

# Employee Reference Guide

2006-2007



HOBART  
AND  
WILLIAM SMITH  
COLLEGES

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# **How and Where to Get Things Done**

Whether you are new or familiar with Hobart and William Smith Colleges, sometimes even simple tasks seem impossible when you don't know where to begin. This guide provides "how to" information regarding a variety of services and day-to-day needs for employees of HWS.

## **ADMISSIONS**

### **Campus Tours**

Campus tours are given daily by the Office of Admissions. To schedule a campus tour, please call Admissions at ext. 3472.

## **BUILDINGS AND GROUNDS**

### **Work Order Procedures**

Sodexo Campus Services has enjoyed providing full facilities service to HWS since 1988. The responsibilities include maintenance, custodial, grounds services, construction project management and programs support. To place a work order for facilities and maintenance, please call B&G at ext. 3660 or submit a work order form electronically by going to

<http://www.hws.edu/administration/facil/workorder.asp>

## **BUSINESS OFFICE**

### **Purchases, Travel Reimbursements and Entertainment**

Many of the policies and guidelines for supply purchases, travel reimbursements and entertainment can be found on the Business

Office Web page at [http://www.hws.edu/administration/business/guide\\_purchase.asp](http://www.hws.edu/administration/business/guide_purchase.asp) or if you have any questions please call the Business Office at ext. 3344.

## **Payroll**

Timesheets for hourly employees' payroll processing can be downloaded from the Business Office Forms page at <http://www.hws.edu/administration/business/>. Instructions for turning in timesheets can be found at the top of the sheets.

Paychecks are issued every other Friday. Checks are sent directly to the department but if you wish to have your check sent to your home address, please call ext. 3342 or ext. 3312. Direct deposit is available.

## **CAMPUS SAFETY**

### **Emergency Situations**

For all emergencies on campus dial "3333" on any campus phone. Dialing "911" will also reach Campus Safety, who will respond accordingly. Please state your name, location and the nature of the emergency. For non-emergency situations, please call ext. 3656. Campus Safety is located in the northeast corner of Medbery parking lot.

### **Parking Permits**

All vehicles that are parked on campus must be registered. These permits are renewable every year during your employment. Parking decals for faculty and staff members are issued at the beginning of the academic year and as needed throughout the year. Faculty and staff need to complete a registration form that can be delivered in

person or by mail. A decal will be issued and must be promptly and precisely placed on the vehicle.

Newly appointed staff members will need to register their car for a parking permit for campus parking. Persons registering by mail in these circumstances must provide photocopies of their vehicle registration and HWS ID. Employees may not get a staff registration for a son or daughter who is a student at the Colleges. Students must register the car they drive as a student vehicle.

Visitor parking is located next to the Campus Safety office in Medbery parking lot.

## **Safety Escorts**

If you feel uncomfortable walking alone to your car or another office and you would rather have a ride, please call Campus Safety at ext. 3656 for a safety escort.

## **COLLEGE STORE**

### **What's Available**

The College Store stocks all required and recommended textbooks and supplies, and a variety of imprinted gifts and collegiate clothing for both schools, as well as HWS imprints, a wide range of general reading titles (special orders are welcomed), cards, posters, jewelry, general gifts, school and art supplies, convenience food and health and beauty supplies.

## **Hours**

The College Store hours during the academic year are 9 a.m. to 5 p.m., Monday through Thursday, and 9 a.m. to 4:30 p.m., Friday and Saturday. Summer hours are 9 a.m. to 4 p.m., Monday through Saturday. The College Store is open to the public.

## **HWS Employee Benefits**

Employees of the Colleges receive a 10-percent discount (some restrictions apply) at the College Store. Employees can pay for purchases by cash or charge, or by payroll deduction, or pay in-full to the Business Office.

## **Services**

The College Store services are as follows:

- Check cashing: up to \$20 anytime; \$20 up to \$100 3 - 4 p.m. Monday-Friday, as funds allow.
- Dry Cleaning
- Laundry
- Film Developing
- Gift Certificates

## **COMMUNICATIONS**

### **Daily Update**

The Communications office maintains an online newsletter called the Daily Update, found at [www.hws.edu/news/update/dailyupdate.asp](http://www.hws.edu/news/update/dailyupdate.asp). The Daily Update gives announcements and current events, and appears as the Colleges' home page for internal browsers. The events calendar (found on the Daily Update) is searchable for events.

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To publicize a major public event such as an invited speaker or a concert, check the online calendar to avoid conflicts, and visit the publicity page on the HWS Web site ([www.hws.edu/news/publicity](http://www.hws.edu/news/publicity)). Deadlines for event submissions are on the publicity page, as is the online submission form for the Daily Update. The Office of Communications staff (located in Durfee House, 639 S. Main St.) notifies newspapers, television and radio stations of HWS happenings and can advise you about promoting your event.

### **Campus Directory**

The Communications office publishes the campus directory, a book that includes the names and personal addresses and phone numbers of faculty, staff and students. The directory gives telephone and fax number for campus offices and student residences, and lists the alumni and alumnae councils, Hobart Student Government and William Smith Congress officers, the HWS Board of Trustees, and the campus office hours and academic calendar. Please contact the Office of Human Resources at ext. 3312 to make any changes to your personal information (your home address and phone number) during the course of the year.

## **DINING SERVICES**

### **Locations**

Hobart and William Smith Dining Services provide a great variety of dining options to meet all tastes. The Common Room, in the Scandling Center, is open from 11:45 a.m. to 1 p.m., Monday through Friday, and serves an upscale buffet lunch menu. The cost is \$6.50 per person.

The Café, in the Scandling Center, is open from 7:30 a.m. to midnight Monday through Thursday, 7:30 a.m. to 7 p.m. Friday, noon to

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7 p.m. Saturday and noon to 10:30 p.m. Sunday. The Café menu consists of traditional on-the-go items including sandwiches, salads, chili, soup, grilled items, snacks and fountain and bottled beverages.

The Cellar Pub, in the basement of Coxe Hall, is open Monday through Friday 8 a.m. to 9 p.m. The menu includes appetizers, bistro-style entrees, sandwiches, personal pizzas, desserts and bottled beer.

Café de Cordova, in de Cordova Hall, is the newest dining location on campus and features Starbucks coffee and espresso beverages as well as sandwiches and snacks. Café de Cordova is open from 8 a.m. to 4 p.m. and 7:30 to 11:30 p.m. Monday through Thursday, 8 a.m. to 4 p.m. Friday and 7 a.m. to 10 p.m. Sunday.

Saga Hall, in the Scandling Center, is the largest dining area on campus and features an all-you-can-eat menu. The menu includes made-to-order deli and grilled sandwiches, pizza, traditional entrees, soup and salad bar, display cooking, and a large variety of desserts including ice cream. The cost is \$6.50 per person.

## **Catering Services**

Dining Services also provides personalized catering services. Patricia Heieck, our catering manager, is a master at creating events designed specifically for your need and budget. Take the worry out of your next event and call Pat for her assistance. Catering can be planned by phone (ext. 3509) or in person.

## **HUMAN RESOURCES**

### **Benefits Information**

The benefits orientation for benefits-eligible employees is done at the time of hiring or the creation of a position. To set up a benefits

orientation or for information regarding your benefits, please contact Tabatha Spinner, human resources administrator, at ext. 3312.

## **Campus ID**

Campus ID cards are given to new employees during the benefits orientation. If you have not received your ID card or have lost your ID card and need a new one, please visit the Office of Human Resources in Coxe Hall.

## **Position Announcements**

The Office of Human Resources posts all open positions, both hourly and exempt, on the Human Resources Web site, <http://www.hws.edu/administration/hr/index.asp>. Please contact the HR department with any additional questions at ext. 3312.

## **HUBBS HEALTH CENTER**

### **Health Services**

Hubbs Health Center primarily provides services to students but does conduct a Flu Shot Clinic once a year (usually in November or December) for staff and faculty for a cost of \$15. The time and locations of when the clinic will be is announced on the Daily Update. For more information please call ext. 3600.

## **INFORMATION TECHNOLOGY SERVICES**

### **E-mail and Network Accounts**

E-mail and network accounts are set up through Information Technology Services as soon as they receive notice that a new employee will be working at HWS. E-mail and account passwords are mailed to new employees' home address or to their department. If

you have any questions about your e-mail or network account, please call IT Services at ext. 4357.

## **Support Center**

Information Technology Services offers a single point of contact for all of your technology needs. The Support Center can be reached by calling the help desk at ext. 4357 (HELP) during the academic year between 8 a.m. and 8 p.m. Monday through Friday, and 1 p.m. and 6 p.m. Saturday and Sunday. During the summer and break times, the Support Center is available between 9 a.m. and 4:30 p.m. In addition, non-critical requests can be placed through the IT Services Web site at <http://www.hws.edu/administration/itservices/workorder.asp>, or via e-mail at [helpdesk@hws.edu](mailto:helpdesk@hws.edu).

Information Technology Services is dedicated to continuous improvement. In that spirit, please check our Web site for the most current service offerings (<http://www.hws.edu/administration/itservices/>).

## **Technology Resource Center**

The Technology Resource Center on the second floor of Gulick Hall provides Mac and PC training in various formats to meet the individualized needs of HWS faculty, staff and students. If you have any questions regarding training and services, please contact Holly Morris-Kuentz at ext. 4420 or ext. 3390. Hours during the academic year are 8:30 a.m. to 5 p.m. Monday through Friday; summer hours are 9 a.m. to 4 p.m. Monday through Friday.

The IT Services instructional and research technology staff members seek to make current technology accessible and help members of the HWS campus community use information technology in their work. Instructional technologists are available to offer assis-

tance in the Resource Center. Faculty, staff and students may drop in at their convenience to use technology resources, such as video editing and scanning, to receive training on software or hardware, and to work independently or with an instructional technologist.

Current training available to all faculty, staff and students includes:

- One-on-one training: Individual assistance for software or hardware issues, and to aid in preparation for coursework. Specialized help for video production, editing and streaming is available.
- Workshops: Hands-on group sessions about software, hardware and various campus Web-based programs, such as faculty web services and Blackboard. Workshops include ideas for practical application and integration of tools for use with specific needs.
- Classroom partnering: Incorporate a hands-on workshop into a classroom session. Instructional technologists are available to guide faculty members in teaching software or hardware within a course, to collaborate with faculty members to teach the students, or to offer assistance as extra support for the students while faculty members conduct a class.

## **INSTITUTIONAL ADVANCEMENT**

### **Giving to the Colleges**

To provide an exceptional liberal arts experience and to strengthen and preserve our unique traditions, Hobart and William Smith Colleges rely on generous support from an extended community which includes employees of the Colleges, parents and alums. There are several ways employees can give to the Colleges: cash, charge or payroll deduction.

Please download the form at [http://campus.hws.edu/adm/hr/forms/2005\\_IA\\_payroll\\_deduct\\_form.doc](http://campus.hws.edu/adm/hr/forms/2005_IA_payroll_deduct_form.doc) and return it to

Advancement Services. If you have questions regarding the form, please contact Advancement Services at ext. 3722.

## **LIBRARY**

All employees are welcome to use the library. The collections include more than 385,000 volumes, more than 12,000 print and electronic periodicals, microforms of approximately 77,500 items, and more than 8,000 videocassettes and DVDs. You may use your Colleges ID card to check out items. Library hours may vary and are available at <http://academic.hws.edu/library/>.

## **MISCELLANEOUS**

### **ATM Locations**

There are three ATMs on campus. One is serviced by Five Star Bank and located in Scandling Center. The second is serviced by First Niagara Bank and is located at The College Store. The third ATM is at the Sport and Recreation Center and is serviced by Seneca Falls Savings Bank. There is a service fee if you are not a member of the machine's banking network.

### **Computer Loan Program**

The Computer Loan Program is an interest-free loan the Colleges offer to all benefits-eligible employees for purchasing a computer for home use. For more information about this program please contact the Human Resources Office at ext. 3312.

## Forms Page

Many forms that are frequently used for departments and offices at the Colleges can be found on the Colleges Web site at <http://campus.hws.edu/adm/forms/>.

## Keys

Keys for your office can be given to you either by your supervisor or by the Buildings and Grounds (B&G) Department with the approval of your supervisor. You can contact B&G by calling ext. 3660.

## HWS Vehicle Use

To rent an HWS van or vehicle you will need to complete a van request form. Please call ext. 3103 for more information or submit a van request form by going to <http://www.hws.edu/pdf/vanrequest.pdf>

## Notary Public

The following HWS staff members are certified New York State Notaries Public:

- Linda Breese, assistant registrar, Gulick Hall
- Susan Campbell, assistant to the vice president for finance, Coxe Hall
- Stephanie Schrader, secretary of admissions, Admissions Center
- Tabatha Spinner, human resources administrator, Coxe Hall
- Laura Sposato, faculty secretary, Gulick Hall (a.m.)/Eaton Hall (p.m.)
- Val Vistocco, assistant to the president, Coxe Hall
- Jean Warren, assistant to the William Smith deans, Smith Hall

## **Ordering Business Cards/Notepads**

Business cards and notepads can be ordered by faxing the order form to the Printing Center, a local Geneva business. The order form can be found at [http://campus.hws.edu/adm/forms/business\\_Card\\_Order\\_Form.pdf](http://campus.hws.edu/adm/forms/business_Card_Order_Form.pdf); the fax number is on the order form.

## **Room Reservations**

Classroom reservations can be done online by going to the registrar's Classroom Reservation System at <http://www.hws.edu/academics/registrar/index.asp>. There you can view room availability and submit a request to reserve the room you need. If you have any questions regarding room reservations please contact the Registrar's Office at ext. 3651.

To reserve a room for overnight stay, please e-mail [events@hws.edu](mailto:events@hws.edu) or call the Conferences and Events office at ext. 3103.

## **STAFF COMMITTEES**

### **Administrative Advisory Committee**

The AAC's mission is to provide a forum for discussion of policy; develop and communicate recommendations to Senior Staff, the President and the Trustees; and to facilitate communication among staff and between staff and members of the Colleges community. More information about AAC can be found at <http://www.hws.edu/administration/people/aac.asp>.

## **Administrative IT Committee**

The committee is made up of 12 administrative staff members who each represent and work specifically with different campus departments on their technology needs, in order to help facilitate their annual technology needs request. For questions please contact Peggy Ferran at ext. 3311 or Ferran@hws.edu or visit <http://www.hws.edu/administration/people/aitc.asp>.

## **Commencement Committee**

The responsibility for planning and coordinating the graduation ceremony is assigned to the Registrar of the Colleges. If you have questions about participating, please contact Peter Sarratori at ext. 3647.

## **Diversity, Equity and Social Justice Committee**

This committee is strongly committed to fostering a community in which the wide spectrum of individual differences is valued, celebrated, and integrated throughout its staff, students, faculty, and throughout the curriculum. Contact Sandra Bissell, director of human resources, at ext. 3313 or bissell@hws.edu for more information.

## **Orientation Committee**

This committee is the primary working group that plans and oversees the logistics and program for Orientation weekend for all incoming first-year students and their families. For more information please contact Lisa Kaenzig in the William Smith Dean's office at Kaenzig@hws.edu or ext. 3467.

## **Safety Committee**

To ensure a safe working and learning environment for all students, faculty and staff, the Safety Committee meets periodically to discuss and review the Workers Compensation program in regard to cost, incidences and how to reduce the number of accidents on campus. For questions or comments please contact Human Resources at ext. 3312.

## **POST OFFICE**

### **Services**

The HWS Post Office offers a wide range of services including Express Mail, Priority, 1st class, certified, insured, and delivery confirmation.

### **Mail Delivery**

Mail is generally delivered to all HWS mail boxes in the Scandling Center by noon. Deliveries to offices on campus are completed by 1:30 p.m. Intra-campus mail is distributed after all of the USPS mail is done, and is ongoing throughout the day. Intra-campus mailings to students should be arranged in numerical box order and tied. All intra-campus mailings must be items pertaining to or sponsored by Hobart and William Smith Colleges. Student PO boxes are color coded according to school and class, so mailings for a particular class or school do not need to be labeled.

If you don't know how many pieces you need for your mailing, please call the Post Office at ext. 3504. If you have a large student mailing, it is helpful to send a student worker (if you have one) to distribute it, as the Post Office staff is not always able to distribute such mailings

as quickly as one would like. It is always a good idea to give the Post Office a heads up if you are planning a large mailing.

## **Metered Mail**

You are asked to put your department postage account number on all of your outgoing mail, preferably under your return address. It is advised that all outgoing mail have your name and or department name included in the return address.

## **Addresses**

If you have a mailbox at the Post Office in the Scandling Center then your address should read:

Your Name

Your Box # Scandling Center (only use your 4-digit box number)

Geneva, NY 14456

All other offices should use 300 Pulteney St, Geneva, NY 14456 as that is the address for the Post Office. All students should use their Scandling Center address; not using the proper address will cause a delay in the delivery of the mail.

## **Hours**

The Post Office Hours during the academic year are 9 a.m. to 5 p.m. Monday through Friday, 9 a.m. to noon Saturdays. Summer hours are 9 a.m. to 5 p.m. Monday through Friday, closed from noon to 1 p.m. for lunch and closed on Saturdays.

## **PRINT SERVICES**

### **Copying Services**

Print Services is open to the public, but priority is given to campus requests. Print Services can usually complete same day or next day service, depending on the size of the request and time of day. To send a request please e-mail [printservices@hws.edu](mailto:printservices@hws.edu), or take a hard copy to Print Services, located in the lower level of Scandling Center.

Both color and black and white copying can be done on a variety of paper colors, sizes and cardstock. Print Services also offers spiral binding, laminating, cutting/folding, stuffing envelopes, collating and occasional labeling. Print Services processes automated standard and first class mail, which qualifies for a discounted mailing rate by sorting and printing barcodes on envelopes (250 needed to qualify for standard rate, 500 needed to qualify for first class rate).

For questions regarding services or requests, please call ext. 3520 or ext. 3519 for ordering supplies or package information.

### **Hours**

Hours during the academic year are 8:30 a.m. to 5 p.m. Monday through Friday. Summer hours are 9 a.m. to 4 p.m. Monday through Friday, closed from noon to 1 p.m. for lunch.

### **Supplies**

Print Services stocks the Colleges standard letterhead stationery and envelopes, plain envelopes, small and large intra-campus envelopes, paper and cardstock in a variety of sizes and colors, NCR paper, three-hole punched, and continuous feed computer paper.

## **UPS, FedEx, Airborne, DHL**

Print Services receives UPS, FedEx, Airborne and DHL packages. Campus packages can be shipped out UPS, and charged to appropriate departments. Faculty and staff may pay cash for personal packages. A FedEx drop off box is located in the Medbery parking lot driveway, for those who have their own FedEx account numbers (the drop-off time is 5 p.m. sharp).

## **PUBLIC SERVICE OFFICE**

### **Services**

The Public Service Office offers a variety of service opportunities to students, faculty and staff. Programs range from our annual “Celebrate Service, Celebrate Geneva – Day of Service” during the fall semester to ongoing service options including Community Service House, Jumpstart Geneva and the America Reads Program. The Public Service Office also organizes two blood drives during the year and staffs the Community Lunch Program on Thursdays during October and February.

For information on how to become involved with any of the programs the PSO offers or get connected with existing student clubs, please call the office at ext. 3825, e-mail [serve@hws.edu](mailto:serve@hws.edu) or visit <http://www.hws.edu/studentlife/publicservice/index.asp>.

## **SPORT AND RECREATION CENTER**

### **Fitness Facility**

This 66,000-square-foot facility includes a fitness center, group exercise room (and classes), racquetball and squash courts, locker rooms and a multi-purpose floor that is used for tennis, basketball,

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and many other activities. The pool is in Bristol Gymnasium and can be used by staff and faculty as well.

As an employee, your membership is free and assistance is available if you need it. There is also athletic equipment available at the front desk for you to use. Just bring in your college ID card and inform the front desk monitor that it's your first visit. The staff will be happy to assist you.

The Sport and Recreation Center is on Hamilton Street on the western end of the campus (just west of the football field). For more information about the facility and its programs please call ext. 3901 and/or visit <http://www.hws.edu/athletics/fieldhouse.asp>.



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