

New Faculty & Staff Reference Manual

Department of Physics



WAKE FOREST
UNIVERSITY

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PHYSICS MAILING ADDRESSES

1. Our mailing address for letters:

Wake Forest University
Department of Physics
P.O. Box 7507
Winston-Salem, NC 27109-7507

2. Our mailing address for UPS, FedEx, etc. packages:

Wake Forest University
Department of Physics
1834 Wake Forest Road
Olin Physical Laboratory
Winston-Salem, NC 27109

UNIVERSITY FORMS

Go to WIN

Click on “Forms & Documents”

Click on “Financial & Accounting Services”

The forms you will mostly use are:

1. “Expenditure Voucher”

This form is used to reimburse you for paying out of pocket for items purchased for the department. Also, for taking a visiting guest out for a meal. If you will provide Judy with your receipts, she will be glad to fill this form out for you. You will need to provide her with the A/C# you are using to be reimbursed. See sample attached.

2. “Travel & Entertainment Voucher”

Use this form to request reimbursement for travel and food expenses. Attach all receipts to this form and give to Judy. Be sure to fill this form out online so it automatically calculates the mileage, if you are claiming mileage. See sample attached.

Form Guidelines

1. Claims for reimbursement of travel must be made on forms approved by the Controller. Forms must be signed by the appropriate approval authority to indicate expenses have been reviewed and are in accordance with University Policy and Procedures. They should be submitted for payment within 60 days of date incurred or 30 days from return of the trip whichever is later. Self-approval is not acceptable.

2. Place the expenditure in the appropriate column corresponding with the type of expense. If the expense is for a meal, entertainment or other, the employee must give detailed information on page 2 of the Travel and Entertainment Form. Detailed information must include who the expense was for and their relationship to the University, what the expense is for, where the business took place, when it took place, and how it benefits Wake Forest University.

3. Dated original detailed receipts must be submitted with the Expense Report for:
 - All lodging expenses
 - Local meal and entertainment expenses
 - All purchased transportation expenses while in travel status of \$50 or more, including bus fares, taxis, etc.
 - Meals or other travel related expenses \$50 or more while in travel status
 - Registration fees that were not prepaid.

4. Examples of items which will be reimbursed include: automobile mileage at the University reimbursement standard mileage rate, currently .51 cents per mile, plus tolls; train, plane or bus accommodations; meals and lodging; reasonable tips, and registration fees. Personal incidental expenses incurred while traveling, such as phone calls home, must be described.

6. Examples of personal travel expenses which will not be reimbursed include: incidental expenses such as personal recreation, movies, and snacks. Please refer to the Travel, Entertainment, and Business Expense Policy for a complete listing.

7. Federal grant guidelines define alcoholic beverages and first class travel as nonallowable costs. Travelers on grants will be reimbursed for those costs within the parameters of Wake Forest University travel policies. A more detailed list can be found in in the Travel, Entertainment and Business Expense Policy.

8. Travelers certify to the University that the information contained in the form is accurate. Individuals must sign their own names.

9. More information concerning employee, student, or outside party reimbursements can be found at www.wfu.edu/fas/ap

Wake Forest University Travel & Entertainment Voucher

See back for travel guidelines
Detail of entertainment expenses, including but not limited to meals and mileage, must be explained on the back or with supporting documentation.

Name (Print/Type): _____ Check-one Employee Student Other _____ Home Address: _____ SS# or Wake ID: _____ Campus Phone: _____

Date: _____

Destination city/state: _____ Purpose of Trip: Conference/Seminar Other _____ (Name of Conference/Seminar)

Trip Dates: _____ (Describe) _____

Day	Date	Meals & Entertainment (see back)				Registration Fees	Hotel (excluding food/bev)	Telephone	Taxi, Parking, Tolls	Auto Rental	Mileage (detail on 2nd tab)	Gas	Other- (detail on 2nd tab)	Totals by Date
		Breakfast	Lunch	Dinner	Entertainment									
SUN														-
MON														-
TUE														-
WED														-
THUR														-
FRI														-
SAT														-
Totals														(1)

FUND	DEPARTMENT	ACCOUNT	ACTIVITY/LOCATION	AMOUNT
			Total Amount	0.00
			LESS: Advance(s)	
			LESS: Other (Describe)	
			LESS: Other (Describe)	
			Subtotal (2)	0.00
			Due University (Line 2-Line 1)	
			Due Employee (Line 1-Line 2)	

"I certify that the above charges are true, just and were incurred for University related business. No part of these expenditures have been or will be reimbursed by a third party, external organization or individual."
By signing below you agree to the above statement

Employee Printed Name & Title _____ Date _____

Employee Signature _____ Date _____

Approval Signature _____ Approver Printed Name _____ Campus Phone _____ Date _____

Corporate Credit Card (Mastercard)

The University has available the corporate credit card Mastercard. You must get approval from our Chair in the Physics Department to receive this card and the credit limit amount. To obtain the card, you will need to attend a training class taught by personnel in our Purchasing Department. Once you have approval, please complete the attached form. Then contact Phil Hendrix at ext. 5561 in Central Purchasing and he will provide you with the necessary information for obtaining a Mastercard. This card can be used for purchasing lab supplies, airline tickets for your travels to conferences, any expenses incurred during your trips like meals, hotel bill, etc. See form attached.

**WAKE FOREST UNIVERSITY REYNOLDA CAMPUS
UNIVERSITY CARDHOLDER AGREEMENT**

Cardholder Name: _____

Department Name: _____

Business Address: P.O.Box _____ City _____ State _____ Zip Code _____

Business telephone: _____ Business e-mail address: _____

Default Department Billing Number: _____ Project/Grant Number: _____

Employee ID Number: _____ Full Time Employee: Yes No

If not a full time employee, please enter the end date of your temporary employment: _____

Please check the box with the spending strategy that will be attached to your University Card:

<input type="radio"/> Spending Strategy -- Option 1	<input type="radio"/> Spending Strategy -- Option 2	<input type="radio"/> Spending Strategy -- Option 3
\$3,000 Monthly Spending Limit \$1,000 Single Purchase Limit	\$5,000 Monthly Spending Limit \$1,000 Single Purchase Limit	\$10,000 Monthly Spending Limit \$1,000 Single Purchase Limit
<input type="radio"/> Spending Strategy -- Option 4	<input type="radio"/> Spending Strategy -- Option 5	<input type="radio"/> Spending Strategy -- Option 6
\$5,000 Monthly Spending Limit \$2,500 Single Purchase Limit (See restrictions below)	\$10,000 Monthly Spending Limit \$2,500 Single Purchase Limit	Customized Spending Strategy. The Purchasing Director will contact your department head to determine the appropriate limits.

Single Purchase Limit Restrictions: Single purchases for material and services greater than \$1,000 should be routed through the Purchasing Department. DO NOT SPLIT transaction charges in order to be below the single transaction limit. Single purchase limits exceeding \$1,000 are intended for frequent travelers.

The corporate card is intended for small dollar purchases, not to exceed \$1,000 per transaction, and travel related expenses. Transactions may not be split in order to be below \$1,000. All purchases made with this card must comply with established WAKE FOREST UNIVERSITY REYNOLDA CAMPUS purchasing policies and the individual funding agency restrictions. You **cannot** purchase the following items using this card:

- Insurance Radioactive Materials Professional/Consulting Services Cash Advances Legal Services
- Tax services Controlled Substances Non-business related items Motor Vehicles

I, the undersigned Employee, understand and agree that I am being issued a University MasterCard for use while engaged in University business. I understand the MasterCard may be used by me for University related expenses only.

If I have unauthorized or non-business expenditures on the MasterCard issued to me pursuant hereto, I agree to: (1) submit a personal check for the unauthorized or non-business expenditure balance of my MasterCard account **OR** (2) authorize and direct Wake Forest University to apply to such card balance any and all amounts owed by Wake Forest University to me for my compensation or other accrued benefits, up to the full amount owed by me for personal expenditures to MasterCard. I further understand that upon demand I will be required to provide sufficient evidence to the University reflecting that the outstanding balance for personal expenditures on my MasterCard has been paid in full, otherwise the University will elect Option 2 as stated above.

If the card is lost or stolen, you have the responsibility to **immediately** notify Bank of America 1-800-673-1044.

If you terminate employment with Wake Forest University, Reynolda Campus, the University Card should be turned into the department head or their designee.

Non-adherence to any of the above procedures may result in revocation of your cardholder privileges and may also result in revocation of all division and/or departmental University Cards.

As holder of this corporate card, I agree to accept responsibility for the protection and proper use of this card as detailed above and in the Corporate Card Program Manual. I understand that I am the only person who may use my card and agree to keep my card number confidential. Should I allow another person to use my card, I understand that I am responsible for any charges they may make on this card.

Cardholder Signature: _____ Date: _____

As Department Head, I approve the issuance of a corporate card to the above named person and assume overall responsibility for the card.

Department Head Signature: _____ Date: _____

Purchasing Director Signature: _____ Date: _____

To be signed upon completion of training. I hereby acknowledge receipt of my University Card.

Signature: _____ Date: _____

For office use only:
Ordered: _____
Cc class: _____
Database: _____
Listserv: _____
Activated: _____
Welcome email: _____
Date cancelled: _____

PURCHASING EQUIPMENT

Purchases for **less than** \$1,000.00 please go to Physics homepage and click on “Resources”, click on “blank forms”, and then click on “p.o. request”. Please submit this request to Gale. See sample attached.

For purchases **over** \$1,000.00 we use Central Purchasing. Please request a written quotation from the vendor. Give the quotation, plus the order information to Gale and she will complete a central purchasing request order form. You will also need to provide her with the A/C# to be used.

The following guidelines should be used in obtaining bids from suppliers:

Less than \$2,500: Two (2) oral quotations obtained by the requisitioner or the Purchasing Department.

From \$2,500 to \$10,000: Two (2) informal, written quotations obtained by the Purchasing Department.

From 10,000 to \$75,000: Three (3) formal, written bids on supplier letterhead, obtained by the Purchasing Department.

Over \$75,000: Requires detailed written scope of work (SOW) in order that a Request for Proposal (RFP) can be sent to multiple suppliers by the Purchasing Department.

In some instances you will not need to get a quotation. Those would be like ordering a specific piece of equipment and there is only one supplier, e.g. Lenovo. In that case we would inform Central Purchasing that this is the only company that manufactures this piece of equipment.

PURCHASING OFFICE SUPPLIES

When you are needing office supplies, please see Gale. We purchase most of our office supplies from Office Depot. If we order by 3:00 p.m. on one day the supplies will be delivered the next day, provided it is in stock.

You may also pick up any supplies from the University Stores and charge them to the Physics Department. If you do that the A/C#505047 should be given to the clerk. We get more of a discount if we order online, which Gale does.

WFU Purchase Order Request Form

To: Name _____
 Address _____
 City _____

From _____
 A/C# _____
 Date _____
 PO _____

Cat. No.	Quantity	Description	Unit Price	TOTAL
Mail Confirming Fax # Mail Confirming Fax#			Mdse Total Shipping & Handling SubTotal Sales Tax TOTAL	

FACULTY IDENTIFICATION CARDS

For your WFU faculty identification card, please go to Human Resources and ask for the ID form. Once you have the form, take that to the Deacon One Office in room 139 Benson Center for your card.

To have money/meals added to your ID card, go to the ARAMark Office in room 12 of Reynolda Hall.

PAYROLL FOR UNDERGRADUATE LAB ASSISTANTS

If you are hiring an undergraduate to work in your lab, please have them see Judy to fill out the necessary tax forms and payroll forms. You will need to provide Judy with the hourly rate you wish to pay them and what A/C# they are to be paid.

Also, if you would like Judy to approve their time cards in WIN, please send an email to Buffi Vestal at: vestalbb@wfu.edu

Please request that she make Judy a proxy on whatever grant numbers your undergraduates are being paid. Judy will then provide you with a monthly copy of that student's time card so you will be informed how much time they turned in for that particular month.

TEXTBOOK ORDERS FOR CLASSES

When it is time to order textbooks for Fall and Spring, Judy will email you the information and form for ordering along with the deadlines. You will have the option to provide Judy with the textbook information and she place the order, or you may fill out the order form and fax it to the University Bookstore or email it to them. In any case, please provide Judy with a copy of your order. In her email reminder to you, she will provide you with the Bookstore's email address and fax number.

ORDERING FREE DESK COPIES OF TEXTBOOKS

If you are wanting a free desk copy of a textbook, that you are thinking about adopting, please let Judy know. She will contact Willie Williams at ext. 4154 in the Textbook Dept. and he will provide her with the publisher's contact information. Once she has that, she can order the complimentary copy for you. Or if you wish to order it yourself, please contact Willie Williams.

USE & INSTALLING COPIERS AND PRINTERS IN OLIN

Yip has provided a step by step instructions for installing copiers and printers in Olin. Please use the link below for the instructions:

<http://www.wfu.edu/~yipcw/phy/copier/canon/install/>

CLASS ROSTERS

1. Go to WIN
2. Click on Virtual Campus
3. Click on Faculty Services
4. Click on Detail class list

ENTERING AND SUBMITTING GRADES

1. Go to WIN
2. Click on Virtual Campus
3. Click on Faculty Services
4. Click on Enter Final Grades or
5. Click on Enter Mid-Term Grades

NEW MAIL SERVICE – Feb. 2011

1. In general, all outgoing mail must be given to Judy or Gale.
2. First class envelopes will be immediately stamped by them. Larger envelopes and boxes will have a new postage ticket generated by Judy or Gale and attached to them.
3. Unless otherwise specified, they will send packages via the least expensive route.
4. For large packages that faculty want to deliver to the on-campus mail room, first obtain a new postage ticket from Judy or Gale (they print these every day). You will need the ticket when you drop off your large package.
5. If you want to go to a FedEx facility directly (off-campus), you can still do this. For example, the nearby FedEx facility on Prospect Court is open till 8 PM. In this case (assuming the item is not personal), you will pay them directly with cash or a credit card and get reimbursed by your grant after you submit your expenses. If it is an item for the Physics Department, then see Judy for the Departmental account number. You will NOT need a new postage ticket.

TELEPHONE MESSAGE SERVICE SETUP

Logging On

1. Dial #4400
2. You will hear the message “Nortel call pilot” followed by “mailbox”
3. Next dial your ext. number followed by the # key
4. Then it will ask you for your password followed by the # key
5. You are now logged on.

Recording Your Greetings

“External Greeting”

1. Dial #4400
2. Login
3. Press 82
4. For your “external greeting” press 1
5. Press 5. Wait for the tone, then speak your greeting.
6. When you have finished speaking, press #. Recording stopped.
7. To review the greeting, press 2
8. To re-record it, press 5.

“Internal Greeting”

1. Dial #4400
2. Login
3. Press 82
4. For your “internal greeting”, press 2
5. Press 5. Wait for the tone, then speak your greeting.
6. When you have finished speaking, press #. Recording stopped.
7. To review the greeting press 2
8. To rerecord it, press 5.

Retrieving Your Messages

1. Dial #4400
2. Login
3. You will be prompted what to do next

Automatic Forwarding for Voicemail to Email

Link is here: <http://help.wfu.edu/services/telecom/unifiedcommunications.html>

FOOD SERVICE OPTIONS AT WFU

A cafeteria and table service dining room are located in Reynolda Hall. There are food courts in the Benson University Center.

Here is a list of the campus dining services:

Benson Center Food Court
Fresh Food Company (Reynolda Hall Cafeteria)
Magnolia Room in Reynolda Hall
Shorty's in the Benson Center
Subway on the Quad

STAFF JOB RESPONSIBILITIES

We thought it would be helpful for you, as a new faculty member, to provide you with a **brief** job description of our staff. That way you will know who to go to for a particular need/assistance:

Gale Burns – Judy’s Assistant

- Types purchase orders for Department and grants
- Expense vouchers
- Ordering office supplies
- Photocopies exams
- Provides refreshments for meetings, seminars, and special events
- Course schedule
- Any questions/problems regarding copiers

Eric Chapman – Physics Instructional Resources Manager

- Sets up class demos
- Sets up labs
- Safety, security, facilities liaison
- Department web development
- Keys for Olin

Gloria Stickney – Business Manager

- Tracks grants
- Provides assistance with grant proposals
- Orders supplies for Nanotechnology Center
- Pays invoices for Nanotechnology Center
- Processes credit card statements

Judy Swicegood – Administrative Coordinator

- Pay Department and grant invoices
- Tracks Department spending/budget
- Student payroll – approves and tracks
- Travel expense forms/expense vouchers
- Books hotels, airlines, & shuttle service
- Assist in Faculty job candidate searches
- Assist in annual report

Olin Physical
Laboratory Directory
2011

<u>Name</u>	<u>Title</u>	<u>Office # & Phone #</u>		<u>Lab # & Phone #</u>	
Anderson, Paul R.	Prof.	308	4992		
Basu, Swati	Res. Asst. Prof.	108C	4988	205	4973
Bonin, Keith D.	Prof./Chm.	310	4962	200	4601
Bourland, Daniel	Adj. Asst.	WFUMS 716-0291			
Brehme, Robert W.	Prof. Emer.	100	3223		
Carlson, Eric D.	Assoc. Prof.	306	4994		
Carroll, David L.	Prof.	214	5508	201	5530
Cho, Samuel	Asst. Prof.	301B	3922	Manchester 227	
Cook, Gregory B.	Assoc. Prof.	304	4987		
Dostal, Jack	Lecturer	303B	4948		
Fetrow, Jacquelyn S.	Dean of College	104RH	5311		
Guthold, Martin	Assoc. Prof.	302	4977	202	5517
Holzwarth, George	Res. Prof.	300	5533		
Holzwarth, Natalie	Prof.	300	5510		
Jurchescu, Oana	Asst. Prof.	217	4407	Nanotech 727-1804	
Kerr, William C.	Res. Prof.	216	5339		
Kim-Shapiro, Daniel B.	Prof. & Harbert Fam. Distinguished Chair	208	4993	205	4973
Macosko, Jed	Assoc. Prof.	215	4981	213	4981/3306
Matthews, G. Eric, Jr.	Prof/Assoc. Provost	UCC	5340		
Munley, Michael	Adj. Assoc. Prof.	WFUMS Radiation Oncology			
Roberson, Mark W.	Adj. Prof.	RTI, Intl 919-248-1844			
Salsbury, Fred	Assoc. Prof.	301A	4975		
Santago, Peter, II.	Adj. Assoc.	WFUMS 716-2703		Biomed Engr, MRI Bldg. 2nd floor	
Shields, Howard W.	Prof. Emer.	216	5519		
Thonhauser, Timo	Asst. Prof.	303A	3991		
Ucer, Burak	Res. Assoc. Prof.	305D	4989	209	5515
Williams, George P., Jr.	Prof. Emer.	216	4983	209	5515
Williams, Richard T.	Reynolds Prof.	212	5132	209	5515
Yip, Ching-Wan	Instr. Tech. Analyst	305C	462-9859		

Research Tech./Postdocs

(Kim-Shapiro)	Carlisle, Christine	Postdoc		303C	4222
(Carroll)	Coffin, Robert	Postdoc		201	5530
(Macosko)	Gagliano, Jason	Res. Tech.			
(Fetrow)	Howerton, Stacy	Res. Assoc.		243 Manchester, ext. 4960	
(Jurchescu)	Jang, Hyuk-Jae	Postdoc		Nanotech. 727-1804	
(Ucer)	Kostoulas, Yiorgos	Visiting Res. Prof.		305D	4989
(Salsbury)	Negureanu, Lacra	Postdoc		311	3372
(Kim-Shapiro)	Perlegas, Andreas	Res. Tech.		216	4983

Departmental & Other Offices

Burns, Gale	Staff Asst.	100	3223
Chapman, Eric	Physics Instr. Res. Mgr.	110	5532
McGuirt, Baxter	Nano Facilities Mgr.	Nanotech 727-1804	
Morris, Bob	Machinist	112	4555
Showalter, Joseph	Machinist Instr.	112	4555
Stickney, Gloria	Business Mgr.	305A	4971
Swicegood, Judy	Admin. Coord.	100	5337

Lecture Rooms & Meeting Rooms

GPW Lecture Hall		101	Lect. I (seats 102)
Lecture II		103	(seats 32)
Lecture III		107	(seats 47)
Seminar Room		206	(seats 10)
Computer Lab.		305	4970
Library		303	4975
SPS Reading Room		108A	
Scientific Computing		305B	4970
Advanced Lab		203	4970
Fax	336-758-6142		
104 & 105 labs	ext. 4970		
Student Study Lounge		106	

Graduate Students

108B	4672	Bates, Hohertz, Smith, Huang, R. Li, J. Liu, Mei, Walb, Fisher
207	4984	Baker, Dorand, Dutta, Belanger, W. Li, Ward, Azarov, Bellavia, C. Liu, Sigley, Taylor
216	4983	McKell
303C	4222	Y. Li, Zalutskiy, X. Guo, Grim
311	3372	Bjerke, Lopez, Lepley, X. Lu, Kolb, Q. Li, X. Xu
Medical School		L. Ding, Best, McGowin
Nanotech Ctr.	727-1806	Hewitt, W.Nie, Peterson, Kielbasa