 ADMINISTRATIVE ASSISTANTS GUIDE

Division of Human Resources

UPDATED 2015
WORCESTER POLYTECHNIC INSTITUTE
100 Institute Road, Worcester, MA 01609
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WPI SERVICES

Procurement Services

Location: Campus Center Lower Level     Ext. 4922, 6568     Fax 5753

Procurement Services communicates and formulates WPI Purchasing policies. You may also contact Procurement for information on vendors under contract with group purchasing organizations of which WPI is a member. Please call ext. 4922 or 6568 for more information.

Mail Services

Location: Campus Center Lower Level     Ext. 5683, 5523, 5317     Fax 5753

Hours of Operation: 9:00 a.m. – 3:30 p.m.
Package Pick-up Only: 3:30 p.m. – 4:30 p.m.

Services provided include:
- Purchase and order stamps
- On-campus incoming and outgoing mail
- Off-campus outgoing mail
- UPS and overnight services
- US Postal Service: Priority Mail and Parcel Post
- Certified Mail

Printing Services

Location: Boynton Hall Basement Level     Ext. 5842, 5571     Fax 6767

Services provided include:
- Business cards
- Letterhead, Envelopes
- General duplicating (color/black & white)
- Notepads
- Binding (spiral & tape)
- Laminating
- Mailings /bar-coding
- Newsletters/booklets
- Brochures
- Posters – largest size is 13x19
- Labels
- Colored paper
- Interoffice green envelopes
- Variable printing

Ordering Supplies

You can order office supplies from WB Mason by calling customer service at 888-926-2766 to place an order or to set up an account. You must reference the Worcester Consortium Contract #6. Each department has their own account number; the parent account for WPI is #MWP149. Supplies are usually delivered the next day and can be ordered online. The Sales Representative will need to establish an online account for you. Procurement can provide
you with the representatives contact information. WB Mason is the preferred vendor; however the MHEC also has an Office Supply contract which Procurement will provide to you upon request.

**Scheduling Meetings, Events, Dinners**

The Events Office manages many of the non-academic locations on campus;

<table>
<thead>
<tr>
<th>Locations</th>
<th>Seating Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Center Odeum All</td>
<td>300</td>
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<tr>
<td>Campus Center Odeum A, B or C</td>
<td>80 each section</td>
</tr>
<tr>
<td>Campus Center Hagglund (301)</td>
<td>46</td>
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<tr>
<td>Campus Center Mid-Century (331)</td>
<td>20</td>
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<tr>
<td>Campus Center Peterson (304)</td>
<td>10</td>
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<tr>
<td>Campus Center Morgan (208)</td>
<td>18</td>
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<tr>
<td>Campus Center Taylor (128)</td>
<td>16</td>
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<tr>
<td>Campus Center Chairman’s (129)</td>
<td>22</td>
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<tr>
<td>Campus Center Patio/Grille</td>
<td></td>
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<tr>
<td>Campus Center Stage</td>
<td></td>
</tr>
<tr>
<td>Higgins House Great Hall</td>
<td>56</td>
</tr>
<tr>
<td>Higgins House Library</td>
<td>32</td>
</tr>
<tr>
<td>Higgins House Suite 2</td>
<td>10</td>
</tr>
<tr>
<td>Alden Hall</td>
<td>300-500</td>
</tr>
<tr>
<td>Riley Commons</td>
<td>100</td>
</tr>
<tr>
<td>Beckett Conference room (Fuller Labs)</td>
<td>16</td>
</tr>
<tr>
<td>Salisbury Lounge</td>
<td></td>
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<tr>
<td>Quad (half sides or whole)</td>
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</tbody>
</table>

**Events Office**

**Location: Rubin Campus Center**  
**Ext. 5613**  
**Fax 6532**

Your Events Office Team is here to ensure all campus events are successful. 25live, an events management software can be accessed at [https://scheduling.wpi.edu](https://scheduling.wpi.edu). 25live is the tool to view what is scheduled throughout our campus and to submit reservation requests. You can view space availability, room attributes and suggested floor plans to aid in your event planning.

The Events Office is also the central point of communication for events on campus. The Events Team will help communicate and organize event logistics in cooperation with WPI’s Service Providers.

**Helpful Tips:**

- Once space has been secured for your event, any food or food related needs should be requested at [www.wpi.catertrax.com](http://www.wpi.catertrax.com)
- To ensure your event is a success, proper planning with event details should begin at least six weeks in advance
- For more helpful tips and tutorials on submitting reservations, please visit the Events Office website at [www.wpi.edu/offices/events](http://www.wpi.edu/offices/events)

Feel free to contact the Events Team @ [events@wpi.edu](mailto:events@wpi.edu)
*Please note; Academic classes receive scheduling priority.

**Making Hotel Reservations, Travel Arrangements**

WPI has corporate rates with the following hotels. You can call them and let them know you are from WPI. They can direct bill or you can pay using your WPI P-Card:

**Residence Inn** and the **Courtyard by Marriott**; Two Bedroom Suites at The **Marriott Residence Inn** on Plantation Street are limited and therefore a discount is unlikely and not guaranteed.

Olivia Armstrong - Sales Manager  
Email: oarmstrong@colwenhotels.com

<table>
<thead>
<tr>
<th>Residence Inn by Marriott</th>
<th>Courtyard by Marriott</th>
</tr>
</thead>
<tbody>
<tr>
<td>503 Plantation Street</td>
<td>72 Grove Street</td>
</tr>
<tr>
<td>Worcester, MA 01605</td>
<td>Worcester, Ma 01605</td>
</tr>
<tr>
<td>Phone: 508-753-6300 ext. 4907</td>
<td>Phone: 508-363-0300</td>
</tr>
<tr>
<td>Fax: 508-753-6330</td>
<td>Fax: 508-363-3563</td>
</tr>
<tr>
<td><a href="http://www.residenceinn.com/BOSRI">www.residenceinn.com/BOSRI</a></td>
<td><a href="http://www.marriottsofworcesterma.com">www.marriottsofworcesterma.com</a></td>
</tr>
</tbody>
</table>

**Fairfield Inn, Auburn MA**  
Tammy Boland  
Office #508-832-9500  
Cell #413-575-6735  
Email: tammy.boland@marriott.com

**Hilton Garden Inn, Worcester**  
Emily Mulhane-Crandall Sales Manager  
Direct Line #508-688-8501  
Email: emily.mulhane@hilton.com

**Wyndham Hotel Group** per E&I, the Educational & Institutional Coop. Purchasing Organization.  
In order to use the E&I Wyndham contract you must complete a sign up form. The form may be obtained by proceeding to this link and following the instructions:  
[https://www.eandi.org/vendorapps/wyndham/wyndhamhotel.aspx](https://www.eandi.org/vendorapps/wyndham/wyndhamhotel.aspx)

**PanAm Travel** is a contract vendor for the MHEC (Mass. Higher Education Consortium) to assist with arranging your travel needs. To arrange travel, Reference: Contract MC13-L01 – There is 24/7 Customer Support. Call in your requests 1-855-MHEC-TVL  
Use the online booking tool [http://booking.panam.travel](http://booking.panam.travel)  
Send a detailed email of your travel needs to mhectvl@panam.travel

**Card Access**

All card access requests must be requested from WPI Police at [campuscardaccess@wpi.edu](mailto:campuscardaccess@wpi.edu)  
To put money on your WPI ID card, go to the Financial Services Office located on the second floor of Boynton Hall. Please view WPI’s Card Access Policy: [http://www.wpi.edu/offices/police/cardaccess.html](http://www.wpi.edu/offices/police/cardaccess.html)

**Parking Permits for Visitors (Permits Required):**

All visitors who are here visiting for 3 days for less and for under 4 guests are required to display a dash permit and those permits can be obtained by (Donna Ryel) WPI Police, these permits are for visitors only and should not be issued to employees or students.
Please note if you have more than 4 guests visiting for an event or your guests will be visiting longer than 3 days, please email LT Ellsworth at (mwe@wpi.edu) requesting large group/long term event parking permits.

DEPARTMENT OF FACILITIES
Main contact number: Ext. 5500 http://www.wpi.edu/Admin/Facilities/

Customer Service Center
The Customer Service Center is the heart of the WPI Facilities Organization. We are here to make your facilities repair and replacement requests as simple as possible. We are located at 37 Lee Street, and we can be reached during the following hours.
Summer Hours: Monday - Friday: 7:00 am - 4:30 pm
Academic Year Hours: Monday - Friday: 7:00 am – 5:00 pm

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

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

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

Accessing SchoolDude
You can access SchoolDude by using your windows administrative account username and password. Please contact the Customer Service staff for assistance at 508-831-5500. http://www.wpi.edu/offices/facilities/customer-service.html

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

To further assist you, the SchoolDude System now will notify you when a work order is assigned to a Trade ("in-progress") as well as let you know when a work order has been “completed”.
Brass and Card Key Requests for WPI Community Members
All brass keys and some card access requests from within WPI should be processed through the work order system. The work order will be considered authorization to the Lockshop to issue keys. Email and telephone requests for brass and card access will not be accepted.

Before creating a service request for a new key, please review the Lock Shop Procedure. Following this procedure and allowing sufficient lead time for key requests will assist the Lockshop in processing requests. Generally a 48-hour lead time can be expected. Bulk key requests will take more time.

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

INFORMATION TECHNOLOGY
Location: Fuller Labs, 2nd Floor  Ext. 5531  www.wpi.edu/Admin/IT/
Office of Information Technology
You can call Information Technology, Help Desk, ATC, Computer Lab and Telecommunications for the following information, supplies, equipment:

Help Desk
Gordon Library – Main Floor  Ext. 5888  www.wpi.edu/offices/it/help.html

- Call or email the Help Desk at helpdesk@wpi.edu with questions on any computer, printer, email or network related problems
- For guidance on the purchase of new computer equipment or printers
- Help with laptop access to the network
- Account password pick-up
- Password resets
- CLA Software Purchase (students and staff) at www.wpi.edu/+CLA
- To report any phishing attempts or security concerns, send an email to phishing@wpi.edu
- New employee accounts training
- Purchase CD’s, DVD’s, and Flash Drives
- For help with your website, send requests to cmshelp@wpi.edu
- For changes to computer access and permissions for existing employees or student workers
- Note: All new account requests must be submitted to Human Resources who then send to IT for processing. See HR Hiring Forms at www.wpi.edu/offices/hr/forms.html. Please allow sufficient time for processing.

Academic Technology Center
Fuller Labs – Room 113  Ext. 5220  www.wpi.edu/Academics/ATC/

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

Telecommunications

Network Operations Office-Morgan Wedge Ext. 5940  www.wpi.edu/Academics/CCC/Telecom/

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

FINANCIAL SERVICES

Location: Boynton Hall, 2nd Floor      Ext. 5754   http://www.wpi.edu/Admin/Acc/

Paying invoices, depositing cash, department transfers - All forms should be sent to the Financial Services after obtaining Division Head approval. The following is a list of forms that can be found on their website under Faculty & Staff and their use:

- Independent Contractor Policy – To hire Independent Contractors
- W-9 – For new vendors - submit with Check Request Form
- Banner Finance Access Request Form – To give access to Banner for finance
- Cash Receipts Form – To deposit cash/checks
- Check Request Form – To pay invoices – bills need to be attached (see attached list of common account numbers)
- Expense Report – To get reimbursed for out of pocket expenses
- Sole Source Vendor Justification Transfer/Price Verification Form – For orders over $10,000
- Interdepartmental Transfer/Journal Entry Form – To correct a wrong charge or to transfer a charge to a different department
- New Fund/Org Request Form – To create a new fund
- Salary Redistribution Form – To change charge on salary to another charge
- Petty Cash Replenishment Form – To maintain a petty cash fund

What Is A FOAPAL

When filling out check requests you will need to know the FOAPAL (fund, org, account, program) to charge your account.
# Most Commonly Used Account & Vendor Numbers

## Account Numbers

- **Supplies**
  - 7111 Office Supplies
  - 7110 Chemistry Stores
  - 7117 Laboratory Supplies
  - 7118 Uniform Expense
  - 7119 Undergraduate Project Supplies
- **Postage/Printing**
  - 7131 Postage
  - 7132 Express Mail
  - 7133 Mailing Costs
  - 7152 Printing
- **Rent Expenses**
  - 7161 Rent-space
- **Equipment**
  - 7181 Lab Equip <$1,000
  - 7182 Lab Equip >$1,000
  - 7183 Office Equip & Furniture
  - 7185 Equipment-Rental
  - 7186 Computer Hardware
  - 7187 Computer Software
  - 7188 Repair & Maint. Other
  - 7189 Service Contracts
- **Professional Services**
  - 7211 Consultant Services
  - 7216 Other Professional
  - 7217 Outside Contract Labor
  - 7218 Athletic Officials
- **Purchased Services**
  - 7225 Advertising & Promotion
  - 7226 Other Fees
- **Travel and Related Expenses**
  - 7311 Travel-Domestic
  - 7312 Travel-Foreign
  - 7319 Unallowable Costs
  - 7321 Meeting Expense
  - 7322 Entertainment Expense
  - 7325 Meals
- **Equipment Repairs & Maintenance**
  - 7421 Equip. Repairs & Maint.
  - 7422 Computer Hardware
  - 7423 Computer Software
  - 7424 Repair & Maint. Other
  - 7425 Maintenance Contracts
  - 7426 Auto and Truck Expense
- **Utilities**
  - 7431 Gas
  - 7432 Fuel
  - 7433 Water/Sewer
  - 7434 Electric
  - 7435 Worcester Fire Service
- **Membership/Subscriptions**
  - 7161 Rent-space
  - 7612 Memberships
- **Employee Relations**
  - 7633 Employee Relations
  - 7632 Relocation expenses
  - 7634 Prizes and Awards
  - 7635 Faculty Recruitment
  - 7636 Medical Exam
- **Other**
  - 7641 Alumni Relations
  - 7649 Expense Reimbursements
- **Special Payments**
  - 7622 Honoraria

## Vendor Numbers

- **AA Transportation** C98501608
- **146 Supply** C98500840
- **ABCO** C05102508
- **Aimtek, Inc** C01355302
- **Air Gas East** C98501895
- **AT & T** P454
- **AT & T Mobility** C01025503
- **Bay State Elevator** C97051105
- **Cutler Associates** C96010035
- **Deerfield Press Inc** C98500050
- **Delsignore Electrical** C01047501
- **DMM Construction** C07178506
- **Eastern** C98500495
- **Fisher Scientific** C97294316
- **Knight’s Airport Limo** C98501033
- **McMaster Carr** C98500840
- **Nation Wide Ladder & Equipment** C98503276
- **National Grid** C96009782
- **National Instruments** C96025420

**http://www.wpi.edu/Images/CMS/ACC/Account_Numbers.pdf**

**http://www.wpi.edu/offices/acc/vendornos.html**
BANNER WEB FOR EMPLOYEES

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

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

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

Welcome, , to the WWW Information System! Last web access on Dec 17, 2009 at 08:14 am

Sign Up Now to Update Crisis Contact Information
** New ** Maintain contact information to be used in the event of a crisis situation.
Student Services & Financial Aid
- Registrar's enrollment, course schedule, academic records, student accounts, billing & payments, medical insurance and Financial Aid information.

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

Employee
- Time sheets, time off, benefits, leave or job data, pay stubs, W2 and T4 forms, W4 data.

Financial Information Menu
- Query budget or grant balance and transaction detail.

WPI Homepage
HIRING A STUDENT WORKER

The EPAF Process

Log into Banner Web for Employees using your windows username and password. Click on Employee, then EPAF Administrator, then New EPAF. This will open the EPAF process. You can hire a department funded, federally funded, research funded or restricted funded student worker using this system. You can also change status and terminate an employee's job. Please contact the Office of Human Resources if you have any questions and to attend a training class. Detailed instructions and a user guide can be found on the Human Resources website under Resources for Administrative Professionals: http://www.wpi.edu/Admin/HR/epaf13871.html

OFFICE OF HUMAN RESOURCES & PAYROLL

Location: Boynton Hall, 2nd Floor Ext. 5470, 5594

http://www.wpi.edu/offices/hr.html http://www.wpi.edu/offices/hr/payroll.html

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

- **Change of Personnel Status** – To change the current status of employees i.e. salary, title, department
- **IT Access Request Form** - To create computer accounts for new employees
- **Request for Full- or Part-Time Faculty Appointment** – To request appointment of faculty when search is complete. Send form to Provost’s Office
• **Request for Non-Faculty Research Appointment** - To request appointment of research position when search is complete. Send form to Dean’s Offices. Full-time appointment requests are approved and forwarded to the Provost’s Office to be completed by the Provost’s Office.

• **Payroll Authorization** – For Hiring Managers to initiate compensation for a new employee.

• **Summer Salary Authorization** – For research done during the summer and paid by research grants. These are initiated by the Principal Investigator. Send form to Provost’s Office

• **Graduate Student Tuition Only Authorization Form** - Hiring managers use this form to outline payment for graduate students who will receive tuition without a stipend as part of their graduate work at WPI.

• **Employee Referral Form** - To refer an applicant for an open position

**Payroll Process**

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

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

*For payroll deadlines see: [http://www.wpi.edu/offices/hr/payroll.html](http://www.wpi.edu/offices/hr/payroll.html)*

• **Biweekly paid staff** employees must complete an electronic timesheet via Web Time Entry system every two week pay period which must include your actual hours worked with IN and OUT hours and totals for each week. Electronic timesheets are due in the Payroll Office by **NOON on Friday** at the end of each pay period and paid the following Wednesday. For complete directions on how to enter your time electronically go to: [http://www.wpi.edu/Images/CMS/HR2/Staff-Web-Time-Entry-Handbook.pdf](http://www.wpi.edu/Images/CMS/HR2/Staff-Web-Time-Entry-Handbook.pdf)

• **Biweekly paid student** employees must complete an electronic timesheet via the Web Time Entry system every two week pay period which must include the actual hours worked with IN and OUT hours and totals for each week. Timesheets are due in the Payroll Office by **10:00am on Monday** following each pay period and paid the following Thursday.

• If NO timesheet is electronically submitted by the deadline, a paper timesheet with these hours will need to be submitted to payroll. Payment will be included with next pay cycle.

• **Monthly** paid employees are paid the last working day in that month. Payroll Authorizations or an EPAF initiate payments/no timesheet required.

*For more information regarding web time entry please visit [http://www.wpi.edu/offices/hr/timecard-training.html](http://www.wpi.edu/offices/hr/timecard-training.html)*

All direct deposit pay stubs can be viewed on BannerWeb. If directions are needed please go to: [https://www.wpi.edu/Images/CMS/HR2/Electronic-Pay-Stubs.pdf](https://www.wpi.edu/Images/CMS/HR2/Electronic-Pay-Stubs.pdf)
All live paychecks are held in Payroll for pick up with photo ID. Live checks are always produced while bank information is verified. New biweekly electronic timesheets are available on Sunday start of new pay cycle.

**RESEARCH ASSISTANTS**  For payroll deadlines see  [http://www.wpi.edu/offices/hr/payroll.html](http://www.wpi.edu/offices/hr/payroll.html)

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

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

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

**RA award funding includes:**
- Tuition support for up to 9 credits (sometimes 10 credits) per semester (student must be registered full-time)
- Minimum monthly stipend determined annually from research grant funds (additional funds can be added)
- Academic year of 9 months, August to May (a new RA award is required for summer months)

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

**Academic Department:**
- Initiates the award by filling out the EPAF (Electronic Personnel Action Form) with stipend and tuition information
- Principal investigator approves EPAF
- Funds that start with 20, 21, 22 go to Research Accounting; other funds to Finance for approval
- Tuition Only Authorization Form (if no stipend) – on HR website – follows same approval procedures as EPAF
- For Change of Status, please call Human Resources first to remove end date; prepare new termination EPAF
- For new accepted students an EPAF must be prepared and approved before a letter can be sent
- Sends EPAF to Research Accounting Office **before the 10th of the month student is to be paid**

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

**Graduate Studies Office:**
- Enter data in Banner and send award letter to student
- Forward EPAF to Human Resources **by the 18th**
  - New Student – EPAF will be forwarded after student confirms
  - Returning Student – EPAF will be forwarded after data has been entered
Human Resources:
- Confirms all signatures and I-9 form
- Apply info into personnel database
- EPAF must be in Human Resources before the 18th
- Payroll office enters tax forms and direct deposit information prior to running payroll checks

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

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

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

Academic Department:
- Initiates the award by filling out the EPAF (Electronic Personnel Action Form). Please enter under “COMMENTS” as much information as possible about the number of tuition credits and the FOAPAL to be charged for Fall and Spring, termination and the reason for it, change of FOAPAL, and if a Startup the professor’s name should be included.
- Tuition Only Authorization Form (if no stipend) – on HR website – follows same approval procedure as EPAF
- Department Head approves EPAF
- Sends form to Graduate Studies Office before the 10th of the month student is to be paid

Graduate Studies Office:
- Enter data in Banner and send award letter to student
- Forward EPAF to Provost’s Office
  - New Student – EPAF will be forwarded after student confirms
  - Returning Student – EPAF will be forwarded after data has been entered

Provost’s Office:
- Approve funding sources
- Forward EPAF to Human Resources before the 18th of the month
Human Resources:
- Confirms all signatures and I-9 forms
- Entering information into personnel database
- Payroll office enters tax forms and direct deposit information prior to running payroll checks

CREATING A JOB POSTING

Staff
From the HR Website on the “See Also” column, click on PeopleAdmin Login. You may also enter through Banner Web Self Service on the PeopleAdmin link of the Employee tab.

To create a staff posting choose the orange Position Management Module – go to Position Descriptions – Staff and choose Create New Position Descriptions which will be in an orange box on the right. Choose New Position and Posting. Select your division and department from the drop down. Then type in the title of the position description you are creating. You will have an opportunity to clone an existing Position Description if you are replacing the employee. If you are creating a new position, click “Start Position Request”. This will open up a form for you to fill in. Press Continue to Next Page under each tab and Submit. This will then start the approval process for the job to be posted on the Human Resources website. You will be able to view and manage applications daily. Please call the Office of Human Resources for any questions and to attend a training class.

Faculty
From the Blue Applicant Tracking Module, Click on Postings. Then click Faculty/Research. Next, click on the orange Create New Posting button. You will have three choices. Click on Create from Position Type.

Later on when you have a history, you will be able to choose the other options. Under New Posting, enter: Position Title and Division. Your Department will prefill. The Applicant Workflow is set for “under Review by HR”. Next, be sure to check next to Accept References under References if this posting will be accepting references at time of applying. The Reference Notification selection should be “Under Review by Dept/Committee. As soon as this status is active, emails will go out to the listed references. Leave Recommendation Workflow blank. The Recommendation Document Type should be Reference Letter. Special Instructions can be entered in the box. Then click the orange
box Create New Posting. This will route you to the Posting Details Page. You should see a green-highlighted message “Posting was successfully created”. Now you are going to enter required information. As you progress the box to your left, a type of checklist, will also show you where you are in the posting. There are helpful directions as you progress. Clicking Next automatically saves your information. Boxes you need to fill will be outlined in red.

**FINDING A DEPARTMENT**

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<tr>
<th>CAMPUS STRUCTURES</th>
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<td>2 Allen Memorial</td>
<td>G2 Alpha Gamma Delta</td>
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<td>3 Allen Gym</td>
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<td>5 Bailey Center</td>
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There is shuttle service to Gateway Park every 20 minutes with drop off and pick up at: **Gateway Park:** Inside the Gateway Garage by the single ground parking spots. **85 Prescott Street:** In front of building. **Salisbury Estates:** By the rotary island. **WPI Facility Building/ Lee Street:** In front of Building. **Bartlett Center:** In front of Building.
HELPFUL HINTS
A Few WPI Acronyms / Terms with Definitions
To Make You Part of the “In” Crowd

Faculty Elected Committees

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

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

IQP   “Interactive Qualifying Project”. This undergraduate degree requirement is a project which relates technology to society. The projects are usually done in teams during the junior year. Many of these projects are now performed off campus. An IQP is the equivalent of three or more courses.

MQP   “Major Qualifying Project”. This undergraduate degree requirement is a project in the student’s major academic area. The projects are usually done in teams during the senior year. Some of these projects are performed off campus. An MQP is the equivalent of three or more courses.

NR    “No Record”. See “Punting”.

Punting For WPI undergraduates the grading system does not include a failing grade (actually neither an “F” or a “D” exists) for regular classes. (A “Not Acceptable” grade, essential a failing grade, does not exist for projects.) Rather, students who fail a course have an “NR” (no record) reported to the registrar. Formally on their transcript, there will be no record of having taken the course. As term progresses, some students recognize that they will not pass a course. Some will simply stop attending the course. These students have “punted” the course.

Quad  The “Quad” (short for quadrangle) is the grassy open space between Harrington gymnasium and Daniels Hall. The space serves as a common social area, particularly during nice weather and during major school events (e.g., homecoming weekend).

Snowflake Because of the grading system at WPI (see NR and “Punting”), an undergraduate failing all regular courses in a term will receive a report card that is empty. That’s right! The report card will list their name, but will not list any courses. You receive a blank, historically white, piece of paper. You got a snowflake.

Suff   “Suff” is short for “Sufficiency,” which was the name of the Humanities & Arts degree requirement until recently, when the requirement was modified and the name changed to “Humanities and Arts Requirement.” Especially during the transition period, “suff” may remain in the student lexicon. Students generally complete this requirement in their sophomore or junior year.
Department Abbreviations

ACD  Academic & Corporate Development
ADLN  Advanced Distance Learning Center
ATC  Academic Technology Center
BEI  Bioengineering Institute
BBT  Biology & Biotechnology
BME  Biomedical Engineering
CBC  Chemistry & Biochemistry
CDC  Career Development Center
CEDA  Center for Educational Development & Assessment
ChE  Chemical Engineering
CEE  Civil & Environmental Engineering
CS  Computer Science
ECE  Electrical & Computer Engineering
EM  Enrollment Management
FO  Finance & Operations
FA  Financial Aid
FPE  Fire Protection Engineering
GS  Graduate Studies
HR  Human Resources
HUA  Humanities & Arts
IGSD  Interdisciplinary & Global Studies
IT  Information Technology
MA  Mathematics
ME  Mechanical Engineering
MC  Marketing & Communications
MPI  Metal Processing Institute
OSP  Office of Sponsored Programs
PE  Physical Education
PH  Physics
SA  Student Activities
SOB  School of Business
SSPS  Social Science & Policy Studies
UA  University Advancement

Quick Reference Guide

Admissions Offices
   Undergraduate Admissions  5286
   Graduate Admission  5301
Campus Police (parking pass)  5433
Environmental & Safety Office  5216
Events Coordinator (to reserve conference rooms)  5613
Facilities  5500
Financial Aid  5469
Financial Services/Bursar  5754
Gordon Library  5410
Help Desk (for help with any computer-related problems)  5888/helpdesk@wpi.edu
Human Resources  5470
Ombuds Office  5454
Mail Services  5683, 5523
Payroll  5594
Physical Education and Athletics Office  5243
Printing Services  5842, 5571
Procurement Services  4922, 6568
Provost’s office  5222
Registrar’s Office  5211
Residential Services (I.D. badge)  5130
Telecommunications (phones)  5210
EMERGENCY  5555
COMMENTS & SUGGESTIONS

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

Comments

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Suggestions

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Return to Office of Human Resources, 2nd Floor Boynton Hall
Fax: 508-831-5715 or email: human-resources@wpi.edu