

Where there is a link to an electronic form provided below, please use this instead of emailing an individual staff person. The forms are created to capture all required information for departmental requests and will route to the primary staff member and an alternate staff member to ensure your request is handled in an efficient manner. Please bookmark these forms for future use.

Alarm Codes

Classrooms on the 2nd floor have an alarm panel and may require an alarm code as well as a key to enter. Computer lab classrooms are armed 24/7 and if you teach in one of these rooms you will need an alarm code. You should already have an alarm code assigned, but if not, contact Jennifer Johnson to request an alarm code. For 2118, 2124, and 2125, these rooms are set to disarm at 7:30 AM and arm at 9:00 PM. If you teach an evening class it is helpful to have an alarm code in the event the alarm goes off while you are in class. If you have an alarm code already and you need to disarm the alarm panel, all you do is punch the alarm code into the panel and it will disarm. The light above the key pad will change from a red light to a green light.

Building Access/Keys – The PCD/Psychology building is open via the main lobby doors Monday through Friday from 7:00 AM – 9:00 PM and on Saturday from 9:00 AM – 5:00 PM. The side entrance doors on the external stairwell are only open Monday through Friday 7:30 AM – 6:00 PM. Outside of these hours you need to use your ID card to gain access (card swipe is available at the east main lobby glass doors and back service elevator entrance). If you need to have your ID card activated to get into the building after hours or need to order keys to a lab or office space, please fill out the online form located at: <http://psychology.usf.edu/forms/PSYaccess.aspx>.

Classrooms/Computer Labs – Please remember to **turn off the projectors** in the second floor classrooms before you leave. The bulbs are extremely costly to replace and turning the lamps off saves us from having to replace the bulbs unnecessarily. Instructions for the overhead projector/instructor computer are taped on the instructor podium/desk. If you experience any technical issues it is recommended that you double check to make sure the power is on first and go through the instructions provided beginning with step 1. If a projector is not responding, wait a few minutes and try again. The projectors have to cool down completely before they can be turned on again. For technical assistance during class, contact IT at help@usf.edu or 974-1222.

Computer Access – As you recruit assistants to work in your labs you may need to request specific access to lab folders. The same online form for building access is also designed for computer access: <http://psychology.usf.edu/forms/PSYaccess.aspx>. **Please make sure that they have completed all trainings as required by Research Compliance, IRB, Export Control Office, or Professional Integrity Office prior to the request. Volunteer computer access is a separate procedure and is currently in development. As soon as we have that set up we will share the information.**

Copy Requests (Teaching Materials and Exams) – **A 48 hour notice is required** for copy requests of teaching materials and exams. **Copy requests must be dropped off in person and cannot be emailed.** For routine classroom materials, copy requests can be dropped off in the mailroom in the basket provided. Make sure you attach a Copy Request Form provided in the mailroom and include any special instructions on the form. Exam Copy Request Forms are located at the front desk in the Business Office (4118). You may turn in your exam copy request to Tasnim Mamun (Staff Assistant), a student worker, or any of the business office staff if no one is present at the front desk. **Do not leave exam copy requests in the mailroom or on the front desk if no one is there.** We are unable to guarantee your copy request will be ready if you do not provide us with a 48 hour notice (a request dropped off on

Friday afternoon that is to be done by Monday is not considered 48 hours – we need two business days to complete requests).

Copy Requests (Research Related Materials)

Copy requests for research related materials need to be done through Pro-Copy (<http://www.pro-copy.com>). Research related copying is the responsibility of the faculty member as the department does not have the resources to pay for these services.

DocuSign – USF is now using DocuSign to digitally sign documents. You will need to use this when signing travel reimbursements. Instructions can be found at: <http://www.usf.edu/business-finance/controller/documents/travelarchivumdocusigninstruct.docx>

Duo Authentication – If you utilize GEMS or FAST you will need to setup DUO Authentication. Please refer to the details at: <http://www.usf.edu/it/documentation/duo-authentication.aspx>

Equipment

Please note the department has a process for taking university equipment off campus and for disposal. Please check with Shaine Blanco in the business office before any equipment is taken off campus or for any other changes in location or for disposal.

Exam Scanning Station – The scanning station is now located in the Business Office room **PCD 4118I**. It will be available from Monday to Thursday 8 AM-5 PM, and 8 AM-3:00 PM on Friday. This system is used for scanning exam forms and running exam reports ONLY. Instructors are required to attend a training held once every semester before using and getting access to operate the system.

Foundation Reimbursements – Efforts should be made to avoid reimbursement if at all possible, but in the event you need to purchase supplies for brown bags, recruiting events, etc. please remember **the window for requesting reimbursement is 60 days**. Do not save up the receipts to turn in all at once as payment has been denied for receipts submitted beyond the 60 days. Please coordinate with Carrie Jewett (jewett2@usf.edu) for these types of reimbursement. You will need to provide original receipts, flyers or email announcements, the number of people in attendance, details of the event (date, time location) and a mailing address for the reimbursement check. **Please note: Foundation will only take ORIGINAL RECEIPTS, if you submit copies they will deny the reimbursement. Alternative forms of payment like Pay Pal and Venmo are NOT acceptable documentation for proof of charges.**

Lab Key Checkout- The Business Office has keys to 2nd & 3rd floor faculty labs that are available for undergraduate students to check out during business hours (8 AM-5 PM). Students will be required to sign in and exchange their ID for the lab key.

Maintenance Requests – For routine maintenance requests, please email Tasnim Mamun (tamamun@usf.edu) or Shae Krispinsky (skrispinsky@usf.edu). You are also welcome to submit your request directly to physical plant at: <http://fm-app.forest.usf.edu/facnetcustomerweb/>. This form can be used for any routine maintenance requests such as issues with the restrooms, temperature, and requests to have offices/labs cleaned or vacuumed. For any work such as hanging a white board, installing a key lock box, or ordering duplicate file cabinet keys you will need to contact Jennifer Johnson (jkj2@usf.edu) as these are requests that require payment and approval prior to the work being done.

Make-Up Exams- Make-up exams can be scheduled in the business office: Monday-Friday, 8 AM-11 AM or 1 PM-3 PM. Please coordinate with Tasnim Mamun (tamamun@usf.edu) beforehand to ensure that she is available. Students must turn over all personal items including their cell phone and ID to office staff, otherwise they will not be permitted to take the exam.

Parking – During the semester, especially the first few weeks it is difficult to find parking behind our building (parking lot 9A – by the duck pond – south side of the PCD/Psychology building). Please plan accordingly as this lot is typically full by 10:00 AM once classes begin. For those with “E” permits, there is additional parking at the corner of Holly Drive and Laurel Drive in front of the music building. For students with a “S” permit, the Laurel Parking Garage at the corner of Laurel and Holly has designated student parking and is an easy walk to the PCD/Psychology building.

Room Reservations – To reserve a room for your thesis/dissertation, lab meeting, brown bag, or other department event, make sure you provide as much notice as possible. The rooms in the building have limited availability once the semester begins and it may take some time to find a room that suits your needs. *****IMPORTANT*** if you are proposing or defending your thesis or dissertation, it is your responsibility to reserve a room as soon as you have finalized the date and time for your proposal/defense.** Room reservations can be made online at: <http://psychology.usf.edu/forms/RoomReservation.aspx>. If you have questions regarding your room reservation contact Tasnim Mamun (tamamun@usf.edu) or Shae Krispinsky (skrispinsky@usf.edu). PCD3000 (aka the breezeway or fish bowl) should be reserved at least a week in advance. This is a shared space that is available for use by Psychology and CSD and requires more notice than other rooms that are not shared. **The Graduate Teaching Assistant room for office hours is now in PCD4144C.** You can contact Tasnim Mamun (tamamun@usf.edu) to reserve times for office hours.

Supply Orders/Purchasing – **Office and Computer supplies must be purchased through the College of Arts and Science Business Support Services** <http://www.usf.edu/arts-sciences/ross/business-support-services/bss-team.aspx>. Accounts Payable are no longer making reimbursements for out of pocket expenses. The USF preferred method for purchases is through the USF purchasing card which BSS can assist with. Funding sources can be obtained from the business office either through the Grants Administrator Michelle Jahn (mmjahn@usf.edu) or the Office Manager Jennifer Johnson (jkj2@usf.edu).

Travel – Any travel that is being paid with USF funding (departmental, grant, or student government) requires approval in advance of the travel. Please submit your requests for approval at least 7-10 days prior to travel so there is time to route this through the various levels of authorization it requires. Travel requests can be submitted online at: <http://www.usf.edu/arts-sciences/ross/business-support-services/submit-request.aspx>. *****Failure to request pre-travel approval will result in a denial of your reimbursement request.***** Questions regarding travel should be directed to: College of Arts and Sciences Business Support Services <http://www.usf.edu/arts-sciences/ross/business-support-services/bss-team.aspx>. Funding sources can be obtained from the business office either through the Grants Administrator Michelle Jahn (mmjahn@usf.edu) or the Office Manager Jennifer Johnson (jkj2@usf.edu).