.
- GAs may wear MSU Bear Wear long-sleeved shirts during the colder months.

Revised 09/20/16

# Campus Directions and Maps

# Car Rental (Enterprise)

All University employees who rent a car for official business are strongly encouraged to use Enterprise. Efforts to reduce departmental costs, renting a car is an alternative to mileage reimbursement. Claims relating to uninsured rental vehicles not under this contract are subject to review and acceptance by the State of Missouri Office of Risk Management.

- National reservations at 1.800.736.8222, www.enterprise.com citing XZ51W99, or Springfield, Missouri reservations on West Sunshine Street at 417.832.9470*.   Note that the asterisk or star character must be depressed as part of the number in order to reach the local office.

- Key Customer Contact and billing setup:  Josh Lambert, joshua.m.lambert@ehi.com, office 417.868.8855, facsimile 855.237.0893.

# Career Fairs

The annual College of Business Career Fair and the Accounting Career Fair are held in September of each year.  For more information please go to http://business.missouristate.edu/Facilities-Resources.htm

- Faculty should be notified in the summer well in advance so that they can include these dates in their fall teaching schedules.

- All morning COB classes will be cancelled on the day of the COB Career Fair.  Any class meeting at or after 2:00 p.m. will be in session.

- Classes are NOT cancelled for the Accounting Career Fair.

# Catalogs

The catalog is an informational guide to courses, programs, academic policies, degree requirements, faculty teaching credentials, and general information about Missouri State. Visit the Office of the Registrar website for comprehensive information.

> Undergraduate
> Graduate
> Catalog Archives
> Majors and Minors Offered

Revised 09/20/16

# Catering Services

## [(See Event and Meeting Services Website)](#)

- Book your event at least ten business days in advance.
- Confirm number of guests three business days prior to the event.
- Department events will be billed to a Missouri State University budget number (if applicable). Financial Services will pay invoices directly for departments through budget transfer.
- China, glassware and linens are available for additional charge.

If your department would like to host a luncheon or retirement reception, go to this website http://www.missouristate.edu/conferences/Staff.htm for staff contact information for Event and Meeting Services.

If you have questions about menu items and quantities, please contact

Teri Trickey
Director of Catering
TeriTrickey@MissouriState.edu
417-836-4629

Jennifer Ramsey
Assistant Catering Directing
Jramsey@missouristate.edu
417-836-5046

Missouri State Catering, Food Service Options, and Catering Guide

# Census for Official Enrollment Reporting for Online Teaching Stipend

Professors who teach online courses receive a $55 per student stipend on the following dates of each semester. The census date for official enrollment reporting for the current semester can be found on the Academic Calendar of Events at http://calendar.missouristate.edu/academic.aspx.

## Spring & Fall Rule for Calculating Census Dates

### Census 1

Day 20 of the semester, not counting weekends and holidays (MLK Day for spring and Labor Day for fall).

### Census 2

Day 10 of 2<sup>nd</sup> Block classes, not counting weekends and holidays.

## Summer Rule for Calculating Census Dates

### Census 1

Day 8 of session 1, not counting weekends, holidays, and Fridays.

### Census 2

Day 4 of week 5 of session 1 (i.e., day 4 of week 1 of session 4) classes, not counting weekends, holidays, and Fridays.

The stipend amounts are:

    One hour credit:    $18.33
    Two hour credit:    $36.66
    Three hour credit:  $55.00

To see Census week enrollment numbers in Argos:
- Log into My Missouri State
- Click on the Work Resources tab
- Under 'Information Access' click on Argos (Queries and Reports)
- Sign in with the same user ID and password as signing onto the computer
- Student
- Campus-wide Census
- ODSPROD – enrollment by Sec was REC2201 – Point in Time new (be sure to click on + sign for next step)
- ODSPROD_Was Rec2201 All Courses
- Click on the 'Run Report' button on right side of screen
- Run Report
- Select a Freeze Event (Select semester and point in time) Spring 2015 census
- Select a college

- Select a department or all departments within a college
- To view the report: Click the icon at the top showing a piece of paper with a magnifying glass
- Save it on the computer and / or print it out

For professors and instructors, use 61010 (supplemental income)
For per course use regular per course code

# Central Receiving

Central Receiving reports to the Property Control Office and is responsible for receiving, storing and delivering University supplies and equipment to University departments. Shipping and receiving procedures can be found at http://www.missouristate.edu/property/31000.htm.

**Contact:**
Central Stores & Maintenance Building
901 S. National, Springfield, MO 65897
Phone: (417)836-5776
Fax: (417)836-7668
Office Email: receiving@missouristate.edu

# Chart of Accounts

Used to classify expenditures by spending categories.  Expenditure account codes reflect the type of expenditure, such as travel, supplies or services.  Click on one of the following links for a list of accounting codes.

- University Accounting Codes
- Foundation Accounting Codes

A02000 – 112009 – **73212** – 011 for office supplies

Here are a few of the most frequently used accounting codes: Travel, Supplies-Office, Memberships, Registrations, etc.

| | | |
|---|---|---|
| 73003 | Travel | Registration / Conference Fees |
| 73007 | Travel | Recruiting |
| 73212 | Supplies | Office (Office Depot, Apperson, Springfield Stamp and Engraving) |
| 73214 | Supplies | Postage |
| 73215 | Supplies | Subscriptions |
| 73407 | Service | Copier Service Agreements |
| 73408 | Service | Food Service (Chartwell's) |
| 73411 | Service | Office Outside (Shred – It) |
| 73612 | Other | Membership Dues |

Revised 09/20/16

# Class Meeting Times – Required Time in Class

Standard class meeting times will be enforced according to policy. Scheduling courses according to the established guidelines allows for maximum utilization of classroom space and student scheduling flexibility. The policy is summarized below.

*(NOTE: Exceptions to the standard meeting times below require approval by the dean of your college and the Provost Office.)*

| Spring & Fall Semester | | | | |
|---|---|---|---|---|
| Day Classes 50-minute (MWF) | | Day Classes 75-minute (TR) | | Evening Classes |
| **Start Time** | **End Time** | **Start Time** | **End Time** | **Start and End Time** |
| 8:00 a.m. | 8:50 a.m. | 8:00 a.m. | 9:15 a.m. | 4:00 – 5:15 p.m. |
| 9:05 a.m. | 9:55 a.m. | 9:30 a.m. | 10:45 a.m. | 5:30 – 6:45 p.m. |
| 10:10 a.m. | 11:00 a.m. | 11:00 a.m. | 12:15 p.m. | 7:00 – 8:15 p.m. |
| 11:15 a.m. | 12:05 p.m. | 12:30 p.m. | 1:45 p.m. | 8:30 - 9:45 p.m. |
| 12:20 p.m. | 1:10 p.m. | 2:00 p.m. | 3:15 p.m. | |
| 1:25 p.m. | 2:15 p.m. | 3:30 p.m. | 4:45 p.m. | |
| 2:30 p.m. | 3:20 p.m. | | | |
| 3:35 p.m. | 4:25 p.m. | | | |

| Summer Semester |
|---|
| Day Classes Monday – Thursday |
| **Start Time** |
| 7:30 a.m. |
| 9:00 a.m. |
| 10:30 a.m. |
| 12:00 p.m. |
| 1:30 p.m. |
| 3:00 p.m. |

# [Class Schedule Building](#) – Office of the Registrar

Everything you need to know about schedule building can be found on the Office of the Registrar website at http://www.missouristate.edu/registrar/guidelines.htm. If you have any questions or concerns, please contact Katrina Chavez, Kchavez@missouristate.edu or the Office of the Registrar at Registrar@missouristate.edu or call 836-5520.

## Classes for any Given Semester

**Training:  To schedule a training session, please email Katrina Chavez, Kchavez@missouristate.edu.**

**Spring Schedule** building usually begins in early **June** when the "active and/or held" spring semester classes from the previous spring semester will roll over to the next year.

**Summer/Fall schedule** building usually begins in early **November**.

**IMPORTANT: To avoid technical issues, <u>DO NOT</u> build any classes for the new semester on SSASECT in INB Banner until *after* you have received the notification email from the Registrar's office  informing you the roll of the class schedule has been completed.   This email will also include the [Class Schedule Building Deadlines](#) for**

- **Priority/Early Construction –** only use your department's priority classrooms.

- Meeting times, building & rooms, and instructors **<u>DO NOT</u>** roll with the sections.  Links, cross-list codes, CRNs and section comments **<u>DO</u>** roll with the sections.

- **Late Construction –** any available rooms may be scheduled by *any* department during this time.

**Guidelines for scheduling large classrooms (80 seats and above)** are available at http://www.missouristate.edu/schedulingsupport.

Put your class information onto Banner as directed through information on the Office of the Registrar's website for Class Schedule Building. To request a large classroom during class schedule building you must request a Partition Preference. This is only for classrooms that are 80 capacity and above. Once you have completed the information in the Time and Instructors tab, click on the **Scheduler Preferences tab**. In the **Partition Preferences area** put the building 4 alpha code and then in Preference Number 01 for your first choice, your second choice will be placed on the next line with a number of 02, and so on.

Revised 09/20/16

For schedule building resources and deadlines go to the Office of the Registrar site at http://www.missouristate.edu/registrar/guidelines.htm.  On this website you will find the entire Banner Schedule Building Guide, schedule building deadlines, step-by-step videos for building a basic section of a course, and schedule building facts, tips and tricks.

Tips and Tricks of Class Schedule Building

If you have any questions or concerns, please contact the Office of the Registrar at Registrar@missouristate.edu or call 836-5520.

- **Katrina Chavez** – Primary coordinator and contact person for schedule building problems.
- 836-4615
- Kchavez@missouristate.edu

# Classrooms – Creating an Event and Reserving the Room

(*see* Room Scheduling in 25Live)

# Classroom Equipment Lending and Technical Services

For information regarding classroom equipment please go to the Faculty Center for Teaching and Learning at **http://www.missouristate.edu/fctl/193758.htm**

## Faculty and Staff

Reservation of equipment for pick-up can be done on the web (**Faculty Equipment Lending Form**), by phone (836-5778) or in person (Art Annex Room 4). They operate on a first-come, first-serve basis. The following information will be required when an order is placed:

- Name, department and phone number

- Equipment (hardware & software)

- Date and time you will pick-up and return equipment

# Classroom Information

- Building/Room
- Room Capacity
- Controlling Organization
- 25 Live Manual

# COB Computing

If you need technology support with office or classroom equipment, please e-mail COBComputing@MissouriState.edu or call 6-6279 and leave a message.

Danny Winkler
Instructional Tech Support
6-5376

# Compliance Training for Employees

The University is in the process of implementing a new Professional Learning Management System (PLMS) powered by Cornerstone on Demand with an anticipated *Go Live* date of July 1, 2016.  In the meantime new employees will be able to access, view, and verify completion of their compliance training by clicking on the link above.

All new employees are required to complete their online equity and compliance training within the first 30 days of employment. The Institutional Equity and Compliance training is required for all new employees, with the other compliance training being department specific.

## Computer Labs Open Access
### (Computer Lab Glass Hall 229)

Computer Services maintains three computer labs that are open to the Missouri State University community.

Whether you need wireless setup on your laptop or smartphone, help with using a computer program, or just need somewhere to sit and study, you've got a place in Cheek, Glass 229, and on the second floor of the Meyer Library. Each area is staffed by knowledgeable, helpful, and friendly full time staff and student lab assistants to provide any assistance that you may need.

# Computer Services Help Desk

**Staff**

The following are some basic accounts, though there may be other discipline-specific or area-specific accounts available to you which are maintained and controlled by your department:

- BearPass Login
- MyMissouriState.edu Portal
- Self-Service Banner (SSB) Account
- Internet Native Banner (INB) Account

Other important links you will find on the Computer Services Help Desk website:

- Help Desk Contact Info
- Customized Training Request Form
- Training Opportunities
- Open-Access Computer Lab Hours
- New to MSU
- New Staff BearPass Accounts and Access to My Missouri State
- Get Support

Revised 09/20/16

# Computer Services Training Opportunities

Computer Services provides students, faculty, and staff members with friendly and helpful resources to assist in using computer technology at Missouri State University. Click on the link above to the Computer Services Help Desk.  This page provides links to training opportunities, online training videos, and how-to guides for University systems and other technologies.

- Ask the Experts
- Banner
- Blackboard Learn
- Experts Documentation Training
- Microsoft IT Academy

- Customized Training


# Copiers

Each department purchases and maintains a copier for the faculty and staff to use.  Several of the departments within COB have purchased their Toshiba e-Studio copiers through Copy Products, Inc.

Copy Products, Inc.
2103 W. Vista
Springfield, MO  65807-7712
P:  417-889-5665
F:  417-889-7712

Annual maintenance contracts can be paid using the procurement card.  Each year the department will receive an invoice with the contract base rate charge for the annual billing period.  This maintenance charge covers an agreed upon specific number of copies for the year. If more copies are made throughout the year, then an overage charge per copy will also be included in the invoice.   Contracts cover the following with no extra charge:

- Service calls (Have system number ready when you call for service and toner)
- Toner cartridges
- Standard replacement parts

**Note:**
Staple cartridges are not covered under the contract.   Order additional staples through Copy Products.  (Have system number ready).

# CopyThis

CopyThis is a full copy service department dedicated to providing quality copies in a short time at a reasonable cost. They also provide **delivery service**. For more information, please click on the link above or visit the Printing Services website.

- Digital printing - black and white and color
- Colored paper (Please stop in to get a complete list of colors and pricing)
- Collating
- Laminating - up to 26" wide
- Fax Service
- Finishing - folding, cutting, thermal tape bind, plastic coil & comb, padding and stapling
- Computer Services - networked computers are available both Mac and PC
- Black & White Posters - 18" x 24" and banners 18" x 48", up to 36" wide
- Color Posters - 11" x 17" full color, full bleed, up to 36" wide. (Larger full color posters are available from Printing Services 837-2322. See "Wide Format" under services on main Printing Services web page.)
- Self Service black and white copiers
- Color and Black & White Scanning
- Cutting
- Padding
- CopyThis houses a USPS contract station. Please refer to PSU Postal Station for information.

### Contact CopyThis

CopyThis is located in Plaster Student Union - Room 210
Phone: 417-836-5808 Fax: 417-836-5040
E-mail: CopyThis@missouristate.edu

### Hours

Monday - Thursday: 8:00 a.m. - 6:00 p.m.
Friday: 8:00 a.m. - 5:00 p.m.
Saturday - Sunday: Closed

Summer hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.

# Curricular Proposal Information

For curricular policies, forms, timelines, deadlines, and resources click on the above link to the Faculty Senate website.

Revised 09/20/16

# Deposits

The instructions and fillable Money Received Report form can be found on the Financial Services website under Department Resources or in e-Forms.

# Dining Facilities

Click on this Dining Facilities link for the food service options in the Plaster Student Union. There you will find links to the catering requests forms for the following food vendors. The "***In Any Event Catering Guide***" link is included on this website.

- Chick-fil-A
- Papa John's Pizza
- Subway
- Panda Express
- Union Club

# Direct Bill – University Plaza Hotel

The University Plaza Hotel offers Missouri State University a special room rate.  If you and the department head complete a University Plaza Direct Bill Authorization Form and email it to the Accounts Receivable Clerk, the room charges incurred by faculty candidates during their campus visits will be billed directly to your department.  This invoice can be paid with a payment request form.

Contact information:

Accounts Receivable Clerk
University Plaza Hotel & Convention Center
333 S John Q Hammons Parkway
Springfield, MO 65806
Phone: 417-522-1135
Fax: 417-522-1125

Sample of authorization form:

**UP**
UNIVERSITY
**PLAZA HOTEL**

| DB CODE | MSU-ACCT |
|---|---|
| OFFICE USE ONLY | |

### DIRECT BILLING AUTHORIZATION UPDATE

**BILLING INFORMATION**

Company Name: MSU School of Accountancy

Attention/Name: Carole Hale

Billing Address: 901 S. National Avenue, Glass 439

City: Springfield    State: MO    Zip: 65897

Telephone: 417-836-5414    Fax: 417-836-5164

Please list an email below if you would like invoices emailed instead of mailed

Email: CaroleHale@missouristate.edu

**NAME (S) OF PERSON(S) AUTHORIZED TO CHARGE OR SET UP DIRECT BILLING**
Please limit to four people, or include names on a separate sheet and attach to this form.
There is a limited amount of space in the system for input of this information.

1) John R. Williams        2) Carole Hale

3) _____        4) _____

**TYPES OF CHARGES TO BE AUTHORIZED**
Please check all that apply.

- [ ] All Charges
- [✓] Sleeping Room and Tax
- [ ] Terrace Grille (Restaurant)
- [ ] Terrace Lounge (Liquor)
- [ ] Movies
- [ ] Long Distance
- [ ] Laundry
- [ ] Gove Spa
- [ ] Meeting Room and Banquets
- Other: _____

I understand that in accordance with the University Plaza policies, payment in full will be remitted within thirty (30) days following the receipt of the first billing statement of any and all incurred charges.

5//10/2016
Date

_Authorized Signature_

Phone (417) 864-7333  •  333 John Q. Hammons Parkway  •  Springfield, MO 65806  •  Fax (417) 522-1125

ANOTHER EXCEPTIONAL HOTEL BY JOHN Q. HAMMONS HOTELS AND RESORTS

# Disability Accommodations Policy (Students and Staff)

For **students** with disabilities you will find the accommodation policy and contact information for the Disability Resource Center.

**Disability Resource Center (DRC)**.  The DRC provides resources and collaborates with students who have health related, sensory, or physical disabilities. The DRC is the entry point for all disability resources and accommodations.

**Contact information**:

Disability Resource Center
Meyer Library, Suite 111
901 S. National Ave.
Springfield, MO  65897

417-836-4192
Fax 417-836-3158

DRC@MissouriState.edu

**Learning Diagnostic Clinic (LDC)**. The LDC provides resources, testing, and collaborates with students who have learning, cognitive, and psychological disabilities. Students who are interested in testing services may contact the LDC directly.

**Contact information**:

Learning Diagnostic Clinic
Meyer Alumni Center
300 South Jefferson, Suite 502
Springfield, Missouri 65806

417-836-4787
Fax 417-836-5475

LearningDiagnosticClinic@missouristate.edu

For **staff** the complete Disability Accommodations Policy can be found on the Office for Institutional Equity and Compliance website. An employee needing to request a reasonable accommodation for a disability should contact the Office for Institutional Equity and Compliance, Park Central Office Building, Suite 111, telephone 417-836-4252.  For parking instructions at the Park Central Office go to http://www.missouristate.edu/equity/directions.htm#Parking.

# Disposal of Surplus Property (see *Surplus Property*)

Revised 09/20/16

## eForms

The form index includes all eForms, regardless of audience, and is organized by the title of the form.  To access an eForm, select the first letter of the e-Form's title.  Follow this link to the e Forms index and *Search* button.

## Email Account and Bear Pass Login

Click on the link above for the web application that will help you create your computer account and e-mail. Your account will give you access to many campus resources. If you have problems or have any questions, please call the Computer Help Desk at 6-5891.

### What is my Bear Pass Number?

Your Bear Pass Number is a unique identifier created when you were admitted to or hired by Missouri State University.  If you are an employee, you may find your Bear Pass Number on the letter you received from the Office of Human Resources. Your Bear Pass Number may also be printed on the front of your Bear Pass Card. **If you do not know your Bear Pass Number**, please contact the Help Desk:

Springfield: Computer Services Help Desk or call 417-836-5891
West Plains: Lybyer Open Lab Help Desk or call 417-255-7995

# Emeritus Status Appointments

1. Retiring faculty members must meet the qualifications for Emeritus status as stated in the *Faculty Handbook 3.6.1*, http://www.missouristate.edu/provost/facultyhandbook/.
2. To be eligible for the title, the faculty member must also satisfy the following requirements: (a) completion of at least ten years of full-time academic service to Missouri State University (some exceptional senior faculty may be recognized with fewer than ten years of service), and (b) retirement status or disability status at Missouri State University. Emeritus status is awarded through affirmative vote of the full-time faculty in the department in which the candidate holds appointment and by favorable administrative action.  Once someone has been approved, please complete the following.

- Prepare the Personnel Action Form and submit it along with a copy of the retirement letter to the COB budget officer.

- The effective date for Emeritus status cannot begin until the first day of retirement.

- In order to update the COB and University Emeritus Professor websites, please email Melissa Price in the Dean's Office with the change of status information. Here is a sample of the information required:

  o Anthony C. Keller (2001 – 2015) Emeritus Professor in the School of Accountancy.  B.S., University of New Mexico (1983); M.S., University of Utah (1988); Ph.D., Texas A&M University (2000).

Revised 09/20/16

# Enrollment and Student Data

http://www.missouristate.edu/data

## Bear Intelligence – Resource Center for University Data and Reports

The above link has the following information:

**Existing Data Sources**

- Fact Book
- Departmental Profiles
- Enrollment Management Website
- Common Data Set
- Faculty/Advisor Resource Center (FARC)
- Office of the Registrar
- Graduate College

**Customized Reports**

- Accreditation
- Annual Review (Departmental)
- Assessment
- Retention and Graduation data
- Departmental and University Honorary Organizations
- Graduating Students
- Graduated Students
- Prospective and admitted Undergraduate student lists
- Scholarship candidate Identification
- Student Organization lists

# Enrollment Report by Section – Argos Path

**Argos Path:**

1. Log in to **My Missouri State**

2. **Work Resources** tab

3. Under the column - **Information Access**

4. **S**elect Argos (Queries and Reports)

5. Run the application

6. **Log In** – Use standard user name and password

7. On the left, **+ Student**

8. **+ Campus–Wide Course**

9. **+PROD** – CRN ENROLLMENT (NEW)

10. Enrollment **by Section – Single Space**

11. Run Report tab (in middle of the screen)

12. Banner Username and Password - Connect

13. Select Academic Period, College, Department, Subject, Status

14. Select paper/magnifying glass icon at top of screen

# Enrollment Report in Argos (with Illustrations)

## How to Run an Enrollment Report by Section:

**Missouri State**
U N I V E R S I T Y

Delivery Method: All
Status: Active Courses

### Section Enrollment Report
Current Enrollment On 7/15/2016 For Fall 2016

Term: Fall 2016
College: Business
Department: Accountancy, School of
Subject: ACC

| COURSE | SECT | CRN | COURSE TITLE | CR HRS | INSTRUCTOR | LOCATION | DAYS | TIME | ENROLL | AVAIL | ROOM-CAP | MAX | | Deliv Meth | Camp | XList |
|--------|------|-----|--------------|--------|------------|----------|------|------|--------|-------|----------|-----|---|------|------|-------|
| ACC109 | 701 | 51172 | The Accounting Cycle | 1 | Olson, Stevan K. | STRO 0200 | MTWRF | 0830 : 1145 | 32 | 8 | 48 | 40 | A | LEC | | Y |
| ACC201 | 001 | 40415 | Intro to Financial Accounting | 3 | Ravenscraft, Julia K. | GLAS 0433 | MWF | 1010 : 1100 | 53 | 0 | 58 | 53 | A | LEC | | S |
| ACC201 | 002 | 44293 | Intro to Financial Accounting | 3 | | GLAS 0432 | MWF | 0905 : 0955 | 53 | 0 | 58 | 53 | A | LEC | | S |
| ACC201 | 003 | 40432 | Intro to Financial Accounting | 3 | Bass, Samuel J. | GLAS 0432 | MWF | 1010 : 1100 | 53 | 0 | 58 | 53 | A | LEC | | S |
| ACC201 | 004 | 40433 | Intro to Financial Accounting | 3 | Bass, Samuel J. | GLAS 0432 | MWF | 1115 : 1205 | 53 | 0 | 58 | 53 | A | LEC | | S |
| ACC201 | 005 | 40733 | Intro to Financial Accounting | 3 | Ravenscraft, Julia K. | GLAS 0433 | MWF | 1220 : 1310 | 53 | 0 | 58 | 53 | A | LEC | | S |
| ACC201 | 006 | 45435 | Intro to Financial Accounting | 3 | Hines, James N. | GLAS 0433 | MWF | 1325 : 1415 | 53 | 0 | 58 | 53 | A | LEC | | S |
| ACC201 | 007 | 51209 | Intro to Financial Accounting | 3 | Ravenscraft, Julia K. | GLAS 0430 | MWF | 0905 : 0955 | 51 | 0 | 52 | 51 | A | LEC | | S |
| ACC201 | 008 | 51388 | Intro to Financial Accounting | 3 | | GLAS 0431 | MWF | 1220 : 1310 | 53 | 0 | 58 | 53 | A | LEC | | Y |
| ACC201 | 009 | 51389 | Intro to Financial Accounting | 3 | | GLAS 0431 | MWF | 1325 : 1415 | 51 | 2 | 58 | 53 | A | LEC | | S |

## Argos Path:

1. Log in to **My Missouri State**
2. At the top of the screen select **Work Resources** tab
3. Under the column - **Information Access**
4. Select Argos (Queries and Reports)
5. Run the application
6. **Log In** – Use standard user name and password

7. On the left, click on  + **Student**

Revised 09/20/16

8.  Click on  + **Campus-Wide Course**



9.  Click on + **PROD – CRN ENROLLMENT (NEW)**

10. Click on – Enrollment by Section – Single Space



11. Select – **Run Report**



12. Enter <span style="color:red">Banner</span> **Username and Password** -

Revised 09/20/16

**13.** Use drop down arrows to select **Academic Period, College, Department, Subject, and Status.**

**14.** At the top of the screen click on **paper/magnifying glass** to view report.





| COURSE | SECT | CRN | COURSE TITLE | CR HRS | INSTRUCTOR | LOCATION | DAYS | TIME | ENROLL | AVAIL | ROOM-CAP | MAX | | Deliv Meth | Camp | XList |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ACC109 | 701 | 51172 | The Accounting Cycle | 1 | Olson, Stevan K. | STRO 0200 | MTWRF | 0830 : 1145 | 32 | 8 | 48 | 40 | A | LEC | | Y |
| ACC201 | 001 | 40415 | Intro to Financial Accounting | 3 | Ravenscraft, Julia K. | GLAS 0433 | MWF | 1010 : 1100 | 53 | 0 | 58 | 53 | A | LEC | | S |
| ACC201 | 002 | 44293 | Intro to Financial Accounting | 3 | | GLAS 0432 | MWF | 0905 : 0955 | 53 | 0 | 58 | 53 | A | LEC | | S |
| ACC201 | 003 | 40432 | Intro to Financial Accounting | 3 | Bass, Samuel J. | GLAS 0432 | MWF | 1010 : 1100 | 53 | 0 | 58 | 53 | A | LEC | | S |
| ACC201 | 004 | 40433 | Intro to Financial Accounting | 3 | Bass, Samuel J. | GLAS 0432 | MWF | 1115 : 1205 | 53 | 0 | 58 | 53 | A | LEC | | S |
| ACC201 | 005 | 40733 | Intro to Financial Accounting | 3 | Ravenscraft, Julia K. | GLAS 0433 | MWF | 1220 : 1310 | 53 | 0 | 58 | 53 | A | LEC | | S |
| ACC201 | 006 | 45435 | Intro to Financial Accounting | 3 | Hines, James N. | GLAS 0433 | MWF | 1325 : 1415 | 53 | 0 | 58 | 53 | A | LEC | | S |
| ACC201 | 007 | 51209 | Intro to Financial Accounting | 3 | Ravenscraft, Julia K. | GLAS 0430 | MWF | 0905 : 0955 | 51 | 0 | 52 | 51 | A | LEC | | S |
| ACC201 | 008 | 51388 | Intro to Financial Accounting | 3 | | GLAS 0431 | MWF | 1220 : 1310 | 53 | 0 | 58 | 53 | A | LEC | | Y |
| ACC201 | 009 | 51389 | Intro to Financial Accounting | 3 | | GLAS 0431 | MWF | 1325 : 1415 | 51 | 2 | 58 | 53 | A | LEC | | S |

# Enrollment Verification Web Page

If students or parents request a regular verification letter, they can complete this form on the web. For letters that require non-director information such as Student ID number or GPA, students may print a form from this web page and then fax, mail, or drop off the request to the Office of the Registrar.

Under the Family Educational Rights and Privacy Act (FERPA), only selected information about a student, designated as "Directory Information," can be released without the student's written consent (or as otherwise specifically allowed under FERPA). Refer to the Notification of Student Rights for more information and a definition of "Directory Information".

# Equipment Lending for Classrooms

For information regarding classroom equipment please go to the Faculty Center for Teaching and Learning at **http://www.missouristate.edu/fctl/193758.htm.**

## Faculty and Staff

Reservation of equipment for pick-up can be done on the web (**Faculty Equipment Lending Form**), by phone (836-5778) or in person (Art Annex Room 4). They operate on a first-come, first-serve basis. The following information will be required when an order is placed:

- Name, department and phone number
- Equipment (hardware & software)
- Date and time you will pick-up and return equipment

# Evening Programs

Missouri State University's evening programs help students working during the day, earn credits toward their degree at night. For information on the MSU undergraduate and graduate evening programs and future course listings, visit their website by clicking on the link above. If you have questions or need additional assistance contact:

Ann L. Herring
Director Registration Services
AnnHerring@missouristate.edu
417-836-6660

Revised 09/20/16

# Event Planning and Meeting Services
## (How to Schedule an Event)

If your department would like to host an event, GA appreciation luncheon, or retirement reception, go to the Event and Meeting Services website for step-by-step instructions, links to fillable forms and staff contact information.

- Book your event at least ten business days in advance.
- Confirm number of guests three business days prior to the event.
- Department events will be billed to a Missouri State University budget number (if applicable). Invoices for departments with budget numbers are sent simultaneously to the department and to Financial Services; resulting in a budget transfer to immediately pay the invoice.
- China, glassware and linens are available for additional charge.

## Tables, chairs, and staging

Custodial Services provides the services of supplying, delivering, and setting up folding tables, folding chairs, and staging for special events on campus.

**If tables and chairs are all that you need, please place your electronic work order at Facilities Management Work Request.**

Food Service Options and Catering Guide

If you have questions about menu items, food quantities and/or room set up, please contact

Teri Trickey
Director of Catering
TeriTrickey@MissouriState.edu
417-836-4629

Jennifer Ramsey
Assistant Catering Directing
Jramsey@missouristate.edu
417-836-5046

Revised 09/20/16

# E-Verify Program (*also see* I-9 Form and Department Training)

Missouri State University is a participating employer in the E-Verify program. All employees will be required to be approved by the Department of Homeland Security (DHS) to determine eligibility to work in the United States.

Before the new employee visits campus, please remind them to bring proper identification

### I-9, Employment Eligibility Verification

Please follow the link below to access the form:

Form I-9, Employment Eligibility Verification*(Includes instructions on completing the form correctly)

*NOTE*:   **If you are an out-of-state or out-of-town employee who *will not* visit Missouri State University *prior* to beginning work, please click here.**

**Instructions:**

1. Employee must complete **all** of Section 1 of the I-9 Employment Eligibility Verification document.

2. Employee must then choose **one** document from List A *or* **one** document from List B **and** List C.  Missouri State University participates in E-Verify, the List B document **must** include a photograph. (Please see page 9, List of Acceptable Documents, of I-9 form.)  Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

3. The **original** documents that establish identity and eligibility to work and the original I-9 form must be brought to the hiring department or the Office of Human Resources within three days of beginning employment.

**Note:  Please review Section 1 to verify that**

- **Each box in Section 1 has been filled in even if (N/A – Not applicable).**
- **The dates in this section and the signature line are written as (mm/dd/yyyy)**
- **Must be completed and signed in ink.**

**Please review Section 2 to verify that**

- **The employee's name is written at the top of Section 2**
- **The employee's first day of employment (mm/dd/yyyy)_____ corresponds with  the first day of their term of employment.**
- **Signature line is signed by you or an authorized representative.**


- **At the very top right-hand corner of the first page, please write Graduate Assistant, Per Course, Full-Time Faculty, etc.**
- **Submit completed I-9 and supporting documents to COB Budget Officer.**

# Exam Proctoring Policy – COB

- Administrative assistants are not to proctor exams.
- Graduate assistants <u>may not</u> proctor exams in classrooms unless instructor is present.
- One graduate assistant <u>may</u> proctor one or a small number of students taking makeup exams.
- If an emergency should arise, the department head and faculty member may arrange for two graduate assistants to proctor an exam in the classroom.

Faculty members are expected to be present in the examination room throughout all exams during their course. If an instructor will not be present during one of their exams then their department head should be notified. In consultation with the department head, the faculty member must arrange for another faculty member to proctor the examination in their absence. As a last resort, should another faculty member not be available, the department head and faculty member may arrange for two graduate assistants (minimum) per room to proctor an examination.

If a faculty member gives a make-up exam, then the make-up exam must be proctored as well. The faculty member must be present in the room with the student during the administration of the make-up exam, or may arrange for a graduate assistant to proctor the make-up exam. One graduate assistant is adequate to proctor one or a very small number of students taking make-up exams simultaneously, but two graduate student proctors would be required in the extremely rare

Per University policy, administrative assistants are not to proctor examinations. Per COB policy, only faculty members (or graduate students in rare instances as provided for above), are permitted to proctor examinations.

# External Review Process Guidelines

Department Heads are responsible for managing the external review process. They work with the faculty applicant and Department Personnel Committee to ensure an appropriate pool of potential reviewers and selection of the final individuals from whom reviews will be solicited. Department Heads send out the faculty applicant's materials and ensure that reviews are returned on time. They place the reviews within the applicant's dossier so that they are available for all subsequent levels of evaluation.

For the review process guidelines click on the link above or go to the Office of the Provost website:

- Selection of external reviewers
- Solicitation of external reviewers
- Sample Letters

Revised 09/20/16

# [Faculty Center for Teaching and Learning](#)

If faculty request assistance with classroom instructional technology click on the link above. That link will take you to the following:

- Equipment Lending
- Clickers: Student Response Systems

# [Faculty Handbook](#)

The Office of the Provost website includes the Faculty Handbook and additional information on

- Faculty Handbook Revision Committee
- New Handbook Revision Issues
- Agendas and Minutes

# Faculty – New Hire Checklist

\_\_\_\_\_ E-Verify (I-9) with documentation

\_\_\_\_\_ W-4s (Federal and State)

\_\_\_\_\_ Direct Deposit

\_\_\_\_\_ Personnel Action Form (PAF)

\_\_\_\_\_ Preventing Discrimination and Harassment (Required Training through *My Learning Connection)*

\_\_\_\_\_ Preventing Sexual Misconduct (Required Online Training through *My Learning Connection*)

\_\_\_\_\_ HIPAA and FERPA Compliance Training – (*My Learning Connection* – Privacy and Security)

\_\_\_\_\_ M-Number

\_\_\_\_\_ Bear Pass Login and Password

\_\_\_\_\_ Bear Pass Card (Plaster Student Union –Room 128)

\_\_\_\_\_ Email Account – MSU

\_\_\_\_\_ Office Room Assignment

\_\_\_\_\_ Office Door Name Plate

\_\_\_\_\_ Keys (Office key and computer cart – CH 751)

\_\_\_\_\_ Telephone Number

\_\_\_\_\_ Mailbox in Department

\_\_\_\_\_ Book Adoption Forms

\_\_\_\_\_ Syllabi

\_\_\_\_\_ Office Hours and Office Hour Card

\_\_\_\_\_ Business Cards

\_\_\_\_\_ Name Tags

# Faculty Teaching Evaluations

- Student evaluations of the faculty take place in April and November. Along with the regular evaluations, the SB 389 evaluations are also administered in November.
- Our graduate assistants administer these evaluations and collect all scantrons.
- Information concerning dates, times and the instruction process will be emailed to each department head and administrative assistant.
- Complete instructions will be provided for the graduate assistants.
- Training sessions for the GAs will be held prior to administering evaluations.
- Numerical results will be emailed to the department head.
- Scantrons will be returned to the department so that faculty can read comments.

If you have questions, please email StevanOlson@missouristate.edu. or CaroleHale@missouristate.edu.

# Faculty Search Process Summary

## (*see* Search Resources *in this manual*)

This summary can be found in the Academic Searches – Equity and Diversity – Missouri State University

# Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records.  Please see the above link for more information.

## What information should <u>never be released</u> to a third party without written consent from the student?

- Social security number: A student's social security number may not be used either alone or in combination with other data to identify a student when disclosing or confirming directory information, unless the student has provided written consent. Instead, other directory information should be used to identify students. When a person submits a student's social security number along with a request for directory information, the person should be informed that the University has not used the social security number to locate the student's records and that the University's response does not confirm the accuracy of the social security number supplied with the request for directory information.

- Citizenship

- Gender

- Ethnicity

- Religious preference

- Grades

- GPA

- Daily class schedule: This is very important. Local police authorities may be trying to find your student. Parents may be asking what classes the student is in today. You can't give that out. This even means to parents who are paying the bills. If it is a health or safety related emergency, contact the Registrar, Dean of Students, or General Counsel to determine if an exception for disclosure can be made.

## Is it a FERPA violation if an instructor or department leaves graded papers/exams in a stack outside of an office for students to pick up?

- Yes, anytime non-directory information such as grades, student ID, GPA, etc. is easily accessible and/or viewable by someone other than the student himself or herself, it is a FERPA violation.

Revised 09/20/16

# Final Examination Week

The final examination period is used either for (a) the administration of final examinations or (b) other appropriate course-terminating activities.  If the activity is something other than a final examination, a report must be filed with the department head indicating the nature of the activity and when it will take place.  Faculty members are to be present for the final examination period. Exceptions require dean's permission and department heads permission at least one week in advance, except in the case of illness or emergency.  Policy based on Senate Resolution 12-87/88 and Senate Action 8-80/81.

# Financial Procedures and Internal Controls (COB)

The Dean must sign all PAFs in the College.  The Department is responsible for initiating all PAFs except for specialty PAFs such as professorships, chairs, Department Heads or Directors, etc.  The Dean's Executive Assistant prepares these types of specialty PAFs. A clarifying note regarding workflow of PAF's – after the Department Head, Director or Associate Dean signs a personnel action form (PAF) it is routed to Kate Mendenhall. Once the PAF is reviewed by Kate, it is sent to Laurie where it is logged; then Laurie gives it to Sherri to pass on to the Dean for the Dean's signature.   After the Dean signs the PAF, she gives the document back to Sherri who gives it back to Laurie.  Laurie then sends the PAF to the Provost's Office. To determine whether a PAF has been sent to the Provost's office, call Laurie.

### Purchase Requisitions and Payment Requests
The person preparing the purchase requisition or payment request should indicate in the notes who the originator of the request is.
Purchase requisitions and payment requests for COB special events are handled by the Budget Officer, primarily because they involve contracts.  Any COB event for which a contract must be signed must go through the Dean's office for signature of the contract. Only the Dean has signatory authority for contracts up to $25,000.  Contracts over $25,000 must be approved by the Board of Governors.  See guidance that follows for these events.

### P-Cards
Use payment requests wherever possible.  For regular relationships, we should be able to be invoiced.
P-cards should remain in the custody of the cardholder at all times.  It is not to be loaned out for any length of time.
The custodian also keeps a log of all monthly transactions.  In the departments, the custodian is also the coordinator, who is responsible for allocating p-card charges to the proper account codes.  In the Dean's office, Laurie Bryson is the coordinator.  All Dean's office personnel turn in their monthly p-card logs to Laurie for allocation to accounts.

Starting with the February 2016 transactions, upload and attach **ALL** P-Card receipts and logs into the bank's system. That way the back-up documentation can be viewed by your approver and also by the Budget Officer for COB. That being said, it is actually easier for you as a coordinator to attach all of the receipts in to the system as compared to attaching only a select few. You will need to scan all of the receipts per cardholder per month in to a single file and by using the 'Manage Receipt Images' link on your allocation page you will be able to link all of the transactions to that one file that has all of the documentation.

### Travel

For travel, use our corporate account at Adelman Travel where possible. Enterprise reservations can be booked directly by the traveler through our corporate account. When hotel reservations are booked using a p-card, there is a form that can be filed with the hotel so the traveler does not need to produce the p-card when checking in. The person making the reservation can request the form from the hotel. This will have to be done for each hotel stay.

All travel should be pre-approved by the appropriate supervisor. Any travel not pre-approved is subject to be disallowed for reimbursement.

Travel expense reports are still completed by the traveler and approved by the supervisor.

## Financial Resource Contacts

| Department | Contact Name | Phone | Email |
|---|---|---|---|
| **Financial Services** | **Sarah Caldwell** | **6.4568** | **SarahCaldwell@missouristate.edu** |
| **Procurement – Technology** | **Tanya Smith** | **6.4414** | **TanyaSmith@missouristate.edu** |
| **Procurement – Commodities** | **Micki Melton** | **6.6835** | **MickiMelton@missourisstate.edu** |
| **Procurement – Services** | **David Yurchak** | **6.5356** | **DaveYurchak@missouristate.edu** |
| **P-Cards** | **Isaac Balasundaram** | **6.4670** | **IsaacBalasundaram@missouristate.edu** |
| **Contracts** | **Mike Wills** | **6.7635** | **MikeWills@missouristate.edu** |

## Financial Services Department Resources

This website provides links to all the financial policies, guidelines, and forms.

## Financial Services Staff

Revised 09/20/16

# Fire Protection Plan and Evacuation Routes

## Fire Protection

This page describes what to do in the event of a fire, with the three most salient points related to evacuations being noted below.

- When the building evacuation alarm is sounded, an emergency exists: walk quickly to the nearest marked exit and ask others to do the same. **Do NOT use the elevators!**
- Once outside, move to a clear area which is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways, clear for emergency vehicles and crews. Know your area assembly points.
- **Do not return to an evacuated building** unless permitted to do so by a University official.

## Evacuation Routes

This page describes the evacuation routes for all MSU buildings. Below are the Facility Exit Route/Destinations for buildings most commonly used by COB.

- Glass Hall – southwest to Strong Hall (900 S. Holland)
- Kemper Hall – north to Glass Hall (851 John Q. Hammons Parkway)
- Park Central Office Building – north to Levy-Wolf Building (110-111 Park Central)

## Fiscal Responsibility Policy

The University has decentralized budget planning and decision making to give departments more control over their expenditures. Go to the above site for the complete policy. This site has the **allowable** and **non-allowable expenditure** lists.

## FOAPAL Authorization Form

On the Financial Services website please click on Chart of Accounts for an explanation of FOAPAL.

Revised 09/20/16

# Food and Refreshments

- Food and/or non-alcoholic beverages may be purchased for guests and their hosts visiting the University on official business.

- Food and/or non-alcoholic beverages may be purchased for breakfasts, luncheons, dinners, receptions, banquets, ceremonies, and other official functions of the University which include guests of the University.

- Food and/or non-alcoholic beverages may be purchased for a reception to honor a retiring employee, the departure of the President or Provost of the University, and to honor employee service.

- Food and/or non-alcoholic beverages may be purchased for University training only if the training is scheduled to last more than two hours.

- Food and/or non-alcoholic beverages may be purchased for University meetings not attended by guests of the University only if they occur during times outside the normal business hours of the University and when such meetings span the normal meal hour unless approved in advance by the President or Provost.

- Food and/or non-alcoholic beverages may be purchased for meetings of the Board of Governors, Presidential functions, and up to two retreats held annually by Administrative Council and University departments.

- Bottled water for water coolers for general departmental usage may be purchased with University funds as available resources allow.

- This policy does not limit the ability of the University to purchase food and non-alcoholic beverages for student events including student recruitment.

- When procuring food and refreshments, the user should comply with the applicable terms and conditions of the University's contracts for food services and concessions.

Revised 09/20/16

# FORMS
## (Used Regularly in Academic Departments)

Banner New Fund Form
Banner Time Entry and Leave Reporting
Copy This Job Order Form
Change of Address Form - Employee
Deposit Form (Money Received)
Direct Deposit Form
Event and Meeting Services Reservation/Catering Request Form
Federal W4 Form
FOAPAL Authorization Form
Gift Reporting Form
Grade Change Authorization Form
Graduate Assistant Time Sheet Form
Graduate Faculty Recommendation for Appointment
I-9 Verification Form
I-9 Department Training
Key Request Form
Lock Change Form
Membership Reporting Form
Missouri W4 Form
P-Card Acceptance Form
P-Card Account Action Request Form
P-Card Cardholder Agreement Form
P-Card Coordinator Designation Form
P-Card Transaction Log Form
Paper Order Form
Payment Request Form
Personnel Action Form
Printing Job Order Form – Printing Services
Property Surplus (Equipment, Furniture, etc.) Form
Student Organization Registration W9
Textbook Order Form (Bookstore) Form
Travel Advance Form
Travel Expense Report Form
Travel Meal Money Form

Revised 09/20/16

# Furniture for Special Events

If faculty, staff or students need folding tables and/or chairs for a special event, please submit a request online through the Work Management Center website.  Please include delivery/pickup dates and times for the custodial staff.   Please allow five (5) working days advance notice when set-up services are needed.

## Tables, chairs, and staging

Custodial Services provides the services of supplying, delivering, and setting up folding tables, folding chairs, and staging for special events on campus.

**If tables and chairs are all that you need, please place your electronic work order at Facilities Management Work Request.**

Requests for these services should be made through **Event and Meeting Services (836-5653)** or **Work Management (836-8400).**

Please provide the following details:

- Service requested (preparation, set-up, clean up)

- Number and type (table and chairs)

- Specific location

- Contact name, department and telephone number

- Is power or water required?

Revised 09/20/16

# Gift Policy

The University has implemented a gift policy as well as accounting procedures for any items that are given as gifts during each fiscal year.  They are as follows:

- It is the responsibility of each University department head, both academic and non-academic, to approve the appropriateness of using either University or Foundation monies to purchase a gift to express the University's appreciation.

- If a department head approves such a gift, be it from a recommendation of a faculty or staff member or another individual, the department head must complete a Gift Reporting Form at the time of the transaction and forward it immediately for appropriate signatures until it reaches the appropriate Vice President's office.

- Every fiscal year, each vice President is required to provide the President of the University with a composite list of all gifts given from departments in the vice President's unit.

Missouri State University officials understand that in certain instances it is acceptable to recognize a person by giving a gift which is intended to show the University's appreciation for the individual.  It is incumbent on the University's officials to use good judgment in making such gifts, both in number and cost.  In addition, it is imperative that good record-keeping procedures are in place and that the approval process is followed regarding any expenditures surrounding such gifts.

# Grades – How to Enter

If the faculty have questions about how to enter grades, please refer them to the website above for a step-by-step guide or they are welcome to contact the Office of the Registrar: 417-836-5520 or registrar@missouristate.edu.  Remind faculty to:

- Double check to make sure all students have been assigned a grade before you finalize the roster.
- If a student attended without being enrolled, contact the Office of the **Provost** to discuss situation and determine whether an exception can be made to allow the student to enroll and receive a grade. Exceptions are not automatic and may not be approved.
- Mid-semester grades are required for all 100 and 200 level classes.
- Grade Change Authorization Form
- Incomplete/Z Grade Guidelines and Extension Request Form

# Grade Reporting

All grade rosters must be submitted by 2:00 p.m. on the due date.

There is a report in Argos (A University reporting tool) that you can run to see if there is anyone in your area that has not completed grading.  You can find that report  in **Bear Intelligence** ☐ **End of (or Mid) Semester Grade Reports** ☐ **Grade Rosters** ☐ **Final Grades Not Submitted CSV** **(Note: The first login is the same as logging into My Missouri State.  For the second login, you will need to log on with your Banner INB login information.)**  This report will give you information in real time so that you will have the most accurate report of who has not completed his/her grade rosters.  Please remind and encourage instructors to submit their grades on time.

If your instructors have **questions about whether or not they have completed grading** for a particular course, **you may check this using SFASLST or SFAALST within INB**. You will need to enter the term and CRN; and then select next block.  This will give you the INB grading sheet and you can scroll down to see if each student has been graded. **Instructors can also check themselves** by looking at their class list (the one that states it can be used for verifying grade submission within My Missouri State) or using the icons on the Faculty Grade Assignment Channel.  These options are also referenced on the Grading Tips channel directly under the Faculty Grade Assignment Channel.

# Graduate Assistantships – Hiring Department/Office

## Hiring Graduate Assistants

Everything the administrative assistants need to know about Graduate Assistantships can be found at the Graduate College website.  Graduate Assistantships are offered in both administrative and academic areas.   If you have questions or need assistance, please call 6-5335.

## Post the Position

To post your position on the Graduate College website develop a job description for your assistantship and email it to the Graduate College.

**Below is a sample ad for current openings on the graduate college website:**

The School of Accountancy in the College of Business is accepting applications for graduate assistants for the fall 2016 semester.  This position is for one semester beginning August 15, 2016, and could possibly be renewed for up to three additional semesters.

- Applicants must be admitted to the MACC graduate program at Missouri State.
- Must have a flexible schedule and be available to work 20 hours per week Monday through Friday.
- Demonstrate excellent communication and interpersonal skills.
- Must be self-motivated and able to work independently.
- Possess strong organizational and time-management skills.

Our graduate assistants provide support for the faculty by assisting them with their research projects and classroom related tasks. They complete copy requests, run errands on campus, create documents, and complete data entry projects.  In addition they also provide assistance with routine activities in the departmental office.

**To Apply**

Please submit your application and resume by **Friday, April 15, 2016** to:

Dr. John R. Williams, Director
School of Accountancy – Glass Hall 439
901 S. National Avenue
Springfield, MO  65897

or send an email with attachments to JohnWilliams@missouristate.edu

Eligibility requirements and the application form can be found on the Graduate College website at http://graduate.missouristate.edu/currentstudents/Assistantships.htm

## Complete the BearPAF for the hired student.

The BearPAF is an electronic personnel action form (PAF) that is created in a department and routed through the approval queue unique to the department.

1) The BearPAF can be accessed through the *My.Missouristate.edu* portal.
2) Enter your BearPass username and password.
3) The link to the BearPAF is located in the *Work Resources* tab under the *Other Resources* channel.

Click on The BearPAF Initiator Guide for instructions on how to create an electronic PAF for graduate assistants.

**Fee Waiver and Stipend**

Revised 09/20/16

## Letter of Offer

The GA will receive a letter of offer from the Graduate College which will confirm the GA position offer. The Employment Appointment Form will include the time frame of their appointment. They must review the details of their appointment, sign and return it to the Graduate College to officially accept their appointment.

**PLEASE NOTE:** Failure to return the signed employment agreement form to the Graduate College and complete the I-9, W-4, and Direct Deposit forms within a timely fashion may lead to cancellation of the offer and/or delay of their first paycheck**.**

**Every new graduate assistant must complete the following forms and training. For more details, please refer to (Hiring Forms to be Completed by New Employees) in this manual.**

- I-9 Employment Eligibility Verification

- **Federal Form W-4 (2016)**

- **Missouri Form W-4 (2016)**

- **Authorization for Direct Deposit of Payroll**

- Required compliance trainings through human resources

- FERPA and HIPAA trainings, if applicable

**If the person is a Foreign National Employee**:

Foreign nationals cannot legally begin working until they have been cleared by International Payroll. If the graduate student is new (first-time) and has not previously been a student employee on campus, they are required to e-mail the International Payroll Office for a password to access the new on-line *Foreign National Information* form. Once they have completed the form, an appointment will be scheduled to finish the completion of the W-4, I-9, direct deposit form and any other appropriate tax forms.

If the G.A. is new and has previously been employed on campus as a student employee, they should send an e-mail to InternationalPayroll@missouristate.edu informing them that s/he will now be a graduate assistant and ask if s/he needs to go by to update any of their paperwork.

## Training

**Graduate Student Orientation**
The Graduate College hosts two types of orientation sessions during the year. These sessions introduce graduate students and teaching assistants to the University resources and services available to them. For more information and orientation dates for upcoming semesters, please go to Graduate Student Orientations.

**Teaching Assistant Orientation**
The Graduate College provides an orientation prior to the fall semester for all new and returning graduate teaching assistants. The orientation sessions are designed to provide students with information relevant to their academic role as well as graduate assistantship responsibilities. As part of this orientation, there will be workshops on legal issues related to teaching and a variety of sessions focusing on effective teaching strategies. Students having assistantship responsibilities that include direct or indirect teaching must participate in this part of the pre-semester orientation. In most cases where Graduate Assistants have instructional responsibilities, the academic department also provides formal orientation and training sessions for the specific teaching assignments.

## Departmental GA Meeting (Optional - Usually held the week before classes begin)

Department Administrative Assistants and/or Department Heads typically meet with all the graduate assistants to review expectations and the policies and procedures of the department. Here are a few topics to discuss with new graduate assistants.

- Quality of Work - accuracy, thoroughness and neatness
- Quantity – Good utilization of overall work time
- Dependability – Extent to which he/she can be relied upon to follow instructions and carry out job assignments.
- Attitude – Willingness to cooperate, be supportive and courteous.
- Attendance – Prompt for appointments and willingness to notify department staff and faculty when he/she will be absent.
- Integrity – Demonstrate ethical behavior and strict maintenance of confidentiality of information. (Grades, tests, faculty evaluations, etc.)
- Personal Effectiveness – Show desire to improve, take initiative in responsibilities, and manage time and priorities.
- Office hours and schedule
- Test Proctoring
- Dress code – wear shirts provided by COB Dean's Office; no shorts, no flip flops, no gym clothes. Jeans are allowed.
- Office Hours and Time Sheets
- Grading – accuracy and confidentiality
- Faculty Evaluations – confidentiality
- Teamwork and time management – let's all work together
- Appropriate assignments

## Hours and Timesheets

- **Work 20 hours per week on average.**
- **Begin work the week prior to the start of classes and continue through graduation.**
- **They are not required to work University holidays and student-only holidays.**

  The following list includes traditional workdays that graduate assistants **are not typically required to work**.

  **Fall semester**:  Labor Day; Fall Break; Thanksgiving Break; Study Day (or if the student works on Study Day, then the day of fall commencement)

  **Spring semester**:  Martin Luther King; Jr. Day, Presidents' Day; Spring Break; Spring Holiday; Study Day (or if the student works on Study Day, then the day of spring commencement)

  **Summer semester**:  Independence Day


## GA Timesheets

Access the graduate assistantship timesheet.

 The GA Timesheet form should be used by all Graduate Assistants (Gas) who are not Teaching Assistants or Graduate Research Assistants.

- At the end of the month, they should sign and date the time record and submit it to their supervisor for verification and signature.
- Monthly timesheets should then be submitted to the Department Head for review, signature and retention. For any weeks of over 31 hours worked, a copy of the timesheet should be sent to Payroll on the first working day of the following month. If the week spans two months, copies of both months should be sent to Payroll as soon as possible.
- Departments should retain time records for a minimum of three (3) years.
- Completed forms are subject to random auditing. Departments that are out of compliance with these retention guidelines are subject to corrective actions that may include losing their right to hire graduate assistants.

## Termination/Resignation

Contact the Graduate College as soon as a termination or resignation is known.

Resignation/Termination of an assistantship by a student or by a department/unit must be made in writing. As soon as a graduate assistant has been terminated or has resigned, a copy of the letter of termination/resignation and a corresponding Personnel Action Form (with the termination action checked) should be sent to the Graduate College. Failure to complete a Personnel Action Form in a timely manner for a student who has been terminated or has resigned, may delay appointment of a replacement assistant.

Revised 09/20/16

# Graduate Assistantships – Student Application Process

## Application Process (to be completed by the graduate student)

The student obtains a Graduate Assistantship Application from the Graduate College Office (Carrington Hall 306) or from the Graduate Assistantships web page.  Completed applications and resumes (if required) should be submitted to the department in which the assistantship is sought. The Graduate College is not involved in the initial hiring process of the individual departments/offices.

**NOTE: G.A. Application Forms should be retained by the department – not forwarded to the Graduate College**.

Once the student has been offered a graduate assistantship position by a Missouri State department or office, they must complete the following steps to finalize their position.

1. **Review the letter of offer from the Graduate College.**  This letter confirms the graduate assistant position offer and includes the time frame of their appointment and other pertinent information. If they decide not to accept the position, they should notify the Graduate College.

2. **Sign and return the Employment Appointment Form.** Review their address information, the appointment and stipend details, and then sign and return to the Graduate College to officially accept their appointment. They will receive a copy for their records in the mail once it has been processed.

# Graduate Faculty Appointment

On the Graduate College website you will find the link with instructions, criteria for appointment and the application form for Recommendation for Appointment to Graduate Faculty.

- Recommendation for Appointment to Graduate Faculty Form
- Checklist for Graduate Faculty Status Application

Scan the entire packet (application form with signatures, checklist, and all required materials) and email to christygraham@missouristate.edu or submit one original of the entire packet (application form with signatures, checklist, and all required materials) to the Graduate College (CAR 306).

All research and professional faculty recommendations must gain the majority vote of approval by the Graduate Council Membership Committee and be accepted by the Graduate Council.

# [Help Desk](#)

Click on the link above for contact information and the Computers Services Help Desk website.

**Phone:** [417-836-5891](tel:417-836-5891)

**Email:** [HelpDesk@MissouriState.edu](mailto:HelpDesk@MissouriState.edu)

# Hiring Forms for All New Employees

## (Includes Full-Time Faculty, Instructors, Per Course, Full and Part-Time Staff, Grad Assistants and Student Workers)

If an employee is new or has not worked on campus in the last year, they are required to complete the following forms.  The hiring department is responsible to see that all paperwork for the new employee has been completed.

## I-9 (E-Verify)

[I-9 Employment Eligibility Verification](#)

- I-9, Employment Eligibility Verification (include copies of supporting documents used)

  Completion of the I-9 Form requires them to present documentation to **the hiring department** that establishes both identity and employment eligibility. Section 1 of the I-9 **must be completed during the period between the day the offer of employment is made and the end of the first day of employment.**  Send form and copy of documentation to the COB budget officer.  Please write "faculty, per course, graduate assistant, etc." in the upper right of the first page.

  **After the employee has completed Section 1 of the I-9**, the department personnel will need to make photocopies of the I.D.s/documentation presented to attach to the form, **complete Section 2** of the form, and forward the I-9 (with the copies of the I.D.s attached) to the appropriate person in the college or cost center for the E-Verify to be completed. **Federal law requires the E-Verify be completed by** *no later* **than the end of the third day of the appointment period and that the first day of the appointment period is always 1 week prior to the start of classes.**

**Note:  Please review Section 1 to verify that**

- **Each box in Section 1 has been filled in even if (N/A – Not applicable).**
- **The dates in this section and the signature line are written as (mm/dd/yyyy)**
- **Must be completed in ink.**

Revised 09/20/16

- **At the very top right-hand corner, please write Graduate Assistant, Per Course, Full-Time Faculty, etc.**
- **Submit completed I-9 to COB Budget Office (cost center).**

## W-4

Completion of the W-4s and Authorization Form for Direct Deposit of Payroll is to be done in the hiring department/office.

**Be sure they sign and date the forms. Do not fill out in pencil.**

**Federal Form W-4 (2016)**

**Missouri Form W-4 (2016)**

## Direct Deposit

**Authorization for Direct Deposit of Payroll** May also be submitted online.

Each payday, employees' net pay will be deposited directly into their bank account by providing an authorization for Direct Deposit. Authorization may also be accomplished by completing an Authorization for Direct Deposit of Payroll form. The form may be filled out online or printed for completion.

Learn more at Frequently Asked Questions about Payroll Direct Deposit.

A voided check, copy of an account card, or letter from the student's bank with the above numbers (must be on bank letterhead) should be attached to form and the employee must sign and date.

You can also find these forms on the Human Resources and Payroll websites or click on the links below:

- I-9 Employment Eligibility Verification

- Federal W-4 2016

- Missouri W-4 2016

- Direct Deposit

**NOTE: Please do not keep copies of the above forms for the departmental files.**

Revised 09/20/16

You will also need to fill out the following:

- Key Request form—now online through *My Missouri State* under the **My Work tab**.

For the Work Study Students, please attach the Work Study referrals to the I-9, W-4, direct deposit, E-verified and then taken to the Student Employment Office.  For questions, please call 6-5627.

# Hiring Guidelines and Resources

Who needs to gain access and attend the "Applicant Tracking System – Hiring Approvers Training" to create postings in the new system?

- Anyone who will be creating a posting for a new position (Department Heads and Administrative Assistants).
- Search committee chairmen

You can sign up for the class by logging into My Missouri State , selecting *My Learning Connection* and searching for "Applicant Tracking System – Hiring Approvers Training".

## The Applicant Tracking System website includes:

- Creating a posting
- Creating a new faculty, per course faculty, or staff posting
- Screening and approving the applicant pools
- Student Employment Manual
- Per Course Faculty Manual
- Part Time Staff Manual

 If you have any questions please call the **Chris Stovall, Employment Specialist, at 836-5977.**

## Hiring Department Files for Faculty

The hiring department is responsible for completion and retention of the hiring file. The hiring unit's file for a faculty position should contain the following:

Revised 09/20/16

## *Candidate Folder Checklist*

- Careful completion and retention of these files by the hiring department provides protection in two ways. The files provide documentation of "good faith" recruiting procedures. Should it be necessary, they also provide an official record for use in investigating complaints of discrimination in the selection process.

- The completed hiring file, **including the application materials of all applicants for a position**, **must be retained by the department for a minimum of two years** from the date of the personnel action as required by federal regulations. At the end of two years, the records regarding unsuccessful applicants should be destroyed.

# Hotel Reservations – see **University Plaza Hotel**

While making the hotel reservation, most hotels require upfront payment, which will then be reimbursed using a Travel Expense Report. If that is not possible, the department will use their procurement card to get a confirmation number and also get a CREDIT CARD AUTHORIZATION FORM from the Hotel and attach it to supporting documentation that is sent to Procurement Services.

The University Plaza will also direct bill the departments when faculty candidates visit campus. Be sure to contact the hotel and complete the Direct Bill Authorization Form prior to making reservations.

## I-9 Form and Department Training


## Important Dates and Deadlines


## (ITV) Off-Campus Programs and Sites
## Missouri State Outreach

Missouri State's off-campus courses are taught onsite by MSU faculty, commuting to the sites, or by qualified instructors from the local community approved by academic departments as having areas of special expertise. Some courses may be taught at-a-distance using our interactive video network that enables live classroom-to-classroom audio and video connections.

For a list of the off-campus sites and links to student and faculty support services please visit the Missouri State Outreach website. There you will find guidelines and contact information for scheduling procedures and the Special Program Course Proposal Form under the Faculty Support Services tab that will serve as a request for room usage/reservation.

Contact Information:

Melissa Warren, Director,
Interactive Video and Off-Campus Programs
Alumni Center, 400
417-836-3091
FAX:  417-836-6016

Melissa Tolleson
Administrative Assistant II
417-836-3188

Technical Support:

Joe Strong      6-6421
Calvin Avery   6-6421
Chris Sartin     6-6421

Revised 09/20/16

# Key Request Authorized Signature Policy

**Only College Deans, Department Heads, Directors or Vice Presidents** are approving authorities for key issuance and will determine those individuals whose duties and responsibilities require possession of keys.

New Department Heads can find the authorized signature policy and complete the Authorized Signature Form at http://www.missouristate.edu/safetran/67868.htm .  Send completed form to Facilities Management Key Control, Room 112 STMA, Missouri State.

To submit a request for keys using the electronic Key Request Form, please follow this link to http://www.missouristate.edu/safetran/7691.htm.

- Any key issued to faculty, staff, or students must be signed for in the Key Control Office, located at 945 E Grand/108 Central Stores and Maintenance, **Monday - Friday between 10:00 a.m. – 3:00 p.m**.

- Administrative Assistants and graduate assistants are *not* allowed to pick up keys for other employees.

- All employees must show proof of identification and sign for their keys in the presence of the Key Control person.

- When a person leaves Missouri State University, keys must be turned in to the Key Control Office before clearance forms will be signed.

- No students or graduate assistants will be issued **master keys** of any type.

- Each year, during the month of January, an audit will be conducted by all approving authorities for all keys issued under their approval.  This will help to ensure proper control and accountability of all university keys.

**NOTE:**  New faculty usually receive an office key, Glass Hall SW entrance key, and a computer cart key CH 751.  Their office key will also unlock the door to the mailroom.

Administrative Assistants II are issued a floor master key to the respective floor where their department office is located.

Graduate Assistants are issued a key to their office.

Revised 09/20/16

# Late Time Entry

**Late Time Entry:** If you have an employee who failed to turn in a time sheet or hours from a <u>previous pay period</u>, the hours must be reported under "Late Time Entry" on the this time sheet. Enter the total number of missed hours on the first day of the pay period using the "Late Time" earn code and provide the details of each date and the number of hours on each date in the "Add Comments" box. Late time hours that are missing details in the comment box cannot be paid. Please feel free to call 6-6578 or email Payroll@missouristate.edu if you have any questions or would like a step by step guide sent to your email.

# Learning Diagnostic Center

The Learning Diagnostic Center helps ensure that students with Learning Disabilities or those otherwise qualified are able to access and participate in the extraordinary array of academics available at Missouri State University. For more information please click on the above link.

**Contact Information**

Learning Diagnostic Clinic

Meyer Alumni Center

300 South Jefferson, Suite 502

Springfield, Missouri 65806

417-836-4787

Fax 417-836-5475

LearningDiagnosticClinic@missouristate.edu

# Lodging (*see* University Plaza Hotel)

# M-Numbers

## What is my Bear Pass Number (M-Number)?

Your Bear Pass Number is a unique identifier created when you were admitted to or hired by Missouri State University. If you are an employee, you may find your Bear Pass Number on the letter you received from the Office of Human Resources. Your Bear Pass Number may also be printed on the front of your Bear Pass Card. **If you do not know your Bear Pass Number**, please contact the Help Desk at 6-5891.

## Who/What – Search for Employee or Student M-Numbers

Displays information about who and what a person is from the perspective of a given role. You can look up a person's title, M-number, campus office, email address. You can find this information through My Missouri State Work Resources tab. On the left side of the screen click on My Work. Scroll down to and select the radio button for **Who/What** and then click Submit at the bottom of the page.

# Mail – Postal Services

## PSU Postal Station – Located in the Student Union, Room 210 – Phone 7-2310

The Contract Station features the following services.

- Postage stamp sales
- Money orders
- Certified, Registered, and Insured Mail
- International Mail
- Express Mail
- Mailing parcels up to 70 pounds
- Open 8:00 a.m. to 5:00 p.m. Monday through Friday

## Campus Mail

- Department and name of person for envelopes.
- **Do not use building and room number because campus mail is sorted by department. Please forward misdirected mail to the correct department or return to Postal Services.**
- Items submitted without campus mail envelopes should contain the words "**Campus Mail**" in the upper, right corner. Campus mail envelopes may be purchased from Central Stores or ordered from Office Depot.

### Outgoing mail:

Any official University mail expected to have U.S. postage computed and affixed by Postal Services should have the bar-coded FOPAL (budget number) in the lower left hand corner of the envelope. If the envelope does not contain the barcode, then it must have the FOPOAL (budget number) to be charged placed in the upper right hand corner of the envelope. Mark only the top envelope for multiple pieces to be charged to the same FOPOAL (budget number) and bundle these pieces with rubber bands in order to keep them together. Please avoid using post-it notes or scrap paper; write directly on the mail piece.

- **Do not apply stamps to university mail.** Postal Services will utilize the centralized metering service to affix the correct postage amount on all official University Mail based on the appropriate mail classification. Exceptions need to be cleared through Postal Services.

- Departments may purchase stamps at the PSU Postal Station for emergency mailings which occur after 4:00 p.m. and weekends.

- All mail must have a return address or it will be returned to the department.

  If you have questions or need more information, please call Postal Services at 7-2310 or email them at postalservices@missouristate.edu.

## PSU Postal Station

Postal Services operates Postal Contract Station #12 which is located in the Student Union, Room 210. (Located next to CopyThis).

### Services

The Contract Station features the following services:

- Postage stamp sales
- Money order sales
- Certified, Registered, and Insured Mail
- International Mail
- Express Mail
- Mailing parcels up to 70 pounds

### Hours of Operation

- Window service hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

- Contract Station services are closed Saturday, Sunday, and University holidays.

  Other than tape and Priority mail packaging, the Contract Station does not provide preparation or packing materials.

  The Contract Station is operated strictly on a cash basis. No checks, BearPass Cards, or credit cards are accepted.

  Outgoing mail is picked up by the USPS at 3:30 p.m. daily.

Revised 09/20/16

# **Maps** – Campus, Parking and Shuttle

# **Marketing and Communication – COB**

Click on the link above for assistance with special artwork projects or email Melissa Price MelissaPrice@missouristate.edu.

- Request Forms
- Power Point Templates
- Desktop Backgrounds
- Succeed Logos

# **Membership Reporting Form**

University funds may be used to pay for individual memberships in, and continuing education sponsored by, professional societies or associations as approved by the President, Vice President-level employees, or Deans, as available resources allow.

Individual memberships are limited to **no more than two per employee** and up to two additional individual memberships if approved by the Dean. Any additional individual memberships must be approved in advance by the President, Provost, or Vice President-level administrator.

- An Excel spreadsheet documenting individual memberships should be completed by each COB Department.
- Each department within the COB is responsible for completing this spreadsheet for each fiscal year (July 1 through June 30).

- This membership spreadsheet should be submitted to the Dean's Office in July or August of each year.  An email request will be sent when they are due.

# **Mileage Reimbursement Rates**

You will find the most recent mileage reimbursement rates at the above link or at http://www.missouristate.edu/financialservices/travelregulations.htm

Revised 09/20/16

# Missouri State Outreach

Includes information and contact information for the following programs:

- Online Classes
- Off-Campus
- Evening College Plus
- Evening Programs
- Test Proctoring Services

# Money Received

Fill out a **Report of Money Received** form for any cash or checks received that should be deposited into the departmental account.  Please complete the following:

- Enter the Fund, Org, Account, and Program number for items deposited.
- Person completing report should certify by signing report.
- If you are depositing checks, please remember to endorse the back.
- Print 3 copies of Money Received Report.
- The report and items being deposited should be hand delivered to the Bursar's Office.
- A receipt will be returned via campus mail after processing.

Revised 09/20/16

# My Learning Connection

**Accessing *My Learning Connection* requires your BearPass LogIn and Password. If needed, setup your** BearPass Account. Online tutorials and resources for My Learning Connection are located at this site, http://www.missouristate.edu/human/training/138470.htm.

This is Missouri State University's web-based professional development, online registration, and learning management system.  Through My Learning Connection, you can browse and register for University sponsored professional and personal development activities, access your professional development transcript, print certificates, and have access to development related materials and information. This site serves as a centralized library of all professional and personal development opportunities available to employees that is searchable, designed to support specific learning plans, and accessible 24/7 for information and registration.  My Learning Connection supports the registration for all classroom, online, and blended learning courses to assist in providing learning opportunities and meeting compliance requirements for employees and students.

### Who do I contact for help?

- Assistance with navigating My Learning Connection or registering for a class, please contact HR Employee Development and Performance, Paula Wilhelm at 836-4592 or Pam Campbell at 836-5779.

- Assistance with accessing My Missouri State portal, please contact the Computer Services Help Desk.

Looking to post a job on the new applicant tracking system?
If you have not been to training please register for a training session through your *My* Learning Connection portal. Here are the instructions for using *My Learning Connection*. Search for "applicant" to see the applicant tracking system training dates.
If you have been to training please refer to your manual to post a job.

## How to Access and Use My Learning Connection

# My Missouri State Portal

The My Missouri State portal allows the employee access to information about payroll, accounts receivable, and benefits.  Access to My Missouri State requires a user ID and password.  Self-service instructions for obtaining a user ID and password are available through a link on the My Missouri State login page.  Alternatively, the employee may set up an account in person through Computer Services in Cheek Hall, or at one of the open-access computer labs.

# Name Tags

You can order faculty name tags from Springfield Stamp and Engraving, http://www.springfieldstamp.com/.   They are familiar with the University size, style and colors (silver and maroon) for a standard size magnetic name tag.

- Standard size (3 ½" x 2") magnetic name tag
- Use MSU University size, style and colors (silver and maroon)
- Accepts MSU procurement card
- Fax order to Springfield Stamp and Engraving at 417-881-8803

Here are a few examples:

School of Accountancy

DR. SANDRA BYRD
Professor

School of Accountancy

SANDRA BYRD, CPA, PHD
Professor

School of Accountancy

SANDY BYRD
Professor

School of Accountancy

CAROLE HALE
Administrative Assistant
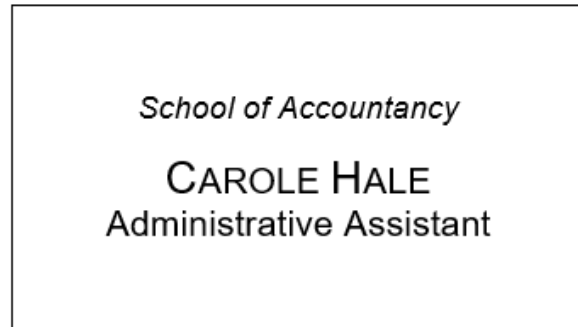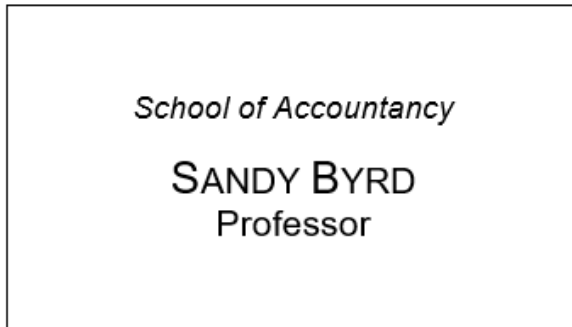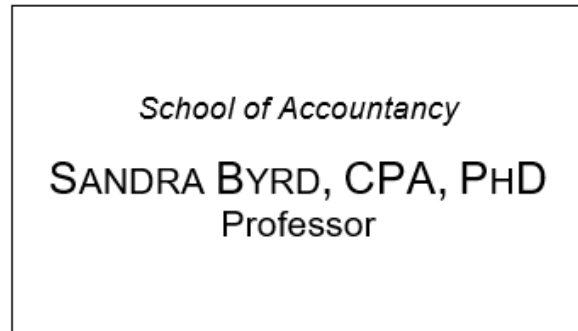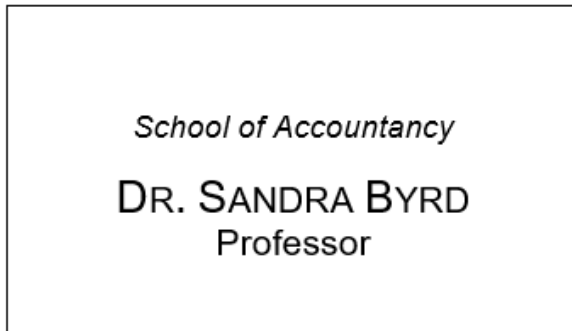
Springfield Stamp and Engraving
1416 S. Glenstone Avenue
Springfield, MO  65804
Phone (417) 881-8828
Fax (417) 881-8803

Revised 09/20/16

# Networking and Telecommunications

Ordering Telephone or Data Services:   https://ntg.missouristate.edu/Ordering/default.aspx.  If you have any questions or need assistance, please contact Angie Cockrum at 6-4785 or email AngelaCockrum@MissouriState.edu.

# **Notary Public Policy**

Notary services for University related business are available to students, free of charge, at the locations shown on the Missouri State University site indicated below.  Individuals should call in advance to make certain the notary is available.  Although not intended to be an all-inclusive listing, University business would include such purposes as scholarship certification, applications for internships and cooperative programs, passport and insurance documentation, voter registration, financial aid requirements, grant applications, placement and certification needs, retirement documents, and student activity participation.

For other personal, legal and financial matters notary services are available for a fee in the Springfield community and are also available at Commerce Bank in the Plaster Student Union.

For a list of notaries on campus, go to: http://www.missouristate.edu/dos/notaries.htm.

# Off-Campus (ITV) Programs and Sites

Missouri State's off-campus courses are taught onsite by MSU faculty, commuting to the sites, or by qualified instructors from the local community approved by academic departments as having areas of special expertise. Some courses may be taught at-a-distance using our interactive video network that enables live classroom-to-classroom audio and video connections.

For a list of the off-campus sites and links to student and faculty support services please visit the Missouri State Outreach website. There you will find guidelines and contact information for scheduling procedures and the Special Program Course Proposal Form under the Faculty Support Services tab that will serve as a request for room usage/reservation.

Contact Information:

Melissa Warren, Director,
Interactive Video and Off-Campus Programs
Alumni Center, 400
MelissaWarren@Missouristate.edu
417-836-3091
FAX:  417-836-6016

Melissa Tolleson
Administrative Assistant II
Mtolleson@Missouristate.edu
417-836-3188

Technical Support:

Joe Strong       417-836-6421
JoeStrong@Missouristate.edu

Calvin Avery    417-836-6421
CalvinAvery@Missouristate.edu

Chris Sartin      417-836-6421
ChrisSartin@Missouristate.edu

Revised 09/20/16

# Office Hours

Office hours are times when faculty are available for direct consultation with students who are in their classes. All full-time faculty members must be available for office hours a minimum of five hours each week at times convenient for students. Part-time faculty must also be available for office hours, but the number of office hours may be less based on their teaching assignment; expectations for office hours should be specified in contract letters.

- Office hour cards must be posted in a place where students can see the notice and make plans to confer with the teacher.

- Prepare cards for the faculty and post them outside their office doors.

Sample of office hour card to be posted outside faculty offices.

**Missouri State**
UNIVERSITY

## Michael Hammond

| OFFICE HOURS | SPRING 2016 |
|---|---|
| Monday | 9:45am – 11:00am;  12:15pm – 1:45pm |
| Tuesday | |
| Wednesday | 9:45am – 11:00am;  12:15pm – 1:45pm |
| Thursday | |
| Friday | |

| X | Other times by appointment |

If you have difficulty contacting an instructor, seek the help of the departmental assistant or department head in Glass 439.

# Office Supplies

- The University has a contract with Office Depot for the online ordering of office supplies. Orders are placed electronically by each department.
- Anyone who will be ordering office supplies will need to obtain a user ID for the Office Depot web site by providing the following information via email to Isaac Balasundaram (IsaacBalasundaram@Missouristate.edu): name, department, phone number, fax number, and email address.

- The Procurement Office orders and stocks letter size (8 ½ x 11) copy paper that is stored in our warehouse on campus. This paper is **not** part of the Office Depot contract and must be ordered separately. An electronic paper order form is available on the University website and should be used for this purpose. The website address is: http://www.missouristate.edu/procurement/paperorder.asp.  Please contact Isaac Balasundaram at 6-4670 if you have questions about the electronic form or the ordering process. Below are the colors of paper that we stock and the minimum amount of each that can be ordered.

  - White Copy Paper: Must be ordered in full cases only ($30.00/each).
  - Pastels: May be ordered by the ream (4.09/each). Colors include: Blue, Green, Canary, Ivory, Gold, Gray, Cherry, Tan, Pink, Salmon, Orchid, and Buff.
  - Astrobrights: May be ordered by the ream ($7.22). Colors include Terra Green, Sunburst Yellow, Re-Entry Red, Gamma Green, Lunar Blue, Celestial Blue, Galaxy Gold, Planetary Purple, Fireball Fusia, and Orbit Orange.

- The contract with Office Depot is for office supplies and is intended to include those items normally and routinely used in the day-to-day operation of an office. It is not intended to include most copy paper, copier toner and related supplies, furniture or office equipment; although some small office equipment may be ordered if a better source cannot be located by the Purchasing Office.

- Office Depot has a **Buy Online Pickup In Store** feature!

Order large s**cantron sheets** $35.00/pkg. on the electronic paper form **NOT** Office Depot.

Revised 09/20/16

# Online Course Information

**Missouri State Online**

**Staff Listing**

Meyer Alumni Center • Suite 400

417-836-3718

# Organizational Dues and Memberships

- University funds may be used to pay for institutional memberships in professional societies or associations.

- University funds may be used to pay for individual memberships in, and continuing education sponsored by, professional societies or associations as approved by the President, Vice President-level employees, or Deans, as available resources allow.

- Individual memberships are limited to no more than two per employee and up to two additional individual memberships if approved by the Dean. Any additional individual memberships must be approved in advance by the President, Provost, or Vice President-level administrator.

- University funds may be used to pay for individual civic club memberships only for the President, Provost, Vice President-level employees, or Deans as available resources allow.

- Each cost center administrator must report all individual memberships purchased to the President annually. See instructions.

Revised 09/20/16

# Paper Order Form Information

There is now a Paper Order Form on the web at: Paper order form.

If the color or item (such as legal size paper) is **not** on the form, you will need to include it in your Office Depot supplies order form.  If you need Missouri State Watermark/Letterhead you will need to contact Printing Services at 869-0164.

# Parking Regulations

For up-to-date parking regulations, follow the above link to the Parking Administration website.

- All parking permits are restricted to designated parking lots/structures, as identified on the parking permit, or as otherwise defined in the Parking Regulations, during the restricted hours specified for each individual parking lot/structure.
- After a reserved parking permit is issued it may be renewed upon timely application and payment.
- Available reserved parking permits will be issued to faculty and staff members based on employment seniority.
- When space is not available in a reserved lot, faculty and staff members may place their names on a waiting list in the Parking Administration Office.
- If you get a ticket or would like to appeal, please go to the Safety and Transportation website or click on the following link, http://www.missouristate.edu/safetran/11413.htm. Fines can be paid at the Bursar's Office in Carrington.

# Payment Requests

Direct pay invoices may be used for after the fact payment processing for purchases from approved categories with a limit of **$3,000**.  A payment request form must be issued and the invoice must be included.

- Verify that the person making the request and the approver have both signed the request.
- Requests can be submitted without the Vendor M#.
- Submit completed form and invoices to the COB Budget Officer.
- This form is used to pay for airfares, lodging, brochures, memberships, fees, etc.

**The Payment Request Form can be found at:**
http://apps.missouristate.edu/financialservices/Forms/Banner-PaymentRequest.pdf.

Revised 09/20/16

# Payroll

The Payroll Office is part of the Financial Services website. The function of this office is to manage, process, and maintain payroll records for faculty, staff and students.

# (Time Approval Authorization)

The Time Entry Approver/Originator Authorization Form is used to grant authorization for an employee to approve Time Sheets or Leave Reports and/or to process Department Time Entry.  The Time Entry Approver/Originator Authorization Form should be used each time an Approver or Originator needs to be added, such as a change in department or role, or the hiring of a new Approver or Originator.

# Payroll Calendar (Non-Exempt Staff)

Throughout the year there are several Extra Given Days.  Please refer to the following link to assist in recording your hours http://www.missouristate.edu/assets/financialservices/2015_Nonexempt_Staff.pdf.  If you have questions, please call 6-5354.

# Per Course Applicant Tracking System (Training Manual)

Academic departments will post one departmental Per Course posting twice a year.  Please follow this link to https://s3.amazonaws.com/pa-hrsuite-production/156/docs/61775.pdf for detailed instructions on how and when to complete Per Course Faculty Postings.

**Recruitment Resources**
- Advertising is not required, positions will only be advertised on the MSU applicant portal.
- Missouri State University Outlets are the only recruitment resources used for Per Course postings with the Missouri State University website applicant portal as the recruitment outlet.

**Creating New Per Course Faculty Postings**

You will be able to create your new posting from your previous posting.
1. Make sure you are in the role of Department User or Department Approver. Under Shortcuts select **Create New per Course Faculty Posting**
2. Select **Create from Posting** if you are the one who created the last per course posting.  If you are not the person who created the last posting you will use **Create from Position Type (your posting will truly be new and have to fill in all the information**).
3. Select the Posting you wish to create from.  It will open to show you the content of the posting.  You then select the **Green Circle with the Plus Sign in it that says Create Posting from this Posting**.  Double check your title.  It should be **Per Course Faculty (Summer/Fall 2016 Semester).  You will edit the title and then select the Orange**

**button labeled Create New Posting.  Remember to not put your Department in the Position Title.  It will be listed on the Posting in a different column.**

4.   The posting will come up on edit mode.  Quickly review the posting and make minor edits as needed.  Some of the items you will probably want to update are:

    a.   **Begin Date of Appointment.  Should be (first day of classes for summer) and (first day of classes for fall)**

    b.   Review Description of Primary Duties to make sure nothing has changed

    c.   Make sure your Applicant Reviewers are correct.  Remember these are the people who can move the Applicants to Hired or Not Hired

    d.   Update Open and Closed Dates.  Do not use the Open until Filled check box

    e.   Update or leave the same the supplemental questions

    f.   Review Applicant Documents.  Remember Cover Letter and CV are required.

    g.   If you need other faculty to review the applicants you would need to update the Search Committee Members

5.   Once you are back to the Summary screen you will select the Orange Action button and send the Posting on to the Department Approver for Approval

6.   When your Posting hits the Open Date it will be available to applicants to apply.  We suggest sending an email to your repeat Per Course Faculty members with a link to your posting.  The **Quicklink for Posting** on the Posting form will link them directly to your Posting.  Since these Per Course Faculty applied last semester they will follow the link to your posting.  Login with the account they created and apply to the posting.  Their information will copy over.  They will have to attach their CV and Cover letter, but this time they can use the function Use Previously Uploaded Document.  This allows them to use the document they used last time.  They will answer the supplemental questions and then Certify and

**Hiring Per Course Faculty**

- The Hiring department will move the applicant(s) directly to "hired." A hiring proposal is not required. For the applicants not being selected, they should be coded as "not hired" with a reason. The applicant coding can be done as applicants apply throughout the semester.

- **Applicant Disclosure Forms** are no longer required. The online application will replace the **Applicant Disclosure Form**.

- Submit BearPAF for approvals.

    The first page of the hired employee's application:

        To print first page:

        On the Applicant Tracking System go to the bottom of the hired employee's application.

        Under "Document Type" select "Recreate PDF" to the right of the Application link. The application will be downloaded as a PDF.

        Print page one of application.


## <u>PER COURSE FACULTY VEHICLE REGISTRATION AND PARKING PERMIT REQUEST FORM</u>

To find the Per Course parking form go to the link above and then click on Parking Forms.

Revised 09/20/16

# Personnel Action Forms

**Please note the following sequence for processing PAFs:**

1. Create the PAF. (For new M-number check Who/What or call Michele Bogart in HR at 6-4816).
2. Obtain department head/director's signature.
3. Submit PAF to COB Budget Officer.
4. PAF is sent to the Dean for signature.
5. A scanned copy will be emailed to the admin for department files.
6. Original PAF is delivered to Financial Services.
7. Copy of PAF is also retained in the Dean's Office.

## Instructions for Completing Personnel Action Form:

The Personnel Action Form (PD-003) is used to report appointments, terminations, a change in status, or compensation of an individual employee. **The Personnel Action Form should be used each time there is an action that should be recorded in the individual's personnel file or that requires payroll action.** Use it as a transmittal form for approval of the personnel action. Attach to the form all available supportive materials such as:

- Appointments - official transcripts, W-4, I-9, direct deposit, etc.
- Resignations/Retirements - letter from employee or standard resignation form.

## Don't forget to include:

- Home department name
- Effective dates

   **Full-time 9-month Faculty**

   Fall & Spring– The Monday prior to the start of classes. The Appointment ends on commencement at the end of the academic year.

- **Per Course Faculty**

   Fall, spring & summer – Each appointment begins the first day of the official start of the semester & ends on commencement. Person must be appointed each semester.

   - The first payment for fall is at the end of September.

- The first payment for spring is at the end of February.
- First payment for summer will take place in June with payment split over 2 months.

The Academic Calendar located on the Missouri State Website is the best place to locate the dates for Intersession & Block Class dates.

- Intersession – Payment will be paid the same month as the final day of class. (Provided the PAF has arrived in time for payment).
- Block Class –
    - First Block – The effective date should be the first day of classes with the end date the last day of first block. Payments will be divided in two payments beginning in September for the fall & February for the spring.
    - Second Block – The effective date should begin on the first day of second block classes & end on commencement of that semester. Payments will be divided in two payments beginning in November for the fall & April for the spring.

## Submit paper PAF's for the following:

- Full-time Faculty/Staff and temporary Part-Time Staff actions
- Summer Personnel Action Forms include:
    - o Summer Teaching Faculty (take .025 of base salary per credit hour)
    - o Summer Research Grants (list is provided by Associate Dean)
    - o Summer Research Appointments (part of hiring contract letter)
    - o Directorships
- Online $55 Per Student Stipend (based upon Census Reports in Argos)
- GA's with late start dates, budget changes, salary variations
- Resignations/Terminations

## Submit online BearPAF's for the following:   (on My Missouri State website)

- Per Course Faculty, Graduate Assistants, Graduate Teaching Assistants & Graduate Research Assistants hired by each semester or academic year.

- Emeritus Faculty/Staff

# PETTY CASH EXPENSE REPORT

(Return this form and receipts to **Financial Services – CARR 113** to receive reimbursement)

This form can be found on the E-Forms website at:
http://apps.missouristate.edu/financialservices/Forms/Banner-PettyCash.pdf.

**Condensed Petty Cash Policy/Reimbursement Instructions** (For complete policy see the Travel and Petty Cash Regulations or the Purchasing Procedures Manual)

1) Petty Cash Expense Report form must be accompanied by receipt(s) for each purchase taped to an 8 ½ x 11 piece of paper
2) Reimbursement check will be mailed to employee's campus address
3) Purchase must be from a local vendor and for less than $100
4) The following expenses are not reimbursable: goods/services normally available from other university departments, postage, long distance, services rendered by an employee, travel, photocopy, personal loans, food, greeting cards, flowers, gifts, sales tax.

# Phones and Voice Services

## Helpful Phone Numbers:  http://www.missouristate.edu/contact/phone.htm

**– Monthly Bills:  See Telecommunications**

## Voice Services:  https://ntg.missouristate.edu/Services/TelephoneServices.aspx

- **Wireless Service**
- **Directories**
- **Equipment Charges**
- **Telephone Features**
- **Telephone Repairs**
- **Switchboard**
- **Web Phone Manager**

**CallXpress Voice Messaging Instructions**
**Getting Started with Call Processors**

**First Time Users**
CallXpress will walk you through a setup tutorial to establish a security code, the name directory, and a personal greeting. If you are interrupted or unable to complete the tutorial you will be prompted to restart at the beginning of the tutorial when you begin a new session.

      **1. Logon**

Revised 09/20/16

**On-Campus not at your phone**
Dial:    65888
At prompt Enter:        **\* # 64427**      *(This is the Sponsor's mailbox number.)*
Enter your security code:       123456  - You will have to change this


**2. Record Call Processor *Name* Press:**            3 2 2

Enter call processor mailbox number to be recorded:                22036

i.e.: "name"

Start press            2
Stop press            2
Save press            5
Review press   6
Discard press   4

**To return to the top of the menu press:** \* \*


**4. Record Announcement Press**:            3 1 6

Enter call processor mailbox number to be recorded:                22036

Current prompts for you to create the recording:

Press Key          Action              Goes To

Voicemail system instructions for recording:
Record press          2
Start press            2
Stop press            2
Save press            5
Review press   6
Discard press   4

**To return to the top of the menu press:** \* \*

For assistance contact
Telecommunication Services

Phone 68580
*http://telecom.missouristate.edu*

Revised 09/20/16

# Postal Station - PSU

Postal Services operates Postal Contract Station #12 which is located in the Student Union, Room 210.  (Located next to Copy This).

## Services

The Contract Station features the following services:

- Postage stamp sales
- Money order sales
- Certified, Registered, and Insured Mail
- International Mail
- Express Mail
- Mailing parcels up to 70 pounds

## Hours of Operation

- Window service hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.
- Contract Station services are closed Saturday, Sunday, and University holidays.

Other than tape and Priority mail packaging, the Contract Station does not provide preparation or packing materials.

# Printer Cartridges – Recycling

**How can I recycle batteries, toner cartridges or e-waste?**

You can recycle your used printer/toner cartridges, spent batteries and even e-waste through the Academic Recycling program. They will even come pick them up! Just complete a *Recycling Pick-Up Request* – let them know where your recyclables are located, what kind of recyclables and the amount you have, then sit back and wait for your items to be picked up. It's that simple!

Revised 09/20/16

# Printing Services

This printing facility provides a variety of quality printed materials for all departments, faculty, staff and students.

- CopyThis  (Delivery service available)
- Job Order Form and Information
- Acrobat Form Creation
- Branding Tools
- Copyrighted Materials

## Contact

Phone: 417-837-2322
FAX: 417-837-2309
Email: PrintingServices@missouristate.edu

## Physical address

405 N. Jefferson Avenue
Robert W. Plaster Center for Free Enterprise and Business Development

## Mailing address

901 S. National Avenue
Springfield, MO 65897

## Printing Services Hours

Monday - Friday 8:00 a.m. - 5:00 p.m.
Saturday & Sunday - Closed

Revised 09/20/16

# Procurement Card Information  (P-Card)

The purpose of the Missouri State University Procurement Card Program is to establish a more efficient, cost effective method of purchasing and paying for small-dollar transactions within established usage limits. To find the Procurement Card Manual, go to Procurement Services or click on http://www.missouristate.edu/procurement/30777.htm. This website is full of information and helpful details about the program.  It is designed to assist cardholders and departmental coordinators in card usage and maintenance.  Here are just a few of the topics you will find on this website:

- Obtaining a Card
- Manuals and Forms
- Allowable and Non-Allowable Expenses
- Cardholder Training and Open Lab Sessions
- P-Card Department Review (Departments will have documents reviewed every two to five years).  These reviews usually take place in the summer.

For help **obtaining your card** and gaining access to the P-Card System, please contact:

## Contact:

Isaac Balasundaram, Procurement Card Coordinator
Phone: 417-836-4670
Email:IsaacBalasundaram@Missouristate.edu
Location: Carrington 106

## Note:

- Departmental Procurement Cards issued by the Office of Procurement Services may be utilized for purchases for approved categories in the amount of **$3,000 or less**.
- Transactions may be made for up to **$5,000 monthly**.

Expenditures for items that are over the threshold must be approved by the Dean and the Director of Procurement Services by sending an email request to the Procurement Card Coordinator prior to the transaction.

Revised 09/20/16

# **Procurement/Purchasing Services**

Click on the link above for a contact list of the staff who can help with technology purchases, requisition/order processing, Office Depot purchases, and procurement card questions.  This website also includes links to:

- Procurement Procedures
- Buying Resources
- Procurement Card
- Financial Services
- Requisition Procedures
- Property Control

# **Property Clearance Form**

Completion of this form is required by the Payroll Department before final checks are issued. On or before the last day of work, an employee must obtain the signature of the department head or supervisor, fill in their forwarding address, and go to the Key Control Office at 945 E. Grand, Rm 112, to return their keys, as well as, Parking Administration at 700 E. Elm, to return their parking permit and secure the appropriate signature.  The completed form should be returned to the Office of Human Resources for assistance in completing the rest of the form.

- Per Course faculty not returning for the next semester will be sent a Property Clearance Form.
- Property Clearance Forms are not online and must be sent to the employee by the Office of Human Resources.

Revised 09/20/16

# Publisher Textbook Reps

To request a desk copy, review copy, or web access code of a textbook for a current or new professor, please send an email request or call the publisher representative with the name of the instructor, semester, course they are teaching, how many sections, and where to send the textbook.  Be sure to include the

- Title
- Author
- Edition
- ISBN

At the beginning of each semester (especially the fall) some of the book reps visit requesting the following information pertaining to the COB department faculty.  Preparing several packets in advance is convenient.  Please include:

- Faculty and Staff Locations (includes name, office, phone and email address)
- Current semester schedule of classes
- Tentative teaching schedule for next semester
- Organizational Chart
- Office Hours

*Updated – September 6, 2016*

| Publisher | Rep | Phone | Email Address |
|---|---|---|---|
| Becker Professional | Sharrieff Hazim | 913-706-8483 | Shazim@Becker.com |
| Cambridge Publishers | Rory Leahy | 630-686-2166 | RoryLeahy@cambridgepub.com |
| Cengage Learning | Dee Renfrow | 417-496-7626 | Dee.renfrow@cengage.com |
| CCH Commerce | Preston Taylor | 888-347-5333 | |
| Gleim – Exam Prep | Austin Garland | 800-874-5346 | Austin.garland@gleim.com |
| McGraw-Hill Edu. | Sheena Molleck | 609-216-8499 | Sheena.molleck@mheducation.com |
| Pearson | Mary Rhodes | 636-236-6274 | Mary.rhodes@pearson.com |
| Wiley | Esther Wolf | 636-543-0146 | ewolfDes@wiley.com |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Revised 09/20/16

# Record Retention of Faculty Personnel Items

In accord with policy guidelines set forth in the revised Faculty Handbook, the following documents shall be maintained in the personnel files housed in the Dean's office and academic departments of each college.

- Copy of the initial hiring letter
- Copies of all official transcripts, including written official verifications of the terminal degree
- Copies of all position authorizations and personnel action forms reflecting Provost level approval
- Copies of all reappointment communications. Tenure and/or Promotion Review forms, and yearly performance reviews from the Dean, Department Head, and RPT committee
- Copies of all communications to faculty from the Provost Office related to tenure and promotion
- Copies of any memorandum to faculty or staff originating from the Provost, Dean, or Department Head pertaining to a reprimand or other personnel action where placement in the personnel file is specified in the document.
- Responses from the Provost Office, Deans, or Department Heads to written appeals related to personnel matters and the pay for performance system
- Copies of all prescribed communications set forth by the approved university policy and procedures to faculty from the Dean, Department Head, and departmental personnel committee pertaining to the merit evaluations.
- Copy of the form documenting receipt of criteria for Promotion/Tenure in effect at time of faculty hire
- Copies of written communications of decisions made related to sabbaticals and other available leave options from the Provost Office, Dean, or Department Head
- Copies of any official document related to matters of immigration or visa status of faculty and staff who are foreign nationals. This includes notification of faculty and staff on university sponsorship of permanent residence
- Copies of official complaints under review by the Office of Equity and Diversity and the resolution of stated complaints
- Salary notifications
- Annual Leave Statements (12-month faculty only)

**Note:** Personnel files must be kept for the duration of employment. Files for former faculty should be kept for five years unless a person may return to the University or if there were personnel issues. The Office of Human Resources will continue to maintain personnel files which contain a set of all official documents.

**The Office of the Provost** will keep copies of the following items:
- Any correspondence that originates from this office (i.e., Promotion/Tenure Notifications, non-reappointment memos, grievances, etc.)
- Position Authorization forms, EOR and copy of appointment letter for all faculty hires
- Memos from deans re: annual reappointment
- Memos from deans re: outcome of pre-tenure reviews of faculty
- Requests for tenure clock stops or special leaves (including with and without pay)

Revised 09/20/16

# Recruitment Reimbursement Guidelines

The College of Business will pay $6,000 per line for candidate visits. Arrangements for transportation, lodging and meals are to be made by the hiring department.

It is recommended that the administrative assistant prepare a Missouri State University Travel Expense Report for the candidate to sign while they are still on campus. Obtain all itemized receipts from the candidate. Travel expense reports, initialed or signed by the candidate or faculty member, as well as department head, with **original receipts** (ITEMIZED and SPECIFIC) should be submitted to Financial Services. Payment Requests should be submitted to the COB Budget Officer.

**Transportation:** Travel should be arranged via the most reasonable and economical method available. Unless the ticket is purchased directly from a travel agent, departments must submit candidate's flight coupon or computerized receipt for verification of payment with travel expense form, signed by the candidate and department head, and then forwarded to Financial Services.

**Mileage Reimbursement Rates for Personal Use of Vehicle: FY 16 – 17 is 0.37 per mile. Please include a MapQuest or Google Maps printout of actual mileage.**

**Lodging:** Please refer to the University Plaza Hotel section in this manual. When making reservations, the MSU or corporate rate should always be requested. Interview stays are limited to two nights. If staying an additional day will substantially reduce the airfare, the cost savings is encouraged. Departments should instruct hotels to bill MSU for room charges only—no personal phone calls, movies, laundry services, etc. The bill should be mailed directly to the hiring department, which will complete a payment request for approval by the department head. Submit the completed form to the COB Budget Officer.

**Meals:** Please keep the number of people attending meals to a reasonable number. Generally no more than two faculty members are necessary for each meal. While the candidate's meals are fully reimbursable above the university's stated maximums, we are held to the maximums for faculty attending a meal ($12/$15/$30) unless there are extenuating circumstances. Be careful about ordering the house specials at nice restaurants as these are often very expensive. Reimbursement guidelines for breakfast, lunch and dinner are shown in the chart below.

| Meal | Maximum Number People | Reimbursable Amount | Maximum/Day |
|------|----------------------|---------------------|-------------|
| Breakfast | Candidate + 2 | $ 12.00 | $ 40.00 |
| Lunch | Candidate + 2 | 15.00 | 60.00 |
| Dinner | Candidate + 2 | 30.00 | 100.00 |

- Excluded in the reimbursement are meals for spouses of MSU employees and for all alcoholic spirits.

Revised 09/20/16

- Travel expenses for a candidate's partner can be reimbursed using Foundation funds at the discretion of the department seeking to hire a candidate. In the event that the candidate is hired, the amount reimbursed for the partner's travel is reported on the employee's W-2 form.
- Reimbursements for meals for a greater number of employees will be allowed if the total amount to be reimbursed does not exceed the maximum of $40 for breakfast, $60 for lunch and $100 for dinner. These amounts include tips and taxes.
- **Tips should be reasonable, approximately 20 percent.**
- Whenever possible a tax exempt form should be used at the restaurant to save on sales tax. Tax exempt forms are available in the Dean's office.
- Meal requests or any expenditure of $10 and over must have an original itemized receipt and the names of persons attending written on it and on the travel expense form.

## Moving Allowance and Summer Appointments: (allowances are subject to change)

a. Departments may pay for a house hunting trip out of foundation funds. This is optional and at the discretion of the department head as to whether this is provided and how much. If you wish to offer this to a candidate, the Dean's assistant will include that in a side letter and indicate that the department will be responsible for that cost on a candidate reimbursement basis.

b. Tenure earning candidates are offered two options for summer 2016: 1) Two summer research appointments at $10,000 each and no moving allowance; or 2) Two summer appointments at $7,500 each and a $5,000 moving allowance. When making an offer to a tenure earning candidate you should ask them which they prefer and then relate that to the Dean's assistant for inclusion in the side letter. These funds are paid by the College.

c. The side letters should clearly state what the department is paying for and what the College is paying for.

d. Fully executed copies of the appointment letter (prepared by the Provost Office) and the side letter should be retained in the Dean's Office in the individual's personnel file.

## Employee Expenses Submitted for Reimbursement: (If faculty pick up the meal tab)

**These are submitted on a [Travel Expense Form](#)**

Fill out the top with employee's name, M-number, department, and office number.

If paying for meals, please include the candidate's name, faculty position, and the names of all faculty attending. Original r**eceipts must itemize the food that was ordered by each guest— do not just submit the credit card receipt.**

Travel Expense Reports for employee expenses incurred for searches must be signed by both the faculty member and the department head and then forwarded to Financial Services.

Revised 09/20/16

# Recycling Procedures

**What are proper recycling procedures?**

When recycling on campus, it is important to follow these procedures:

•Flatten all cardboard boxes  (In Glass Hall, please take cardboard boxes to the second floor)
•Empty and rinse all containers
•Do not flatten containers/cans
•Remove caps from plastic bottles and throw them away
•No need to remove staples, rubber bands, paper clips, stamps, tape, spiral binding from paper

Custodial Services handles the large, rolling paper bins located in the buildings. If you need an extra pick up or a temporary rolling paper bin for an office cleanout, please submit a work order: http://physicalplant.missouristate.edu:81/

**How can I recycle batteries, toner cartridges for printers and copy machines, or e-waste?**

You can recycle your used printer or copier/toner cartridges, spent batteries and even e-waste through the Academic Recycling program. Electronic waste (E-Waste) – broken televisions, computer parts, microwaves, overhead light ballasts, etc. We will even come pick them up! Just complete a *Recycling Pick-Up Request* – let us know where your recyclables are located, what kind of recyclables and the amount you have, then sit back and wait for your items to be picked up. It's that simple!

**Who do I contact if I have a recycling-related question?**

Contact the Environmental Management office at:

836-4993
836-3108,
836-8334, or
EnvironmentalManagment@MissouriState.edu

Sustainability@MissouriState.edu

# Registrar's Office

Here is a list of just a few of the resources and forms you will find at http://www.missouristate.edu/registrar.

How To and General Information:

- How to Register
- Class Schedule Building
- Registration/change of Schedule Form
- Missouri Outreach
- Intersession Facts
- Grading and Class Lists
- Wait listing
- Web Registration

**Staff Listing**

**How to Contact Them:**

**Office of the Registrar**
**Room 320 in Carrington Hall**
**Phone: 417-836-5520**
**Fax: 417-836-6334**
**E-mail: registrar@missouristate.edu**

# Report of Money Received

The above link will take you to step-by-step instructions and the deposit form. Please hand deliver the completed form to the Bursar's Office in Carrington.

# Requisitions (Self-Service Banner)

Requisitions issued to the Office of Procurement Services shall be utilized for purchases of $3,000 and above, or may be utilized for amounts under $3,000 in those instances where the Procurement Card is not used, or when a payment request is not utilized.

Click on Self-Service Banner – Finance Requisition Processing – User Guide for step-by-step instructions on how to create a requisition in Banner. Here you will learn how to:

- Gain Access to Self-Service Banner
- Access Banner requisition options
- Create a Requisition
- Specify Commodity Information
- Specify Accounting (FOAPAL) Information
- Validate and Complete

Revised 09/20/16

# Resignations and Retirements

When employees submit resignation or retirement letters, please ask them to also complete the Separation from Employment Form.  The Dean requires the employee to complete the form (a letter of resignation, alone, will not suffice) and return it to their department head (who will then sign and submit it to the Dean).  For additional forms, please contact the Dean's office.

Submit completed PAF with copy of resignation/retirement letter to the COB Budget Officer.

# Room Scheduling in 25Live

If you or a faculty member need to reserve a classroom for a special meeting or study session, you may do so through **25Live**.  Room reservations are divided into two categories—academic and special events.  For basic instruction on how to use 25Live, see the Experts Knowledge Base at https://experts.missouristate.edu/x/giM8Aw

> For access authorization to reserve rooms in **25Live**, email Shelley Cantrell, ShelleyCantrell@MissouriState.edu. Please include:
> - Name
> - Department
> - Bear Pass login – Not your password
>
> Reserving **academic** rooms for class schedules is coordinated through the Room Scheduling officer, Registration Center, Instructional Research. (#6-6625) – Shelley Cantrell
>
> Room reservations for **special events** are coordinated through the Office of Event and Meeting Services.  http://www.missouristate.edu/conferences/

# Scantrons

Small scantrons can be ordered from Apperson. (*see* Apperson)
Large scantrons are ordered through Procurement Services using the Paper Order Form.

# Schedule Building in Banner

Everything you need to know about schedule building can be found on the Office of the Registrar website at http://www.missouristate.edu/registrar/guidelines.htm. If you have any questions or concerns, please contact the Office of the Registrar at Registrar@missouristate.edu or call 836-5520.   Also, see Class Schedule Building for more details.

# Scheduling Support (*also* R25 Support)

Click on the link above for the website with links to frequently used resources in the following categories.

Class Scheduling Building
Class Scheduling Building for Large Classrooms
25 Live Manual
Final Exam Guidelines
Classroom Information
Event and Meeting Services

# Search Resources – Conducting an Effective One
## Office for Institutional Equity and Compliance

Please go to the above hyperlink for information regarding the search process.  Here are just a few of the topics covered on this website:

Hiring Resources
Diversity Requirements
Search Guidelines
Additional Search Resources and Template Letters
Interview Questionnaire Guide
Work Eligibility Questions
Reference Check Template
Committee Screenings

# Service-Learning Information

- Check the Citizenship and Service-Learning (CASL) web page www.missouristaet.edu/casl/ for courses in your department.

- For Service-Learning Designate Courses (SLDC), you must include the comment **May also enroll in PLS (your department) 300, Section 1 (or the section number you wish)**.

- The Service-Learning Component course (SL) must include the corresponding comment **Must also enroll in PLS (your department) XXX, Section X.**

- The Integrated Service-Learning (ISL) courses must include the comment **Integrated Service-Learning Section**.

  - Students in an ISL course receive a SL designation on their transcripts
  - Office of the Registrar and CASL need to know if a faculty member will teach the course as an ISL course or a traditional course.

- For additional information regarding Class Schedule Building, please refer to www.missouristate.edu/registrar/guidelines.htm.

# Severe Weather

Senior administrators (i.e. deans, directors, and department heads) will ensure that all employees within their areas of responsibility read and receive direction to comply with this plan.

NOTE: Particular attention must be given to both new and temporary employees (e.g. seasonal workers, per course instructors, etc.) to insure that they are instructed by the responsible department. At the time of employment, each temporary employee will be instructed to contact the Building Coordinator in each building where they may be located, and obtain the locations of the designated shelter areas.

**Overall rules that apply to all buildings include:**

- All personnel evacuate the top floor.
- Avoid use of the elevators.
- Stay away from exterior windows and walls.
- Move to the core of the building.

**For information on designated shelter areas, for all other buildings on campus, please contact the building coordinator for your building. For additional information contact Safety and Transportation at 836-5509.**

For the latest severe weather policy, click on the Severe Weather link above.

Revised 09/20/16

# Student Employment Services

A student employee is a part-time hourly employee who is concurrently enrolled at Missouri State University with the primary goal of achieving a degree and therefore, **must be degree seeking**. Thus, the employment is interim or temporary in nature and is incidental to the pursuit of an academic program.  Students may not perform any work or subsequently be paid for work performed before all steps in the hiring process have been completed.  The University may not employ students to work 1,000 hours or more during a rolling 12 month period.

## Hiring Process

For information regarding Student Employment, please go to Department/Supervisor Information at http://www.missouristate.edu/studentemp/89439.htm.

## New Hire Paperwork


## New Employee Information for GAs, TAs, and Student Employees

http://www.missouristate.edu/human/training/138472.htm

## Student Employment Clearance

Departments are responsible for **submitting a Student Clearance Form** to Student Employment Services to hire a student. This form allows student employees to be placed on the payroll system.

New student employees are required to complete the W-4, I-9, and Direct Deposit forms. These forms are available in the hiring department and must be completed before working. Students should be prepared to complete the I-9 form by bringing their proper identification and proof of eligibility to work. No faxes or copies of these documents will be accepted. A current voided blank check must accompany the Direct Deposit Form.

## Termination Form

- ☐ If you have a student employee graduate or you know they aren't returning, please make sure to complete a Termination form on the Student Employment Services website http://www.missouristate.edu/StudentEmp/ .  If you have questions you can contact Nancy Hudson at 6-4705 or Claudia Baer for work study at 6-4718

## Time Records

Time entry is done via MyMissouriState. Click here for instructions on student banner time entry.

Revised 09/20/16

## Student Employment Services Contact Information

Shannon House Room 113
Monday - Friday: 8am to 5pm
Phone: (417) 836-5627
Fax: (417) 836-7608
If you have questions or need assistance processing work study student employee clearance forms and termination forms, please contact Claudia Baer at ClaudiaBaer@MissouriState.edu or call 417-836-4718.

# Student Organization Funding

Each COB student organization may receive up to $2,700 per academic year.  The number of events COB funds for a student organization is irrelevant.  Of the allocation, $2,500.00 is allocated for travel and other pre-approved expenditures. The remaining $200.00 is allocated for printing services that can be obtained in the second-floor Glass Hall Computer Lab.

In most COB departments, funding will be provided on a reimbursement basis.  Some departments may be willing to advance funds by making a purchase using an MSU procurement card.   Talk with your department's administrative assistant for clarification on this.

- COB Student Organization Funding Guidelines & Procedures

- Student Organization Pre-Approval of Funding: Travel

- Student Organization Pre-Approval of Funding: Non-Travel

- Student Organization Invoice

- Student Organization Reimbursement Detail Form


# Surplus Property

The disposal of property declared as surplus is governed by Revised Missouri Statutes (Chapter 24.140) and coordinated by Property Control and Central Receiving.  To dispose of unwanted property, the Declaration of Surplus Property form must be filled out and returned to Property Control.  For disposal of waste material such as chemicals that are potentially damaging to the environment, Property Control should be contacted.

Declaration of Surplus Property Form -
http://apps.missouristate.edu/property/DeclarationofSurplusform.pdf

## Contact Information:

Location:  Central Stores & Maintenance
Phone:  417-836-5103
Fax: 417-836-7668
Hours: 7:30 am - 4:00 pm
Office Emails: propertycontrol@missouristate.edu

Revised 09/20/16

# Syllabi Policy Statements

**Note:** Course policy statements (print or electronic) **must be retained on file indefinitely** in the appropriate departmental/school office.

Within the first week of classes faculty members should issue a written policy statement, in print or in electronic form to each student summarizing the purpose, course objectives, attendance policy, textbooks grading scale, etc. Please check the Provost website for reference.

The suggested wording for these statements, as well as several other recommended policy statements can be found on the Provost website. Faculty who wish to compose their own wording or to expand on these statements must comply with the Faculty Handbook,

Each departmental office in the COB is responsible for collecting all course syllabi for each semester and maintaining a permanent file for future reference.   Course policy statement guidelines can be found on page 38 of the Faculty Handbook or the Provost website.

Former students typically will ask for syllabi by course number; seldom do they remember the professor's name.  Numerical order seems to be most efficient.

     ACC 201 – 001, Williams, SP 16
     ACC 311 – 301, Hammonds, SP 16

# Tax Exempt Letter

Purchases and hotel charges by Missouri State are not subject to Missouri sales or use tax if such purchases are within the conduct of the University's exempt functions and activities. Purchases must be paid for from Missouri State funds and all sellers or vendors must be furnished a copy of an exemption letter. The exemption cannot be used on purchases by individuals or agents for their use.
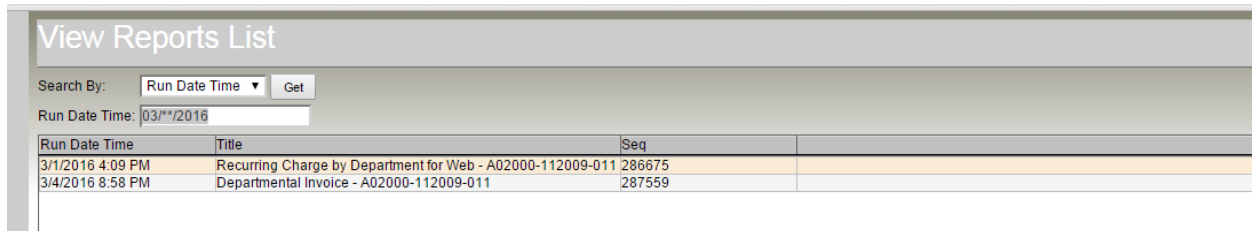
Use tax exempt letter when making hotel reservations in Missouri.
Remind faculty to take or fax a copy of letter to hotels located in Missouri.

A copy of the "Exemption from Missouri Sales and Use Tax on Purchases" letter may be obtained from Financial Services by calling 417-836-5632 or e-mail at IsaacBalasundaram@missouristate.edu.

# Telecommunications – Monthly Bills

To pull up your monthly phone bills, follow the directions below.

- Go to **MyMissouriState**
- Click the tab **Campus Services**
- In the **eBear** block, go to **Telecommunication Services**
- Go to **Web Invoices** (3$^{rd}$ one down)
- In the shaded area on the left, under **Login**, click on **Web Invoices** and a login box will pop up—put in your user name and password and press **Enter**
- On the left hand side under **Menu**, Click **View Report**
- Put in the date you want and enter
- Find the report you wish to review and double click it.
- You can now view it or print it.

# Tenure, and Promotion Forms
# Forms for Annual Tenure Review

All of the following forms and guidelines can be found on the **Office of the Provost**'s website. Click on the link above.


Guidelines for External Review Process
Departmental Guidelines for Tenure and Promotion

- Receipt of Criteria for Promotion/Tenure Form

- Report of Departmental Committee

- Report of Department Head

- Report of College Dean

- Promotion and/or Tenure Application

- Yearly Performance and Review Form


# Time Entry Approver/Originator Authorization Form


Click on the link above or go to the Financial Services website to complete Time Entry Approver/ Department Time Originator Authorization Form.

**NOTE:**
Complete this form and forward to the **Payroll Office** at least two weeks prior to the effective date listed in Section III.

**TRAINING:** Upon receipt of this form, the Payroll Office will automatically enroll the new Approver/Originator employee in the upcoming Banner Time Approver training class. The employee will receive an email indicating the training date, time and location.


In Section III enter the effective date that the Approver or Originator will begin their role. This date needs to be at the start of a pay period, i.e. the $16^{th}$ of the month for a monthly-paid employees, or the $1^{st}$ or $16^{th}$ of the month for a semi-monthly-paid employees. Ensure that the effective date allows at least two weeks for processing once the Authorization Form is received in the Payroll Office.

Revised 09/20/16

# Training Links

[Academic and Staff Search Training: Conducting a Legal and Effective Search](#)
[Applicant Tracking System – Hiring Approvers Training](#)
[Appraisal and Development Plan Resources](#)
[Argos Training](#)
[Ask the Experts Open Sessions](#)
[Banner and Auxiliary Software Resources](#)
[Banner INB – Internet Native Banner – Schedule Building](#)
[Banner  Self-Service – Finance - User Training Guide](#)
[Banner – Human Resources and Payroll](#)
[Blackboard Learn Training Opportunities](#)
Budget – Email [KateMendenhall@missouristate.edu](mailto:KateMendenhall@missouristate.edu) to schedule a training session.
[Computer Services Training Opportunities](#)
[Computer and Technology Skills Courses](#) (Microsoft Office Suite and Other Software)
[Customized Training Request](#)  (Computer Services Help Desk)
[I-9 and E-Verify Training](#)
[Emergency Response and Safety (Optional)](#)
[Equity and Diversity Training](#)
[Faculty Center for Teaching and Learning](#)
[FERPA Training](#)
[HIPAA Training](#)
[My Learning Connection](#)
[My Missouri State Portal](#)
25Live – Email [ShelleyCantrell@missouristate.edu](mailto:ShelleyCantrell@missouristate.edu) to schedule a training session
Payroll [Time Entry Approver/Originator Authorization Form](#)
[Procurement Card](#)  -   Email Isaac [Balasundaram@missouristate.edu](mailto:Balasundaram@missouristate.edu) for assistance.
[Query Developers Users Group (QDUG) – (Optional)](#)
[Student Employment Hiring](#)
[Web Press](#)

Revised 09/20/16

# Travel Advance/Authorization Form

The Travel Advance/Authorization Form should be completed and submitted for approval well in advance of the trip and before any travel arrangements are made. Faculty seeking reimbursement for some or all of the travel expenses from the university, must complete the Travel Authorization Form and submit it to the department head for approval.

- The business **purpose** and **dates** for travel should be explained and noted in the appropriate space on the Travel Advance and/or Foreign Travel Authorization Form.

- Travel requests must be **approved** by the department head or cost center administrator.

- Travel Authorization Forms that have been approved are **retained** within the department.

- Notify employee that their travel request has been approved so that they can make travel arrangements.

P-Cards may now be used to prepay the following expenses with an appropriate business purpose:

- airfare
- lodging (if hotel reservations are in Missouri, please use tax exempt letter)
- group travel
- tickets to events

## Foreign Travel:

If the request is for **foreign travel**, please follow procedures in the Foreign Travel section.

- All foreign travel must be approved by the department head, Dean and the Provost **PRIOR** to traveling.

- The Foreign Travel Authorization form must be completed and approved before travel arrangements are made.

- Reimbursement requested <u>after</u> the trip and <u>without prior authorization</u> through the Provost level is subject to be denied in whole.

When employees travel outside of the United States for University-related business, expenses are reimbursable in accordance with procedures outlined in the travel policy. Particular care should be taken to obtain receipts for the Travel Expense Report.

Revised 09/20/16

- All receipts are to be converted into US dollars.
- For documentation, please print and submit the currency conversion rate (use Oanda) for the date the expense was incurred).
- All foreign travel should be primarily for business. If less than 25% of the time on the trip is spent on personal activities, the trip is considered entirely for business.
-

Further information on P-Card use is contained in the P-Card Policy (Op3.12-16 Procurement Card Purchases).

# Travel Regulations and Expense Forms

It is the policy of the University to permit the employee, with the approval of the administrative supervisor, to select the method of transportation that best meets the needs of the University and the employee.

- University-owned vehicles
- Commercial transportation
- Personal car

University employees traveling long distances by motor vehicle are obligated to provide written verification of equivalent airfare. The airfare quote should be obtained from a travel agency or website and must represent the cost of a non-refundable ticket at the time of travel.

Additional regulations regarding these methods and reimbursement are noted in Financial Services Travel Regulations.  For more information, please follow the above link or go to: http://www.missouristate.edu/financialservices/travelregulations.htm.

## Expense Allowance for Food

Faculty can be reimbursed up to a maximum of $57 per day. Original itemized receipts are required for anything over $10.00.

| | |
|---|---|
| Breakfast | $12.00 |
| Lunch | $15.00 |
| Dinner | $30.00 |

**Note:**

- If the traveler is eligible for two meals for the day, the limit for the two meals combined is the total of the applicable meal limits listed above.

- If the traveler is eligible for three meals for the day, the meal limit is $57/day. This amount can be allocated among the three meals without regard to the individual meal limits as long as the total does not exceed $57.

## Mileage Reimbursement Rates: FA 2016

Effective July 1, 2016 through June 30, 2017, the University's mileage reimbursement rates are as follows:

- Personal Use of Vehicle – Within or Outside the State of Missouri $ 0.370 per mile
- Personal Use of Courtesy Vehicle – Within or Outside the State of Missouri $0.240 per mile.

## Foreign Travel

## Travel Expense Report – Help Sheet

Before submitting travel expense reports to the COB Budget Officer, please verify that the claimant has followed the help sheet guidelines and checklist.  Please check all entries for accuracy and verify that the report includes the following:

- Provide business purpose and destination of the trip and names of travelers.
- M-number is included (SSN for candidates or non-employees).
- FOP number – Only fund, organization and program codes are necessary.
- Attach conference agenda, brochure, registration to confirm dates and cost.
- Original itemized meal receipts are required for anything over $10.
- Tape all receipts to 8 ½ x 11 paper and attach to the expense report.  Write employee's name and date on each page.

    - Include airfare ticket and checked baggage receipts.  (Insurance is not allowed).
    - Include all meal receipts over $10 and verify that the receipt is itemized. **Breakfast $12, Lunch $15, Dinner $30 (includes tip) not to exceed $57/day.**
    - Parking fee receipts
    - Taxi and shuttle receipts

- All receipts are to be converted to US dollars.
- For documentation, please print and submit the currency conversion rate (use Oanda) for the date the expense was incurred.
- Verify that no alcoholic beverages have been charged to the University accounts.
- Use mileage, not gas receipts when using personal vehicle. (**0.37 per mile**)
- Provide map indicating mileage starting from the University address (901 S. National Ave.)
- If submitting a report for new employee or candidate (someone without an M number, please provide SSN).
- Verify <u>original</u> claimant and approver signatures.

**The following website contains links for travel policies and guidelines:**
**http://www.missouristate.edu/financialservices/travelregulations.htm**

Revised 09/20/16

# Tuition and Fees

Go to the Office of the Registrar, http://www.missouristate.edu/registrar/costs.htm, for comprehensive fee information and fee schedule.

Revised 09/20/16

# Union Club

The Union Club is the campus restaurant to study, relax, and enjoy time with friends and colleagues. Open daily from 11:00am-1:00pm on the fourth floor of the Plaster Student Union, and they accept Boomer Meals. See the menu under the "*What's on the Menu?*" tab.

- When hosting faculty candidates for campus visits, the Department Head or a faculty member may charge Union Club meals to the university or foundation budget by using the Union Club Budget Sheet. Give the completed sheet to the cashier when entering the Union.

# University Plaza Hotel

The University Plaza Hotel and Convention Center offers Missouri State University a discounted rate. The link above will take you to their website or you can **call (417) 864-7333** for more information about their amenities or to make reservations.

**Direct Bill – University Plaza Hotel**

If you and the department head complete a University Plaza Direct Bill Authorization Form (*see* Direct Bill) and email it to the Accounts Receivable Clerk, the room charges incurred by faculty candidates during their campus visits will be then be billed directly to your department. This invoice can be paid with a payment request form.

Contact information:

Accounts Receivable Clerk
University Plaza Hotel & Convention Center
333 S John Q Hammons Parkway
Springfield, MO 65806
Phone: 417-522-1135
Fax: 417-522-1125

# University Staff Ambassadors (USA) Program

If you would like to learn new skills, meet new people, and learn more about what happens here at Missouri State every day, the USA Program is designed to provide full-time staff members with this opportunity. Just take a look at the objectives and curriculum and decide for yourself. For more information go to http://www.missouristate.edu/usa/faq.htm.

Contact:

Debbie Donnellan
USA Program Coordinator
Office of Administrative Services
DebbieDonnellan@MissouriState.edu
417-836-5233

Revised 09/20/16

# Visitor Parking Permits

Temporary visitor and guest parking permits may be obtained at:

- Parking Administration Office, Transit Operations Center, 700 East Elm, from 8:00 a.m. to 4:30 p.m., Monday – Friday.  You can find printable campus maps
- Safety and Transportation Department, 636 East Elm (Dispatch Center, for after hours).

To order a visitor parking permit for guests who visit our classes or professors, the administrative assistant should email ParkingAdministration@missouristate.edu. at least one day in advance. Please include the following information.

- Name of guest
- Date
- Class or professor they are visiting
- Parking Lot preference (usually Lot 19, 20 or commuter)

**Parking Meters are also available and are enforced 8:00 a.m. - 8:00 p.m., Monday - Friday**

Meters are available for use in parking lots 1, 7, 16, 17, 19, 22, 24, 25, Bear Park South, Wehr Band Hall Lot and in front of Kentwood Hall.

**Note**:  Any visitor receiving a Missouri State **parking ticket** for a violation of the regulations should appear in person, or communicate with officials, at the Parking Administration Office.

# Visitor's Guide to Campus 2016

## If you are new to the Missouri State Campus, here are some useful links:

- **Directions** to the campus - http://www.missouristate.edu/visitors/.
- **Maps** - http://map.missouristate.edu/#.
- **Parking** on campus - http://www.missouristate.edu/visitors/parking.htm.
- **Phone numbers -** http://www.missouristate.edu/contact/phone.htm.

# Voice Messaging Instructions
## Getting Started with Call Processors

**First Time Users**

Call Xpress will walk you through a setup tutorial to establish a security code, the name directory, and a personal greeting. If you are interrupted or unable to complete the tutorial you will be prompted to restart at the beginning of the tutorial when you begin a new session.

**1. Logon**

   **On-Campus not at your phone**

     Dial:   65888

     At prompt Enter:     **\* # 64427**     *(This is the Sponsor's mailbox number.)*

     Enter your security code:     123456  - You will have to change this

**2. Record Call Processor _Name_ Press:**     3 2 2

   Enter call processor mailbox number to be recorded:     22036

     i.e.: "name"

     Start press     2
     Stop press     2
     Save press     5
     Review press  6
     Discard press  4

   **To return to the top of the menu press:** \* \*

**4. Record Announcement Press**:     3 1 6

   Enter call processor mailbox number to be recorded:     22036

    Current prompts for you to create the recording:

| Press Key | Action | Goes To |
|---|---|---|

    Voicemail system instructions for recording:
     Record press     2
     Start press     2
     Stop press     2
     Save press     5
     Review press  6
     Discard press  4

   **To return to the top of the menu press:** \* \*

> For assistance contact
> Telecommunication Services
>
> Phone 68580
> *http://telecom.missouristate.edu*

Revised 09/20/16

# Waitlisting

Waitlisting is a new **optional** feature in the registration system that allows a student to "get in line" (i.e., get on the waitlist) for classes that are filled/closed. This automated process notifies the first student on the waitlist via Bearmail when a seat has opened up, prompting the student to register for the class. That student has exactly 24 hours after the notification is sent to register for the class. If the student does not register for the class, the next student on the waitlist is notified. The order of the waitlist is first come, first served. It is optional for departments to use this feature. Follow the link above for a step by step guide on how to set the waitlist number.

# Web Press

With Web Press you can enter and update the contents of your department website. The administrative assistant or a graduate assistant are generally responsible for making changes to the website. Click on the above link for more details on

- Logging In
- Training (Offered year-round)
- Documentation
- How-To Instructions
- Web Help Desk

# Web Registration Facts

# Who/What – Search for M-Numbers

Displays information about who and what a person is from the perspective of a given role. You can look up a person's title, M-number, campus office, email address. You can find this information through My Missouri State Work Resources tab. On the left side of the screen click on My Work. Scroll down to and select the radio button for **Who/What** and then click Submit at the bottom of the page.

# Wireless Access Activation and Deactivation (see also Networking and Telecommunications website)

How to order wireless access for a University employee or a sponsored guest of the University.

Requests for enabling wireless network access must be submitted via email to Angela Cockrum. Remember that students and most employees are centrally funded and automatically have access. The following information is required:

Revised 09/20/16

1. Name of the employee for which access is being enabled.
2. The employee's Bear Pass⧉ login.
3. Budget (FOAP) that is to be charged for the service.
4. The name and email address of the individual who is authorized to expend department funds who must be copied on the request.
5. Include requester contact information.  The system administrator will need this information to complete the request.

Activations:  https://ntg.missouristate.edu/Ordering/WirelessEnable.aspx.

Deactivations:  https://ntg.missouristate.edu/Ordering/WirelessDisable.aspx.

# **Work Management Center – Work Order Requests**

We have an electronic request system that notifies our Work Management office of your custodial and maintenance requests.   A work order will be created assigning the work for completion.

- Go to Work Management and click on Request a Work Order.
- To report an emergency issue on campus, please call 836-8400.
- After hours emergencies, call 836-5133.

Here are a few examples of when to submit a work order request:

Classroom/office is too hot or too cold
Restroom paper towel dispenser is empty
Door locks or handles are broken
Lighting Issues (replace ceiling bulbs)
Leaky roof or water damage
Elevator is out of order
Plumbing maintenance or repair
Folding tables and chairs are needed for special events (include delivery/pickup times)
Emergency clean-ups
Restocking soap and paper towel dispensers
Emptying trash and recycling containers (when faculty move out)
Deep clean or paint an empty faculty office
Remove permanent markers from classroom dry erase boards
Carpets need spot cleaning or extra vacuuming.
Reset classroom clocks

Revised 09/20/16