

Department of Engineering Education

Employee Resource Guide

2021-2022



AU21 Orientation: Resource Guide sections related to Orientation/Training topics are marked with an asterisk (*). See CarmenCanvas for training modules required for your position.

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COVID-19 and EED

Autumn 2021 Updates

The global pandemic has impacted many aspects of department life in the EED. Though we will be returning to campus, we have made a few changes to our operations as we strive to keep all faculty, staff, and students safe and healthy while also maintaining our commitment to education. Throughout this handbook, we have highlighted changes in policy and procedure with a red box like this:



Information in the red box takes precedence over other information in the section so long as COVID-19 policies are in effect at Ohio State. Please direct any questions regarding the information in this handbook to [Toni Calbert.5](#) or [Lisa Abrams.34](#).

Returning to Campus

Ohio State has instituted several requirements and recommendations for returning to campus safely. These include the following:

- [Face Masks](#): While on campus, everyone is required to wear masks indoors, regardless of vaccination status. Masks continue to be required outdoors for unvaccinated individuals when they cannot maintain physical distancing. Vaccinated people are not required to wear masks outdoors.
- [Vaccinations](#): Though not required, the university encourages everyone who is eligible to get a COVID-19 vaccination. Information on where the vaccine is available can be found the [Wexner Medical Center website](#).

Ohio State *is* requiring students, faculty and staff to [report](#) whether or not they have been vaccinated by Thursday, August 5. Personal health information will not be shared publicly or directly with instructors, managers or leaders.

- [Testing](#): Pre-arrival and move-in testing is mandatory for students living on campus or in university managed housing and will be made available to faculty, staff, and non-residential students. Unvaccinated students will be required to test weekly as the academic year begins, Vaccinated students who have reported their status will not have to test.

For additional information, resources, and updates on Ohio State's response to COVID-19, visit [Safe and Healthy Buckeyes](#).

OSU General Information

Safety Resources and Services*

For information related to safety on the Ohio State Campus, visit the [Department of Public Safety](#) (Campus Security).

IN CASE OF EMERGENCY CALL 9-1-1

Additional resources and services:

- Campus Police (Non-Emergency)
 - Phone: (614) 292-2121
 - Email: police@osu.edu
- [Lyft Ride Smart](#)
- [Buckeye Alert](#)
- [How to Respond to an Active Aggressor Situation](#)
- [Facilities Operations and Development \(FOD\)](#)
 - [Custodial, Maintenance, and Other Building Services](#)
 - Lock-out Assistance (M-F, 7:30am – 3:30pm): (614) 292-1415

Campus Map

- [Interactive Campus Map](#)
- [Campus Map \(PDF\)](#)

Campus Parking

[CampusParc](#) is responsible for the operation of Ohio State’s parking system, including management of the permit system, parking enforcement, customer service, motorist assistance, event parking, and parking facility maintenance.

The closest parking garages/lots to Hitchcock Hall are Northwest Garage (permit only), Tuttle Garage, and Stadium Lot Northeast (See [Appendix I](#) for the current Parking Map). [Parking permits](#) can be purchased online or at the CampusParc Office located in the Gateway Plaza.

Transportation

[Campus Area Bus Service \(CABS\)](#) provides hop on/hop off access to on-Campus and throughout surrounding neighborhoods. No ID or bus pass is needed to ride on regularly scheduled buses. Information on other transportation services (Charter, Columbus Ohio Transit Authority (COTA),

[Top of Document](#)

Paratransit, Bicycles, Electric Charging Stations, and Motorized Scooters) can be found on the [Transportation and Traffic Management website](#).

Email

All OSU staff, faculty, and students are assigned an email account (last name.#@osu.edu). Your OSU email address is used to login for most OSU resources. To activate your username, change your password, or change your email delivery options, visit [my.osu.edu](#). You can access your account online via [Buckeyemail](#).

CarmenZoom

[CarmenZoom](#) is Ohio State's primary virtual conferencing software. It provides faculty, students and staff the ability to schedule and attend meetings, classes, and webinars with up to 300 participants per session. It can be integrated with CarmenCanvas, Microsoft Office, and Google Calendar.

BuckeyePass

[BuckeyePass](#) is Ohio State's multifactor authentication service required for using most university digital services and applications. You will need to register for BuckeyePass before you can log into BuckeyeLink, BuckeyeMail, Workday, and OneDrive among other platforms.

BuckeyeLink

[BuckeyeLink](#) is a secure self-service online interface that provides faculty, staff, and students an entry-point to multiple University resources including: Workday, Academic Records, the Student Information Systems, and Faculty Center.

BuckID

[BuckID](#) is your official Ohio State ID. For faculty, staff, and students, it provides access to a wide range of services/resources including: Athletic Ticket Office, COTA bus service, debit account (accepted at over 600 places: bookstores, dining, clothing, convenience, pharmacy. Copier, health, media, printing, vending, and more), door access (academic buildings, labs, and offices), OSU Golf Course, recreational sports, libraries and coursework related tools (Exams, Registration).

University Calendar

- [General academic calendar](#)
- [University holiday calendar](#)

Departmental Information

EED Online

- [EED Website](#)
- [YouTube \(Department of Engineering Education at Ohio State\)](#)
- [Twitter \(@OhioStU_EED\)](#)
- [Facebook \(osuEED\)](#)
- [Instagram \(ohiostu_eed\)](#)

Mission

The EED advances the engineering profession and enables student success by developing and delivering state-of-the-art, innovative, multidisciplinary undergraduate- and graduate-level engineering and engineering education courses and programs; by modeling and advocating scholarly, evidence-based teaching within the College of Engineering; and by conducting and disseminating world-class engineering education research. We strive to create and communicate approaches to engineering education that transform knowledge and enhance the technological workforce and society.

Vision

The Department of Engineering Education at The Ohio State University will be an unparalleled hub of innovation in engineering education, integrating research and practice and shaping leaders for global impact.

Departmental Governance

The governance documents of the EED consist of the Pattern of Administration (POA), the Appointments, Promotion, and Tenure (APT) document, and the Policies and Procedures for Appointment, Promotion, & Contracts for Lecturers and Senior Lecturers (PPAPC).

The [POA](#) describes the organizational structure, policies, and procedures as they relate to the governance of the Department and the orderly conduct of EED business. It also contains guidelines governing faculty responsibilities and teaching assignments.

The [APT](#) describes the criteria, procedures, and documentation for appointment, promotion, and tenure in the EED.

The [PPAPC](#) is a newly created document to describe the criteria, procedures, and documentation for appointment and promotion of lecturers and senior lecturers in the EED. The current draft of the document is in effect for the 2021-2022 academic year and may undergo revision in Spring 2022.

Strategic Planning in the EED

The [Strategic Plan](#) outlines the department's priorities and goals over a five-year period and the metrics for achieving them.

Organizational Structure

See [Appendix II](#) for the current organizational chart.

Key Points of Contact

[Full EED Directory](#)

Administrative Staff:

Jeff Froyd	Department Chair	froyd.1@osu.edu
Lisa Abrams	Associate Chair (Undergraduate Program)	abrams.34@osu.edu
Julie Martin	Associate Chair (Graduate Program)	martin.4071@osu.edu
Toni Calbert	Program Assistant	calbert.5@osu.edu
Aaron Kempa	Program Assistant (Communications)	kempa.9@osu.edu
Heather Shepherd	Office Administrative Associate	shepherd.550@osu.edu

Course Coordinators and Directors:

Krista Kecskemety	Director, Fundamentals of Engineering – Honors (FEH)	kecskemety.1@osu.edu
Kadri Parris	Director, Fundamentals of Engineering – Traditional (FE)	parris.19@osu.edu
Bob Rhoads	Director, Multidisciplinary Capstone	rhoads.2@osu.edu
Kristina Kennedy	Director, Integrated Business & Engineering	kennedy.443@osu.edu
Adithya Jayakumar	Course Coordinator, ENGR 1181	jayakumar.5@osu.edu
Bill Cohen	Course Coordinator, ENGR 1182	cohen.507@osu.edu
Jim Toney	Course Coordinator, ENGR 1221	toney.35@osu.edu
Paul Clingan	Course Coordinator, ENGR 1281	clingan.3@osu.edu
Brooke Morin		morin.29@osu.edu
Lynn Hall	Course Coordinator, ENGR 2367	hall.1812@osu.edu

Transfer Course Coordinators:

Lisa M. Abrams	CAD Courses	abrams.34@osu.edu
Adithya Jayakumar	Programming and Design Courses	jayakumar.5@osu.edu
Lynn Hall	Engineering Tech. Writing Courses	hall.1812@osu.edu
Lisa Abrams	Project Lead The Way	abrams.34@osu.edu

Graduate Program/Grants:

Ana Casado	Graduate Program/Grants Coordinator	casado.1@osu.edu
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Lab Supervisors:

Ray Brooks	Lab Supervisor	brooks.453@osu.edu
Neil Gardner	Lab Supervisor	gardner.79@osu.edu

KEEN:

Monica Cox	KEEN Principal Investigator	cox.1192@osu.edu
Josh Pingel	KEEN Program Coordinator	pingel.16@osu.edu

Fiscal Staff:

Kristina Renner Director of Budget Planning
Alex McSurley Business Manager

renner.85@osu.edu
mcsurley.3@osu.edu

Human Resources Services Staff:

Shalon Sanders Human Resources Consultant

sanders.949@osu.edu

EED Administrative Services

EED's [Administrative Services](#) team provides fiscal, human resources, counseling and other various support services to departmental faculty, staff, and students. Also see the Human Resources, Fiscal, and Travel sections below.

EED Website Updates

If you would like to make updates to the EED webpage, requests can be submitted to the Communications Program Assistant.

EED Locations

The main office of the EED is located at:

244 Hitchcock Hall
2070 Neil Avenue
Columbus, OH 43210

Classrooms, and most faculty, staff, and graduate student offices are located on the second and third floor of Hitchcock Hall (HI). Additional faculty offices and classrooms are located on the third floor of Smith Laboratory (SM) and the seventh floor of Dreese Laboratories (DL). (See [Appendix III](#) for current maps).

Smith Laboratory
174 W. 18th Avenue,
Columbus, OH 43210

Dreese Laboratories
2015 Neil Avenue
Columbus, OH 43210

Office Information

Main Office

The EED main office (HI 244) can be accessed by faculty, staff, students, and visitors via HI 244L. The office will be open Monday-Friday, 8:00am-5:00pm. A Front Desk student assistant and a staff member will be on site and available to offer assistance. Faculty and staff may enter the main office directly with their Buck IDs during and outside of business hours.

Mail Services

EED Mailboxes

Faculty, staff, and graduate student mailboxes are located in HI 244 next to the HI 244L entrance. If you receive an oversized package, a flyer will be placed in your mailbox. Large packages will be placed on the ledge near the mailboxes or on the floor below the mailboxes.

OSU Mail Services

[University Mail Services](#) is responsible for distributing intercampus mail and metering outgoing US Postal Service mail. Incoming US mail is delivered to each address on campus by the US Postal Service.

- **Outgoing Mail:** There are three outgoing mailboxes (Campus Mail, Meter Mail, and US Mail). There is a mail slot located in the mailboxes behind the Front Desk for each mail option.
 - Campus mail is for items internal to OSU's campus, including the regional campuses (Lima, Marion, Mansfield, Newark, and Wooster). Campus mail envelopes are located behind the Front Desk in HI 244 above the paper cutter. (See [Appendix IV](#) for instructions for outgoing mail to regional campuses).
 - Meter Mail requires a completed [Meter Mail Request](#) to be submitted with the mail. The minimum required Worktags for all mailings and shipments are Cost Center, Fund, and Balancing Unit (see Fiscal/Purchasing for more information on Worktags). Any mailings/shipments without a complete Meter Mail Request will be delayed. Please print and attach the created form to the items you are sending. This process is preferred even if you have a meter barcode on your envelope. Please see your supervisor regarding items not paid by EED.
 - US mail must have a stamp in order to be sent.
- **Package Shipping:** Ohio State's [Central Receiving and Mail Services](#) provides package pickup and delivery service. To schedule package(s) pickups, please review the [Pickups and Returns instructions](#). Pickup request must be made by 3:00pm for same day pick-up.
- **FedEx/UPS Shipping:** FedEx and UPS shipping must be arranged via [ShipExec](#). ShipExec can be used for dry ice shipments.
 - **Timing:** To avoid delays, plan to setup your ShipExec account at least 48 hours prior to shipping your packages or obtaining shipping labels.
 - **Scheduling a Pick-up:** [Scheduling a Pick-up](#) by a Mail Services driver is only for items that do not fit in a UPS/OSU drop box. Requests must be made by 3:00pm for same day

pick-up. Any pickup larger than 100 lbs. or more than 10 pieces, may be scheduled as a bulk pickup, for the next business day.

Breakroom

The faculty and staff breakroom is located in HI 249. There is a refrigerator, microwave, and sink in the breakroom. Please label items stored in the refrigerator for more than one day. The refrigerator is purged the last Friday of each month. Please inform the Front Desk student assistant or Office Administrative Associate regarding any breakroom issues.

UTA Breakroom

Undergraduate Teaching Assistants (UTAs) may use HI 311 for grading or waiting in-between classes. HI 311 will be unlocked from 8:00am-5:00pm. SILT UTAs will have key access outside these hours.

Copier, Scan, Fax

- Copier is located in HI 244. To access the copier, each faculty or staff member in the EED should have their own access code to the copier (See the Office Administrative Associate). It also functions as a scanner.
- The copier is also a black & white printer, available to all faculty and staff in the EED. It is named "HI244-PrinterCopier on knowledge." When a print job is sent, the sender enters their access code, then it prints automatically. There is no need to log in again at the machine.
- The fax "machine" is a function of the copier. The fax number is (614) 247-6255.
- See [Appendix V](#) for instructions for copying, scanning, and faxing.

Office Supplies

Office supplies can be found in the HI 244A (Vault). If you do not have a key, please see the Front Desk student assistant or Office Administrative Associate for access to the Vault and to order office supplies.

First Aid Kit

There are first aid kits located in each classroom and in HI 244 located on the shelf above the copier. Please see the Office Administrative Associate to replenish used first aid supplies. If you need emergency medical attention, please dial 9-1-1 or Campus Security at 614-292-2121.

Distribution of Keys and Keypad Usage

When beginning a position or leaving a position in EED that requires a key(s), please see the Office Administrative Associate or Associate Chair. You will be required to provide your employee BuckID and signature to obtain keys. When the keys are made available, you will receive an email from Lock and Key Services with instructions on how to obtain your keys.

Keypad Usage – There is a keypad located in the supply closet (HI 244A) to arm (lock) and disarm (unlock) EED classrooms except Smith Laboratory (SM) 3011/3101 and Dreese Laboratories (DL) 713. LENEL Access is requested by your supervisor and granted by the ETS Helpdesk located in HI 317.

Conference Room and Classroom Reservations

You can reserve EED conference rooms or classrooms by inviting the room via Microsoft Outlook. The EED's main conference room is located at HI 244G. Note that simply listing the location will not reserve it. You will receive a confirmation if you have reserved the room correctly and if the room is available for your use.

Conference rooms on the Fourth floor of Hitchcock Hall are assigned to Civil, Environmental and Geodetic Engineering (CEGE). Requests to reserve these rooms can be made on the [CEGE website](#).

You can find information on classroom services and browse classrooms by building on the [Office of Distance Education and eLearning \(ODEE\) website](#). For assistance with reserving rooms, please contact the Program Assistant or Associate Chair.

Front Desk Functions

Front Desk student assistants are student employees who serve as receptionists that greet visitors, answer inquiries, answer the telephone, respond to Front Desk email (EED-FrontDesk@osu.edu) requests, maintain a clean lobby and breakroom area, and assist with projects as assigned. For more information on front desk functions, see [Appendix VI](#) for front desk functions.

Online Applications and Tools

CarmenCanvas

CarmenCanvas is Ohio State’s online course management system, used by instructors, staff, and Tas to create and share materials. Instructors can use CarmenCanvas to post syllabi, post class assignments, set up discussion boards, assign quizzes, post grades, and more.

The EED maintains a CarmenCanvas Site entitled “Departmental Information” that faculty and staff, can access to find important departmental information, particularly information and materials related to EED Committee activities. The Department page can be found on your CarmenCanvas dashboard upon logging in. Contact the Program Assistant for access.

- [CarmenCanvas Resource Guide](#)
- [Log on to CarmenCanvas](#)

Microsoft Teams/OneDrive/SharePoint

In summer 2021, Ohio State transitioned its supported cloud storage and collaboration system from BuckeyeBox to Microsoft Teams, OneDrive, and the back end platform, SharePoint. In this new system, departmental files—those owned by the EED—are stored in a Shared Document Library on SharePoint that can be accessed via the ENG-EED Team and files owned by individuals are stored on OneDrive. *Teams* should be used for collaborative work and can be used to share calendars, files, and email. It has both video conferencing and chat functions. *OneDrive* is for private file storage. Everything is kept private unless you specifically share it. More information on both platforms and the migration from BuckeyeBox can be found on the Administrative Resource Center website (links below).

The EED maintains a folder within the Shared Document Library entitled “EED Faculty and Staff (General Documents)” that faculty, staff, and students can access to find important departmental materials. Anyone saving departmental documents on SharePoint should do so within this folder. Contact the Associate Chair for access.

- [Microsoft Teams](#)
- [OneDrive](#)
- [Migration from BuckeyeBox](#)
- [EED Faculty and Staff](#) (invited people only)

BuckeyeLearn

[BuckeyeLearn](#) is Ohio State’s online training and professional development platform for faculty, staff and students. Please see your supervisor to request training through BuckeyeLearn.

Qualtrics

Qualtrics is Ohio State’s online survey software. Faculty, staff, and students can access Qualtrics to create and distribute surveys for classes, research, and other university business. Note that all Ohio State faculty, students, and staff are automatically assigned to a default account that does not allow distribution of any surveys that are created. You can activate and upgrade your account for full functionality by following the instructions listed in [Appendix VII](#).

- [Log on to Ohio State’s Qualtrics site](#)
- [Getting Started with Qualtrics at Ohio State](#)

Authenticating Survey Respondents

When circulating a Qualtrics survey, we recommend that you use authenticators to track users and collect respondent data. Authenticators require respondents to log in with their Ohio State username and password. This means that you can copy the anonymous link to a website or into an email and still track who has responded. The system will capture the directory information you designate such as first name, last name, email, and department. For more information, visit: [Advising With Qualtrics: Authentication](#).

Email Lists

The EED has several email lists for different groups within and outside of the Department. These lists are intended only for professional and official EED communications and business. Please note: Depending on your level of authorization, emails to certain lists may be delayed until approved by a moderator.

Group Email	List Serv Name/User Group	Admin Access-Contact
ENG-EED-FACSTAFF@osu.edu	_ENG EED Faculty Staff (Faculty and Staff)	Lisa Abrams, Toni Calbert, Aaron Kempa
ENG-EED-ALL@osu.edu	_ENG EED-ALL (all EED employees includes Undergraduate Research Assistants, Front Desk Staff)	Lisa Abrams, Toni Calbert, Aaron Kempa
ENG-EED-GRAs@osu.edu	_ENG EED-GRAs (EED Graduate Research Associates)	Lisa Abrams, Toni Calbert, Aaron Kempa
ENG-EED-GTAs@osu.edu	_ENG EED-GTAs (EED Graduate Teaching Associates)	Lisa Abrams, Toni Calbert, Aaron Kempa
ENG-EED-UTAs@osu.edu	_ENG EED-UTAs (EED Undergraduate Teaching Assistants)	Lisa Abrams, Toni Calbert, Aaron Kempa
ENG-EED-UTAs-FE@osu.edu	_ENG EED-UTAs-FE (EED UTAs who teach Fundamentals of Engineering courses)	Lisa Abrams, Toni Calbert, Aaron Kempa
ENG-EED-UTAs-FEH@osu.edu	_ENG EED-FEH (EED UTAs who teach Fundamentals of Engineering Honors courses)	Lisa Abrams, Toni Calbert, Aaron Kempa
EED-Friends@lists.osu.edu	(Internal and external friends of the EED – good for research seminar invites)	Lisa Abrams, Toni Calbert, Aaron Kempa

eedgrads@lists.osu.edu	(EED Ph.D. students (now and future))	Ana Casado, Ann Christy, Lisa Abrams
eedprospectives@lists.osu.edu	(People who have expressed interest in the EED Ph.D. students)	Ana Casado, Ann Christy, Lisa Abrams
ENG-EED@osu.edu	(Email address that can be used for website or searches)	Lisa Abrams, Toni Calbert, Aaron Kempa
eedkeenteam@lists.osu.edu	(EED Faculty and Staff on the KEEN project)	Ana Casado, Lisa Abrams, Toni Calbert, Aaron Kempa, Josh Pingel
osukeenpartners@lists.osu.edu	(Ohio State faculty and staff interested in KEEN updates)	Ana Casado, Lisa Abrams, Toni Calbert, Aaron Kempa, Josh Pingel
keenexternalpartners@lists.osu.edu	(External [to OSU] partners, including advisory board, industry, other KEEN schools)	Ana Casado, Lisa Abrams, Toni Calbert, Aaron Kempa, Josh Pingel
OSUEEDConnect@gmail.com	(Email used for EED Skype)	Lisa Abrams
Other		
https://www.facebook.com/osuEED/	Facebook	Ana Casado, Lisa Abrams, Aaron Kempa
@OhioSTU_eed	Instagram	Ana Casado, Aaron Kempa
@OhioSTU_eed	Twitter	Ana Casado, Aaron Kempa

Note: URAs and Front Desk students are a part of the _ENG EED-ALL

Engineering Technology Services

[Engineering Technology Service \(ETS\)](#) is the foundational support for enterprise systems and services for the College of Engineering. ETS provides a wide range of technology services and solutions for the College. Faculty, staff, and students can report a problem, make a request, or view the current status of a request through the ETS Service Portal. Service requests are referred to as “tickets.” ETS Helpdesk is located in HI 317.

- Phone: (614) 688-2828
- Email: etshelp@osu.edu

Human Resources

Human Resources

Ohio State's Office of Human Resources (HR) provides programs, services, and solutions University employees. These services include employee benefits, compensation, and leave, among others. Support for employee inquiries related to these services can be found through the online portal, HR Connection.

- [Office of HR](#)
- [HR Connection](#)

All employee requests for accommodations related to COVID-19 should go through [HR](#). Employees with health or other factors placing them at greater risk of serious illness due to COVID-19, who have concerns about their work environment, or feel they need additional resources to perform their job safely should contact our EED HR staff person.

Student-related requests should be directed to [SLDS](#).

EED HR Staff

- [Shalon Sanders.949](#), Human Resource Consultant: Oversees Human Resource staff and operations; manages staff and faculty appointments; involved in recruitment, employee relations, change management and policy guidance; addresses human resource issues and/or problems that arise.

Workday

Starting in January 2021, Ohio State transitioned all business operations in HR, payroll, finance, and supply chain to Workday. Faculty, staff, and student employees can use Workday to update personal information, request leave, select benefits, enter time, and more. Many Workday functions can also be accessed on mobile devices through the Workday app.

- [Workday Basics](#) (YouTube video)
- [Workday Resource Guide](#)
- [Login to Workday](#)

Benefits

Ohio State provides access to a comprehensive benefits package. Benefits start on your first day of employment. (See [Appendix VIII](#) for a summary of benefits).

- [General Benefits Webpage](#)
- [Benefits Overview for New Employees](#)
- [Selecting and Managing Benefit Elections](#) (Workday Job Aid)
- [Student Employee Benefits](#)
- [Retirement Programs](#)

Employee Assistant Program

As part of the employee benefits package, faculty and staff have access to the [Employee Assistance Program \(EAP\)](#). EAP provides a wide range of services to support employees mental and emotional well-being, including legal assistance, child and elder care resources, mental health counseling, and financial counseling. These services are also available to employees' immediate families and members of their household.

Leave*

Ohio State provides employees with a variety of leave options as part of the benefits package. Employees can request and monitor leave balances through [Workday](#).

- [Request Time Off](#) (Workday Video Demo)
- [Time Off Process](#) (Workday Job Aid)

Common Types of Leave

- [Vacation, Sick and Other Leave](#)
- [Family and Medical Leave](#)
- [Short-Term Disability](#)
- [Long-Term Disability](#)
- [Workers' Compensation](#)

[COVID-19 Leave Options and HR Resources](#)

Payroll

Employees can update personal information, view payslips, manage direct deposit information, manage tax documents, and other services through [Workday](#).

- [View Employee Payslip](#) (Workday Job Aid)
- [Payroll Services](#)
- [Paydate/Holiday Schedule](#)
- [Sample Payslips](#) (Workday Job Aid)

Timesheets*

All biweekly employees must submit timesheets online through [Workday](#) for approval. The best practice is to submit timesheets by the end of the each work week. These should be ready for supervisor approval no later than noon each Monday.

Graduate Teaching Associates (GTAs) and Undergraduate Teaching Assistants (UTAs) are also required to fill out a Qualtrics survey to report their hours. The survey is an internal tracking mechanism and TAs should be complete it *in addition* to using the Workday time entry system to ensure they are paid on time. Contact your supervisor for access to the Qualtrics time-tracking survey.

- [Time Entry Processes](#) (Workday Job Aid)
- [Enter Time](#) (Video Demo)

Off Duty Pay

Off Duty Pay (ODP) refers to payments for work performed by 9/12 (i.e., 9-month) faculty during off duty periods and eligible dates. They may supplement their regular nine-month salary by up to one-third during the off-duty period depending on available funding and compliance with ODP Guidelines. Contact the EED HR Consultant with questions.

- [Pay Additional Compensation/ODP for University Guidelines](#)

Onboarding New Employees

This list is printed for each new employee. It is primarily for the Associate Chair and Administrative Staff to ensure an accurate onboarding experience. (See [Appendix IX](#))

Dress Code

Although there is no formal dress code, it is recommended that EED personnel dress in business casual attire when engaged in Departmental business.

Travel

General Travel Information

Faculty, staff, and students can arrange their own travel for approved university business purposes through [Workday](#). Prior to travel, employees must submit a “spend authorization” in Workday. Travelers should keep all receipts and complete an expense report within 60 days of traveling for reimbursement.

- [University Business Travel](#)
- [University Travel Policy](#)
- [Travel FAQs](#)
- [Traveler Quick Tips](#)

For more information, please contact the Ohio State Travel Office at (614) 292-9290, Monday through Friday from 8:00 a.m. to 5:00 p.m. or email travel@osu.edu.

Travel Training

Contact your supervisor to gain access to the [Spend Authorizations and Expense Reports in Workday training](#) on BuckeyeLearn. This is a 40-minute eLearning course for anyone who travels or submits expense reports. Job Aids related to training are also available in the Administrative Resource Center.

- [Create a Spend Authorization](#)
- [Create an Expense Report](#) (Workday Job Aid)
- [Travel Process with Workday](#) (YouTube Video)
- [Travel Policy and Changes in Workday](#) (YouTube Video)

Travel Guidelines

- All travelers (faculty, staff, students, and guests) must incur the lowest reasonable expenses that meet the business needs of the traveler.
- An approved Spend Authorization (formerly known as a Pre-Trip travel request) must be in Workday prior to departure.
- Airfare must be purchased through the University’s travel agency, CTP.
- Enterprise, National, and Hertz are the University’s contracted rental car agencies. The contract information along with the discounted rates can be found on the [Travel Office website](#).
- If there will be personal travel in conjunction with business travel, a cost comparison must be completed.
- Itemized receipts showing proof of payment must be submitted in order to be reimbursed for expenses (not including per diem).

Travel Process Overview

1. Create a Spend Authorization in Workday. Submit the request as early as possible. Do not book travel until the spend authorization is approved.
 - Review the university's Travel Policy prior to expending personal/university funds for travel related expenses.
2. International Travel: Currently requires an "International Acknowledgement of Understanding Form" to be submitted via DocuSign prior to submitting a Spend Authorization. The form must be attached to the Spend Authorization.
 - [Review International Travel Restrictions and Warnings](#)
 - Acquire applicable travel identification (e.g. passport/visa)
3. Book airfare, hotel or rental car with the university's preferred [travel suppliers](#), online or through a travel agent.
 - Economy plus, seating upgrades or pre-boarding options for airfare are not permitted.
 - Business class airfare is only permissible with international flight times in excess of five consecutive hours (excluding layovers). A lower priced economy seat with a seating upgrade may be purchased in lieu of the business class flight as long as the cost does not exceed the business class option quoted at the original purchase.
 - First class airfare is not permitted.
4. If you intend to drive to a destination that is five hours or more one way, you will need to do a price comparison against flights. The BOC will reimburse the lowest of the two methods of travel.
5. Review [Per Diem Rates](#) for meal/incidental allowances.
6. [Lodging](#) must not exceed either the conference rate or twice the federal lodging rate for the business travel location (between 1.5 and 2 times requires additional justification).
 - [Direct Bill for Lodging with CTP](#): For travelers that do not have a personal credit card to pay for a hotel room, it is possible to arrange for CTP to pay the directly.
7. If renting a vehicle, use Ohio State's contracted suppliers: [Enterprise, National, and Hertz](#). The university contract provides a discounted rate and includes all required insurances when rented domestically (note exceptions for International rentals).
8. Maintain all itemized receipts as required by the Travel Policy.
9. Expense Reports: Submit travel documentation (reimbursement and pcard) via Expense Report within 60 days of your return date. Documentation submitted after 60 days is an exception to policy and may be considered taxable income by the IRS.
 - Hard copy receipts are not needed. Digital receipts are necessary as documentation and will be kept on file at the BOC.
 - Documentation for Expense Reports will be submitted to the BOC via Microsoft Teams (General - ENG-Travel: 7b5c6bac.osu.edu@amer.teams.ms).

Fiscal/Purchasing

Fiscal

The Fiscal Office is housed within the College of Engineering's Business Operations Center (BOC). The Fiscal Office oversees financial services in the College, including purchasing and travel. Employees can access a number of fiscal processes, including purchasing, through [Workday](#).

- [College of Engineering BOC](#)
- [College of Engineering Fiscal](#)

EED Fiscal Staff

- [Alex McSurley.3](#), Business Manager: Reviews and approves financial requests and handles fiscal questions related to costing allocations, worktags, balances, release from duty requests, funds transfers, off duty pay, startup, purchasing requests, spend authorizations, expense reports and anything else that is related to the financial operations of the EED.

Purchasing

Employees can make authorized purchases, request reimbursement, or pay someone (e.g., an honorarium) using departmental or sponsored program funds through Workday. To purchase goods or services, employees must create a requisition. If you need assistance with your purchase or payment, please contact the Program Assistant or Business Manager.

- [Ohio State Purchasing Overview](#)
- [BOC Purchasing Overview \(Fiscal\)](#)
- [Create a Requisition](#) (Workday Job Aid)
- [Create an Expense Report](#) (Workday Job Aid)
- [Financial Translator](#) (Translates Chartfield values to Workday Worktags)
- [The Buying Experience](#) (BuckeyeLearn)

Purchasing Card (PCard)

The EED has a departmental credit card or PCard that faculty, staff, and authorized graduate associates can use to make approved purchases. The current PCard Manager for the EED is Raymond Brooks. His office is located in HI 219.

- [University PCard Policy](#)
- [PCard Overview and Resources](#)
- [EED PCard Requisition Survey](#)

EED PCard Policies and Procedures

Policies:

- Faculty in the EED have authorization to use the PCard. GTAs have authorization only if their faculty member contacts the PCard Manager or Associate Chair prior to creating a requisition in Workday and GTA has completed the appropriate training.
- Possession of the PCard overnight is discouraged; for exceptions, see PCard Manager or Associate Chair.
- Failure to comply with policies and procedures may result in reduced or revoked PCard privileges.
- Sponsored Program PIs may be able to request a PCard to pay for project-related expenses. Contact Engineering [Sponsored Program Services](#) for more information.

Procedures:

When requesting to use the purchase card (PCard) please use the following process:

- Complete the [EED PCard Requisition Survey](#).
- Individual is contacted by the Department PCard manager to sign out the PCard.
- Individual makes purchase and returns card to PCard manager along with all required documentation i.e. original itemized receipt, meal form, etc.
- Individual creates an [expense report for credit card transactions \(non-travel\)](#) in Workday.
- Contact the Department PCard manager with any questions.

Meals

Business meals are a common departmental purchase that can be covered with the PCard or paid with personal funds and reimbursed. Here are a few policies to keep in mind for business meals:

- If using the PCard, remind your server that Ohio State is tax exempt, so they will not add tax to your receipt.
- Coca-Cola Products: Ohio State has an exclusive contract to offer Coca-Cola products on campus. If you are purchasing beverages for a campus event, buy only Coca-Cola products (Coke, Sprite, Dr. Pepper, Dasani, etc.) to ensure the purchase will be covered/reimbursable.
- Alcohol cannot be charged to sponsored projects. It is only permitted for university-funded meals with prior approval from the Department Chair and College Dean and if no undergraduate students will be in attendance.
 - Alcohol purchases must not exceed \$20 per person, excluding taxes and tip.
 - All alcohol purchases must follow the university policy on [Alcohol and Other Drugs](#).

Research Projects

Office of Sponsored Programs

The [Office of Sponsored Programs \(OSP\)](#) works with faculty and staff to provide research administration at all stages of sponsored projects, from identifying funding sources through award closeout.

- Engineering Sponsored Program Services: ENG-Spons_Progs_Svcs@osu.edu
- EED Grants Coordinator: [Ana Casado.1](#)

Principal Investigators

A principal investigator (PI) is an individual designated by the university as having the appropriate level of authority and responsibility for the proper conduct of research. Under the general oversight and authority of the university, the PI of a sponsored project bears primary responsibility for the ethical conduct of research, fiscal stewardship of sponsor funds and for compliance with federal regulations, applicable state and local law and university policies.

Faculty and staff working on OSU and non-OSU projects can request PI status through the Department Chair. To learn more about PI Status Appointments through the [Office of Research](#).

PI Portal

The [PI Portal](#) provides principal investigators and their staff, departments, and colleges with online access to project financial information. The Portal displays up-to-date fiscal information as well as details of expenditures and outstanding commitments. Access to the Portal is restricted to principal investigators and co-investigators with activated Ohio State Internet Usernames. Principal investigators can authorize others (e.g., research assistants) to review their project financial information. Chairs, deans, college fiscal officers, research officers and grants managers/coordinators have access to information for all projects in their departments or colleges.

- PIs can also access [financial reports](#) in Workday.

ePA-005

ePA-005 is the university's proposal pre-approval application used by investigators submitting proposals to external sponsors. A fully-signed ePA-005 must be available to the Office of Sponsored Programs prior to proposal sign off and submission.

- [OSP eTools](#)

Release Time Policy

Release time is a procedure typically associated with a research grant whereby a faculty member is "released" from regular duties (i.e., a "course release") to work on the grant. A release time appointment will charge personnel expenses similar to a direct sponsor appointment. Sponsor release time represents a financial transaction that charges the grant for a percentage of salary and benefits and credits the salary-paying fund. Release time funds are placed in a discretionary account per the [EED Release Time Policy](#).

Academic Policies and Trainings

EED Instructor Policies*

- [GTA Policies](#)
- [UTA Policies](#)
- [Instructional Staff Policies](#)

Academic Misconduct*

The Committee on Academic Misconduct (COAM) is charged with maintaining the academic integrity of the University by establishing procedures for, and investigating all reported cases of, alleged academic misconduct by students. Students must recognize that failure to follow the rules and guidelines established in the University's Code of Student Conduct may constitute academic misconduct. Instructors have a responsibility to report academic misconduct.

- [Academic Integrity and Misconduct at Ohio State](#)
- [Code of Student Conduct](#)
- [Academic Misconduct Information for Faculty](#)

Academic Misconduct in the EED

Student instructors (GTAs/UTAs) who have questions or concerns regarding academic misconduct in their classes should contact their faculty supervisor. Faculty with question or concerns should contact the department's Academic Misconduct liaison, [Lisa Abrams.34](#).

FERPA*

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records.

- [FERPA Training \(BuckeyeLearn\)](#)

Record Retention

FERPA also regulates how long instructors should retain student records. Instructors should keep student submissions and other material used to arrive at a final grade for 2 terms after the term in which they were submitted.

- [University Policy - Privacy and Release of Student Education Records](#)
- [Academic Record Retention](#)

Institutional Data Policy

The [Institutional Data Policy](#) specifies requirements for the protection of Ohio State’s institutional data while preserving the open, information-sharing mission of its academic culture. Institutional data includes, but is not limited to, information in paper, electronic, audio, and visual formats. All institutional data must be assigned one of four data classification levels based on compliance, privacy, sensitivity, operational usage, and risk. Institutional data must be protected with security controls and access authorization mechanisms based on the classification level assigned to such data.

Sexual Misconduct*

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All members of the university community are expected to conduct themselves in a manner that maintains an environment free from sexual misconduct. Annually, all faculty, staff, and student employees are required to complete the sexual misconduct prevention online course, “Report = Support: Identifying and Responding to Sexual Misconduct.” The course takes less than 30 minutes to complete and is available in BuckeyeLearn.

- [Sexual Misconduct Policy and Resources](#)
- [Faculty and Staff Reference Guide](#)
- [Sexual Misconduct Training \(BuckeyeLearn\)](#)

Diversity and Inclusion*

The EED actively promotes diversity, equity, and inclusion in the classroom and in the larger engineering community. These values have long been held by the department, the College of Engineering, and the university, but the events of last year have emphasized that all three organizations have considerable work to do to address systemic social injustice. The EED continues to review our policies, procedures, and activities for ways to increase awareness and facilitate change toward greater diversity and inclusion for all. We encourage all faculty, staff, and student employees to participate in the Inclusive Excellence Certificate program for ongoing engagement with these topics.

- [Diversity Basics \(BuckeyeLearn\)](#)
- [Inclusive Excellence Certificate Program](#)
- [EED Statement on Racial Injustice](#)
- [Diversity in Engineering](#)
- [Office of Diversity and Inclusion](#)

Student Life Disability Services*

[Student Life Disability Services \(SLDS\)](#) collaborates with and empowers students who have disabilities by offering support services and programs that enable equal access to an education and university life. SLDS provides accommodations for students, including exam accommodations, note-taking assistance, and assistive technology. Students who require accommodations for a particular class should contact SLDS and obtain approval from their Access Specialist.

All student requests for accommodations related to COVID-19 should go through SLDS. Reasons for submitting a request may include: testing positive for COVID-19, being in quarantine for exposure to COVID-19, or being at higher risk for serious illness from COVID-19. The full list, procedures and FAQs may be found on the SLDS website [here](#). Employment-related requests (including graduate assistantships) should be directed to [HR](#).

First-year Engineering Program (FEP) Faculty (i.e., ENGR 1181, 1182, 1281, 1282, and 1221) with students who have requested accommodations of any kind from SLDS should contact their Course Coordinator to ensure a standardized approach to course changes.

General Instructor Information

Ordering Books

Please submit textbook and desk copy orders to your supervisor and/or the Associate Chair.

Course Assignments

Courses are scheduled by the Associate Chair. Meet with your supervisor annually to discuss assignments and scheduling for the upcoming year.

Academic Advising

The College of Engineering has [academic advisors](#) for most engineering departments. Academic advising for the EED is provided primarily by [Engineering Academic Success & Engagement \(EASE\)](#). EASE advisors provide support for Engineering Exploration (undeclared) students, Honors and Scholars students, and Undergraduate Research students. They are located in Bolz Hall, Room 224. Information on advising groups, scheduling appointments, and walk-in hours can be found on the EASE webpage.

College of Engineering Undergraduate Advising offices will be closed to in-person visitors until further notice. Advising appointments will be held by phone, email, or Zoom. Students can visit [OnCourse](#) to schedule an appointment. Contact ENG-Advisor@osu.edu with any questions or concerns.

When a student has declared a specific major or pre-major within the College of Engineering, each student is assigned an academic advisor in his/her specific pre-major program. This professional staff member acts as the student's main contact for questions related to scheduling, exploring majors, interpreting policies, and identifying academic support resources. If you encounter a student with questions about scheduling, adding/dropping a class, tuition refunds, transfer credit evaluation, or other academic activities outside providing instructor permission to add a class, direct the student to contact his/her academic advisor. The student's specific advisor will be listed in the student's Student Center on BuckeyeLink.

Mental Health and Wellness*

Ohio State provides a number of services to support students' mental health and wellness, including individual counseling, group therapy, and on-demand services, through the Office of Student Life's [Counseling and Consultation Service](#). The College of Engineering has an embedded counselor, [Dr. Stefanie Day.715](#). Students can connect with Dr. Day by completing a [phone screening](#) and requesting to work with her. If she is unavailable, they will be assigned to an alternate CCS counselor. Faculty and staff who have concerns about a student are encouraged to contact Dr. Day directly.

- [College of Engineering Embedded Clinician Introduction \(Video\)](#)

Classroom Technology

Instructor's Lectern

The EED classrooms in Hitchcock Hall each have an A/V setup at the instructor's lectern. The computer at the stand is hooked up to a projector, speakers, a presentation clicker, and an overhead document camera. You may connect your own laptop or tablet to the projector using a VGA cable. The projector and speakers are all controlled from the console at the lectern.

Logging In

To log into the computer at the instructor's lectern, use your standard OSU login information. The standard set of software is available on these computer.

Classroom Televisions

Some classrooms have flat screen TVs on the side walls. These TVs are intended to help students view the presented material by replicating whatever is displayed on the projector screen. The TVs may need to be turned on manually, by touching the power button on the bottom right corner of the TV bezel. Pro Tip: You can use the projector remote to freeze the picture on the projector screens, and the TVs will continue to mirror whatever happens on the computer.

For trouble with any classroom technology, contact [ETS](#):

- Phone: (614) 688-2828
- Email: etshelp@osu.edu

Grading

The instructor of record is ultimately responsible for all grades in a course. However, in courses with UTAs, grading is the main responsibility of the UTAs on the teaching team. UTAs are responsible for grading class and lab assignments. Exam grading should be done only by the faculty member/instructor on the team and possibly the GTA depending on the structure of the course. Grading of all other assignments can be split however the team decides. Some GTAs or instructors may assist with grading of major assignments, but that is not an obligation of the roles when there are UTAs assigned to a course. Assignment grades should be entered into the CarmenCanvas gradebook as soon as possible,

and physical assignments should not be returned until the grades are confirmed to be in the gradebook.

Students should be reminded to check their grades frequently. If they see that a zero was entered for their assignment, it is their responsibility to check in with the instructional team about the grade.

Exams

Final Exam Filing

Hard-copy exams should be filed for one calendar-year from the administered exam date. These finals can be stored in the file cabinets located in HI 249. When stored, students may review their final, but they cannot have the hard copy. After one-year storage, exams are destroyed. There is a shred bin located in the Vault (HI 244a) or a shredder in HI 244 located by the front desk. Instructors should retain digital copies of exams in accordance with the Academic Record Retention policy discussed above.

Exam Accommodations

Students with disabilities that impact their test-taking ability have the option of requesting [exam accommodation](#) from SLDS. This may include extended time, distraction reduced space, use of accessible formats, or access to a restroom. Students requiring accommodations should provide a Course Accessibility Letter from SLDS.

The Student Instructional Leadership Team

The [Student Instructional Leadership Team \(SILT\)](#) is a committee of experienced graduate and undergraduate TAs with the objective to aid undergraduates enrolled in EED courses. The team offers assistance in a wide range of topics, including all first-year courses, TA training, and computer programming. The SILT leadership team strives to enhance the program's learning objectives, support curriculum enhancements, and create consistency.

SILT also supports TAs through training to further their teaching, professional, and personal development and foster general improvements across the program. SILT members are selected from current TAs through an application process that occurs each spring semester. To be eligible for any instructional leadership position within the First-Year Engineering Programs (FEP), prospective students must have served in a teaching role for at least one year prior to their term. Oversight and coordination is provided by the Associate Chair and SILT faculty advisor, [Deborah Grzybowski.3](#).

Student Employee Email (S Account)

The S Account is for student employees. It allows access to various accounts within the Department, including departmental resources in Outlook. Instructions for setting up an S Account can be found in the [Appendix X](#).

GTA Office

All GTAs for the EED are housed in the GTA office, located in HI 342. There are also lecturers and other student employees in this office area. The office is swipe accessible with BuckID. Contact the Associate Chair for access.

Appendix

Appendix I – CampusParc Parking Map



Parking Map

The Ohio State University

Parking Garages

Garage Name	STATUS	PERMIT
SAFEAUTO Garage 1355 Westpark Street	✓	⊘
12th Avenue Garage 340 West 12th Avenue	✓	⊘
9th Avenue East Garage 345 West 9th Avenue	✓	✓
9th Avenue West Garage 355 West 9th Avenue	⊘	✓
North Cannon Garage 1940 Cannon Drive	✓	⊘
South Cannon Garage 1940 Cannon Drive	✓	⊘
Ohio Union North Garage 1750 College Road	⊘	✓
Ohio Union South Garage 1750 North High Street	✓	⊘
Gateway Garage 75 East 11th Avenue	✓	✓
11th Avenue Garage 225 West 11th Avenue	⊘	✓
Nell Avenue Garage 1501 Nell Avenue	⊘	✓
Tuttle Garage 2050 Tuttle Park Place	✓	✓
Northwest Garage 271 Lee Circle	⊘	✓
Arps Garage 1550 College Road	⊘	✓
Lane Avenue Garage 2105 Nell Avenue	✓	✓
West Lane Avenue Garage 308 West Lane Avenue	✓	✓

Key

✓ All Times Open 24 hours	⊘ Off-Peak Access Only one-way access at all times	⊘ No Access No access during peak
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Map Legend

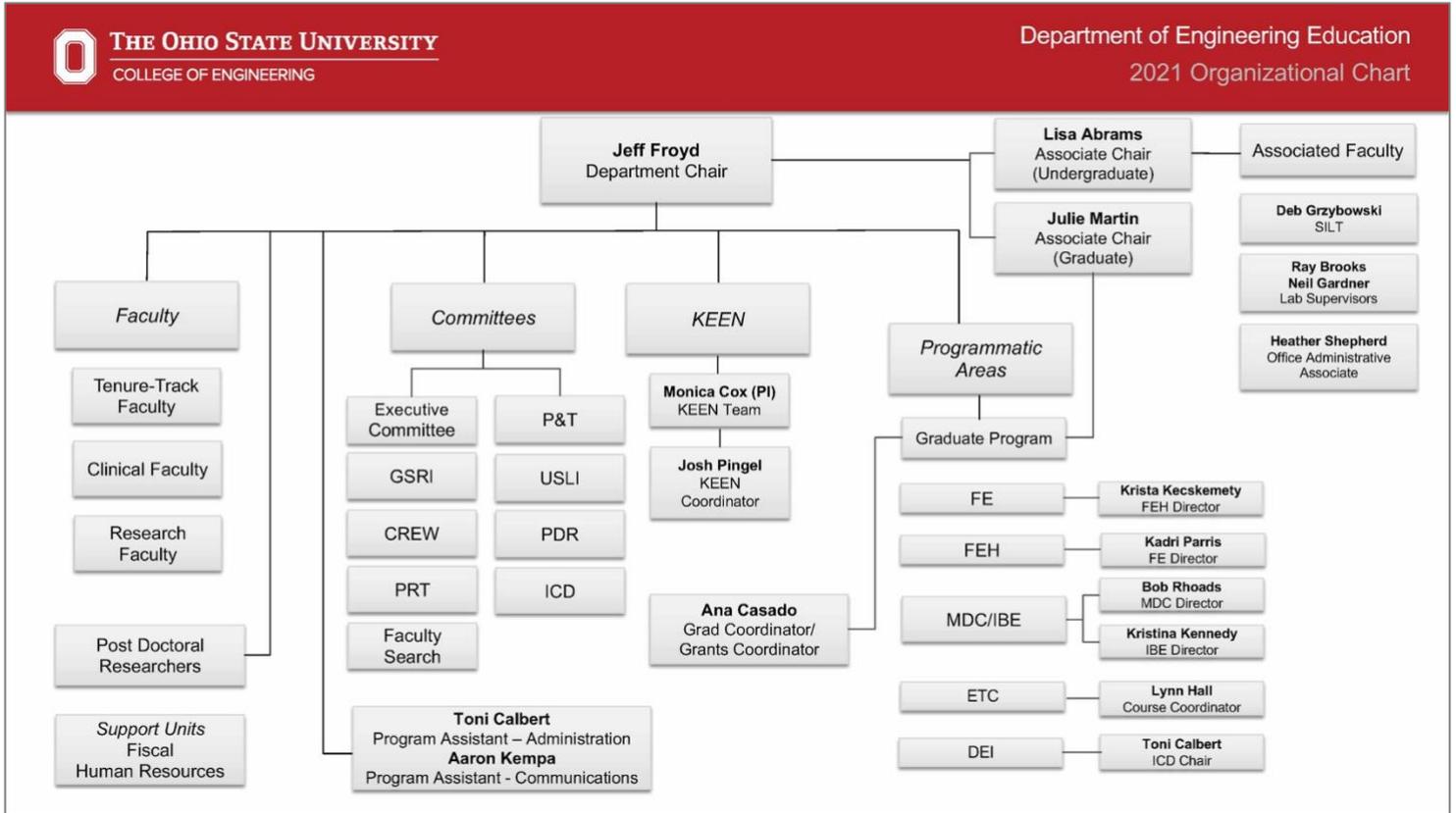
⊘ A Permit Faculty/Administrative/Professional	⊘ Pay Machine Rates posted on machine
⊘ B Permit Staff/Classified Civil Service	⊘ Parking Garage Rates posted at entrance
⊘ C Permit Student	⊘ Motorcycle Permit required
⊘ CX Permit Bicycles Lot	⊘ EVC Station More information: trn.ohio.edu
⊘ Overnight Overnight storage permit required	⊘ Construction No access

West vs. Central Campus
West Campus parking is designated as any area to the west of the defined yellow line. West Campus permit holders must park in the parking lots located in this area during peak periods.

West Campus Central Campus

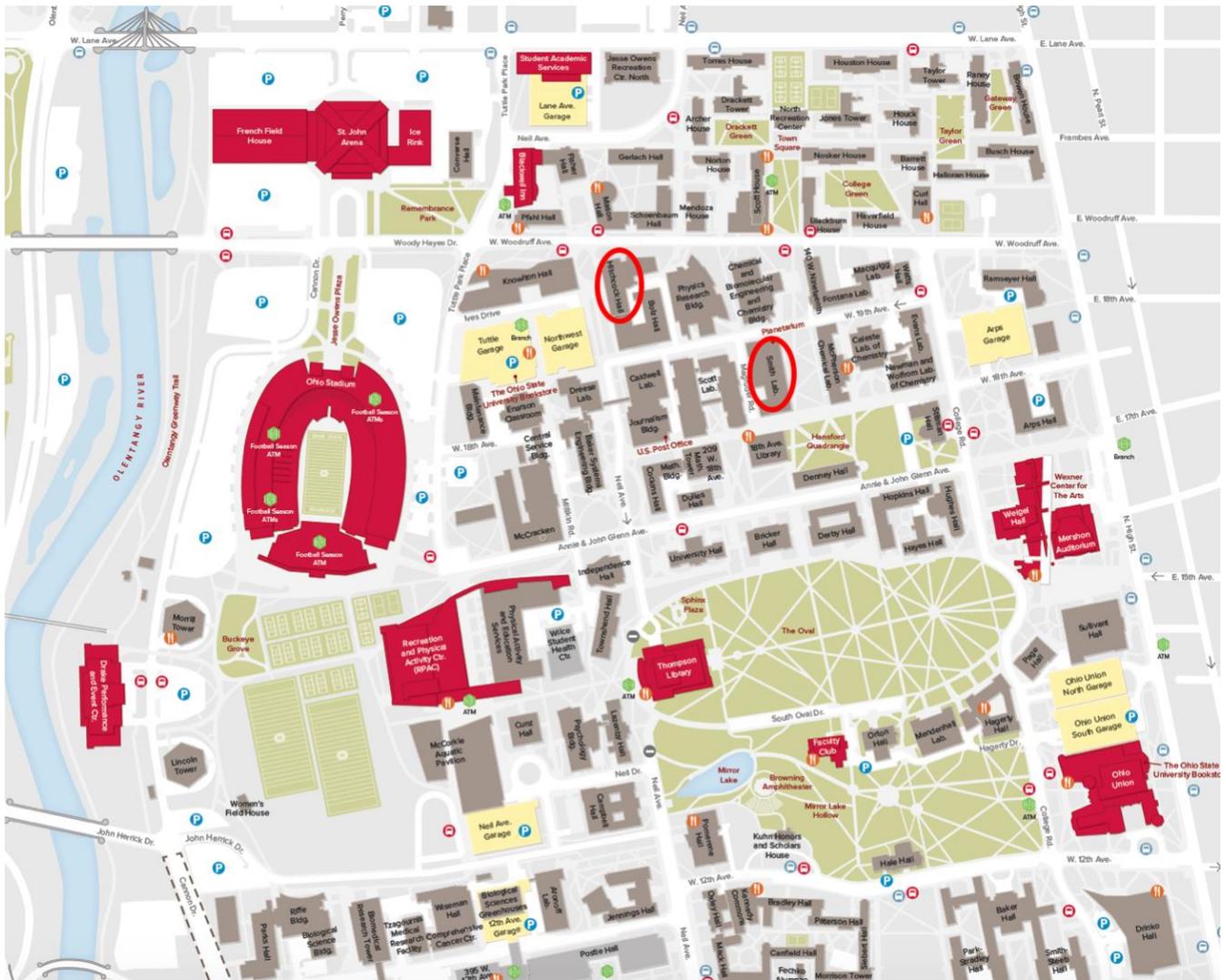


Appendix II – Organizational Chart

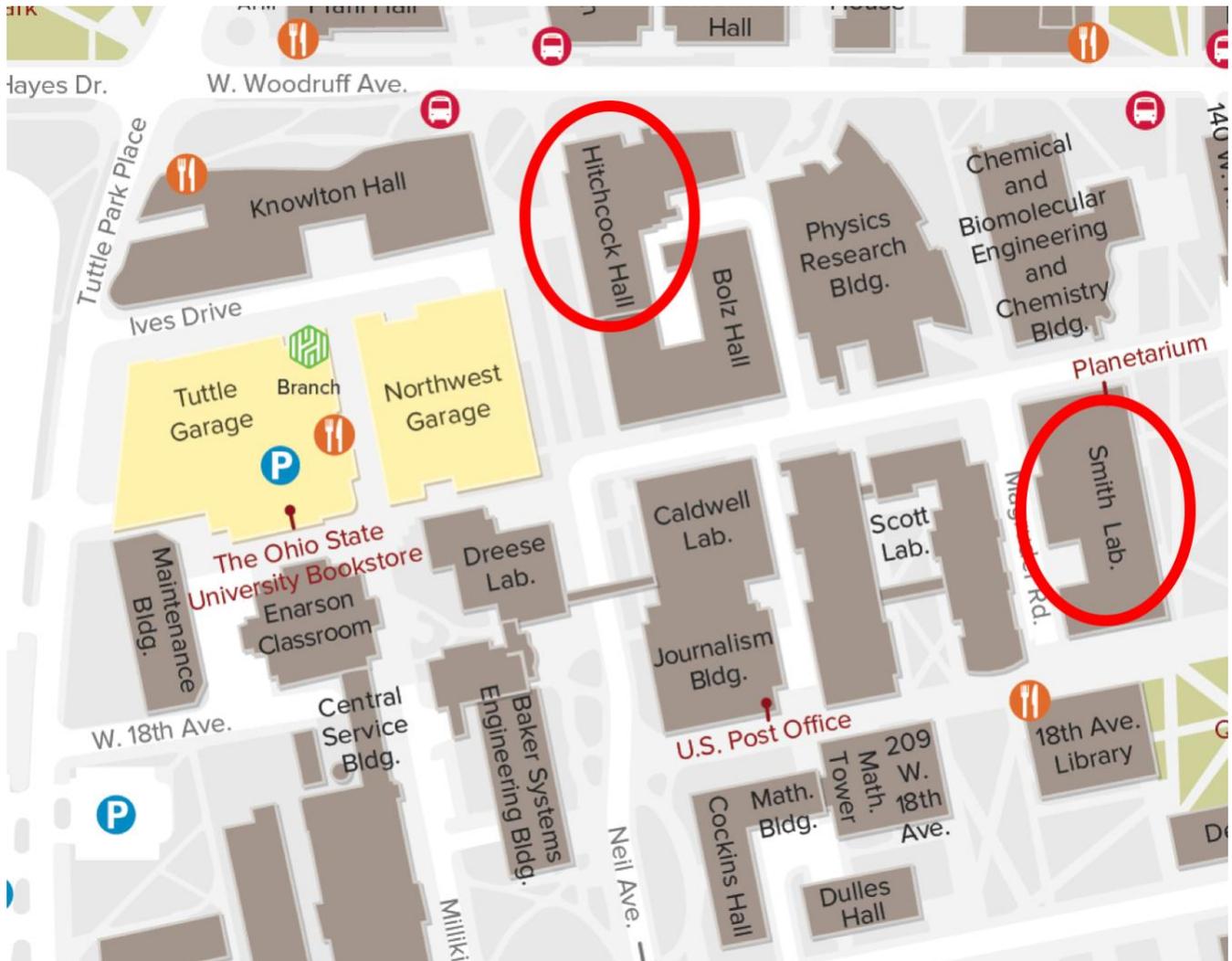


Appendix III – EED Maps

Main Campus Map



EED Campus Map



Appendix IV – Outgoing Mail to Regional Campuses

How to Send Mail to a Regional Campus

1. Obtain an inter-office (campus mail) envelope for contents.
2. Write the complete destination address of the regional campus on the envelope.
3. Write 'Courier Services' on the envelope with the destination address.
4. Place contents to be sent in envelope and seal envelope.
5. Place envelope in Campus Mail slot in basement of Hitchcock Hall

Please note: All inter-campus mail addressed to regional campuses is held in University Mail Services (UMS) for pick up by staff from the regional campuses.

Appendix V – Copies, Scans, Faxes

To make a copy:

- Select Copy
- Enter your code
- Enter number of copies on the keypad
- Select copy details (Copy, Image Quality, Layout Adjustment, Output Format, and Job Assembly)
- Press Start
- After copies are made, click your name in the upper-right corner of the display screen
- Select Logout

To scan a document:

- Select Services
- Select Email
- Enter Recipient or Select recipient from Device Address Book
- Make Appropriate document selections
- Press Start
- After document is sent, Remove Recipient
- Click Services/Home Button

To send a fax:

- Log in
- Select Services
- Select Fax
- Select Enter Recipient
- To fax internally to the university, you only need to dial the last 5 digits of the number (x-xxxxx)
- To fax to a local, Central Ohio number, dial '9', the area code and the number (9-xxx-xxx-xxxx)
- To fax long distance, dial '9', then '1', then the number (9-1-xxx-xxx-xxxx)
- Select the appropriate settings for your fax
- Press Start

Appendix VI – Front Desk Functions

Reception

Reception duties include the following: Greet visitors, answer inquiries, telephone, and Front Desk email (EED-FrontDesk@osu.edu); maintain a clean lobby; and assist with projects as assigned.

Phones

- When answering the phone: “Front desk, Department of Engineering Education. How may I help you?”
- Please refer to the EED Front Desk Information binder located at the Front Desk for additional phone usage instructions.

Kitchenette and Breakroom Procedures

- At the beginning and during each shift, please check to see if there is fresh coffee. If not, please rinse/clean the coffee pot and set the indicator (paper cup) for the day/time brewed. Please note: Do not make a new pot of coffee after 3:30 p.m. unless someone specifically states that there will be a meeting with an adequate number of people to validate a full pot of coffee.
- Clean microwave, tables, sink, refrigerator, and counter space as needed. Empty trash cans as needed.
- Stock kitchen supplies (coffee, cups, sugar, creamer, stirrers, napkins, etc.) as needed.
- Purge refrigerator the last Friday or each month by checking for items not labeled with a name and date. If the expiration date is past one month, discard. Exceptions would be items that are normally stored for long term, such as ketchup, salad dressing, etc.

Mail

- The first front desk student assistant of the day usually checks the mail located in the basement of Hitchcock Hall.
- Go down the staircase just outside of HI 244 (to the left) to the bottom level, turn right and then left and the mailbox/cabinets can be found straight ahead.
- Retrieve the mail from the file cabinet labeled “Engineering Education.”
- Mailboxes/cabinets for Campus mail, US Mail, and Meter mail are found below the Engineering Education mailbox/cabinet.
- Large pieces of mail will be delivered to the front desk; you may be asked to sign for those packages.
- If the name on the correspondence is not one of our mailboxes, search “OSU Find People” on google and try to find the individual’s correct address and put it in out-going mail.
- Campus Mail envelopes can be found behind the desk in the overhead file cabinets, above the paper cutter.

Mail Boxes

At the beginning of each semester, a student assistant will prepare GTA/Faculty/Staff labels for mailboxes. The template can be found on the “Box”: EED/Personnel/EED Student Workers/EED Student Worker Shared Folder/Full Page Mailbox Name Template.

First Aid Kit

At the end of each semester, the first aid kit should be inspected for expiration dates and restocked accordingly. Please submit a list of these items to your supervisor and/or the Program Assistant.

Lost & Found

- Typically, items found in the classrooms, labs, or common areas are brought to HI 244.
- Other locations to check for lost items are the following: HI 122, HI 317, HI 470 and the Union Information Center.
- More expensive items are occasionally held in one of the front desk drawers for safe-keeping.
- These items in HI 244 are kept for two semesters. Two weeks before the end of each school year, get permission from supervisor to send an email with a detailed list of items. When listing high-cost items, leave out some detail that only the owner of the item would know, so that no one can claim something that isn't theirs.
- Anything not claimed by the end of finals week should be taken to the Lost & Found at the Union.

Office Supplies

Student assistants conduct inventory audits weekly. Office supplies inventories are maintained in a shared student assistant file on BuckeyeBox. There are Excel spreadsheets for batteries, kitchen supplies, UTA polo shirts, and the “Vault.”

Laminator

The laminator can be found in the “Vault.” Please see the Front Desk student assistant or staff member for instructions or assistance.

Appendix VII – Qualtrics User Account

How to Activate and Upgrade a User Account in Qualtrics

1. Navigate to the [College of Engineering website](#).
2. Click on [Engineering Intranet](#) in the “About” tab.
3. Log in.
4. At the top of the page, click on ‘Qualtrics Survey Tool’.
5. In the right hand toolbar under ‘Login to get started’, copy the upgrade code listed (it should start with “ENG”).
6. At the top of the same page as Step 4, click on <https://osu.qualtrics.com>. This will log you in to Qualtrics.
7. In Qualtrics, go the top right corner and click on the icon with the silhouette of a person.
8. In the drop down box, select ‘Account Settings’.
9. Under ‘My Account’, click on the tab that says ‘Upgrade Account’.
10. Paste the upgrade code in to the box labeled ‘Upgrade Code’ and click the ‘Upgrade Account’ button.
11. Once you upgrade, the screen will blink as it’s processing the request but you will not get a confirmation of any kind. You should now be able to go ‘Projects’ in the upper right corner and work as you need to.

Appendix VIII – Benefits Summary

Benefits Summary

Ohio State strives to offer a comprehensive total rewards package including competitive benefits. This is a summary of those benefits. For details, visit hr.osu.edu/benefits. Ohio State uses employee classifications along with full-time equivalency (FTE) and appointment type (Regular, Term or Temporary) to define benefits eligibility. Refer to the applicable plan, program and/or policy for additional information. If this summary differs from the plan, program or policy, the plan, program or policy will govern.

MEDICAL BENEFITS

Ohio State offers a choice of medical plans that includes a prescription drug program. All medical plans provide 100% coverage for network preventive care services and most plans provide 100% coverage for primary care provider office visits.

DENTAL AND VISION BENEFITS

Dental coverage provides preventive, diagnostic and restorative care as well as orthodontia services for children. Vision coverage provides an annual vision exam and corrective lenses. Both plans offer the choice of network and non-network providers.

FLEXIBLE SPENDING ACCOUNTS

FSA is an optional program that allows redirection of pre-tax payroll deductions into separate account(s) for use in paying eligible health care and/or dependent care expenses

YOUR PLAN FOR HEALTH (YP4H)

YP4H, Ohio State's wellness program, provides benefits-eligible faculty, staff and their enrolled spouses, a variety of services and resources, such as biometric screenings, health coaching, care coordination, flu vaccinations and more. You can also earn financial incentives and medical premium credits for participation in the various programs.

RETIREMENT PROGRAMS

University employees participate in one of the retirement programs approved by the State of Ohio. (Ohio public employment is not subject to Social Security withholding except Medicare Part A tax.)

Faculty may participate in one of the State Teachers Retirement System of Ohio (STRS) plans. Staff may participate in one of the Ohio Public Employees Retirement System (OPERS) plans. Full-time faculty and staff (75% or greater FTE) may elect the Alternative Retirement Plan (ARP) in lieu of one of the state plans.

Supplemental Retirement Accounts (SRAs) allow employees to enhance retirement plan savings through voluntary pre-tax contributions. Election to contribute to a 403(b) or 457(b) account may be made at any time.

LIFE INSURANCE

Group Term Life Insurance (GTLI)

This benefit provides 2.5 times an employee's regular annual

base pay (maximum benefit of \$250,000) in the event of death. It also provides an accidental death benefit of an additional 2.5 times the employee's regular annual base pay (maximum benefit of \$250,000).

Voluntary Group Term Life Insurance (VGTLI)

Voluntary supplemental life insurance coverage is available for employees and eligible dependents. VGTLI coverage is in addition to GTLI.

Both GTLI and VGTLI are subject to an age-reduction formula beginning at age 65.

DISABILITY INSURANCE

Long-Term Disability (LTD)

University-paid LTD coverage provides a benefit of 60% of base pay up to \$5,000 per month after a 90-day elimination period.

Short-Term Disability (STD)

Enrollment in STD reduces the elimination period under LTD from 90 calendar days to 30 days. STD is a voluntary benefit an employee may purchase.

Individual Disability Insurance (IDI)

IDI provides an individual policy that helps insure income not covered by the university Group LTD plan for faculty and staff earning at least \$100,000 in annual base pay.

TUITION ASSISTANCE

- Eligible employees are offered tuition assistance that pays 100% of Instructional, General and Non-Ohio Resident fees for up to 10 credit hours per term for courses taken at Ohio State.
- Eligible dependents are offered tuition assistance that pays a portion of the Instructional and General fees for courses taken at Ohio State.

LEAVE PROGRAMS

The following is a sample of the various leave policies available to employees in regular appointments only. Policies are located online at hr.osu.edu/policies-forms.

- Family and Medical Leave, Policy 6.05
- Paid Leave, Policy 6.27 (includes parental leave, jury duty, sick leave, vacation, organ donation)
- Military Leave/Reemployment Rights, Policy 6.35

HOLIDAYS

The university observes 10 holidays per year as outlined in Holidays Policy 6.20.

PERSONAL BANKING

As the Official Consumer Bank of The Ohio State University, Huntington offers Buckeye Banking™ to Ohio State faculty and staff. Learn more at huntington.com/buckeyebanking/ohiostatestaff.

(Rev. 3/2021)

Appendix IX – Onboarding Checklist

Task	Assigned to:	Faculty	Post-Doc	Staff	GTA	GRA	GAA	UTA/URA
Provide appropriate Level access as needed	As needed	✓	✓	✓	✓	✓	✓	
Buck ID	Lisa A.	✓	✓	✓	✓	✓	✓	
Parking	Lisa A.	✓	✓	✓	✓			
Order name tag	Toni C.	✓	✓	✓	✓	✓		
Invite to orientation	Lisa A.	✓	✓	✓	✓	✓	✓	✓
Order business cards	Toni C.	✓		✓				
Add to appropriate EED email list	Aaron K	✓	✓	✓	✓	✓	✓	✓
Provide appropriate keys	Toni C.	✓	✓	✓	✓	✓	✓	
Tour of 244 office	Lisa A	✓	✓	✓	✓	✓	✓	✓
Create mailbox	Toni C.	✓	✓	✓	✓	✓	✓	
Meet with Department Chair	Toni C.	✓	✓	✓			✓	
Discuss HR policies	HR Consultant	✓	✓	✓	✓	✓	✓	✓
Discuss emergency/safety procedures	James T.	✓		✓	✓			
Discuss conference/other travel procedures/professional development	Lisa A.	✓	✓	✓	✓	✓	✓	
Take web photo	Aaron K.	✓	✓	✓	✓	✓	✓	
CarmenCanvas	Lisa A.	✓			✓			✓
Tour of EED	Lisa A.	✓	✓	✓	✓	✓	✓	
If teaching, assign mentor	Lisa A.	✓						
FERPA	Lisa A.	✓			✓			
COAM	Lisa A.	✓			✓			
SLDS	Lisa A.	✓			✓			

Task	Assigned to:	Faculty	Post-Doc	Staff	GTA	GRA	GAA	UTA/URA
Provide appropriate access to Buckeye Link	Lisa A.	✓			✓			
Provide academic advising resources	Lisa A.	✓			✓			
Explain SILT	Lisa A.	✓			✓			
Provide appropriate computer, printer, phone, etc.	Lisa A.	✓	✓	✓	✓	✓	✓	
Give appropriate Teams/Sharepoint access	Lisa A.	✓	✓	✓	✓	✓	✓	✓
Ask for birthday for birthday list	Lisa A.	✓	✓	✓	.		✓	
Provide copy code	Toni C.	✓	✓	✓	✓	✓	✓	✓
Add to webpage	Aaron K.	✓	✓	✓	✓	✓	✓	.
Assign Office	James/Lisa	✓	✓	✓	✓	✓	✓	
Computer Account	Lisa A.	✓	✓	✓	✓	✓	✓	✓
S account for GTAs	Lisa A	.	.	.	✓			
PI Status	Lisa A.	✓	.	.	.		+	
Nameplate for door	Neil/Ray	✓	.	✓	.			
Admin people - meet with other COE Admin people	Lisa A.			

Appendix X – S-Account Instructions

Outlook University Calendar Access Instructions

To activate your sponsored student employee account after it has been created:

1. Call the OSU IT Service Desk at 614-688-4357.
2. When prompted, enter “3”.
3. The IT representative will ask you for your name.#.
4. Tell the IT representative that you are calling to get your sponsored student employee account password.
5. The IT representative will ask you for your student ID number and date of birth.
6. Then, the IT representative will give you a temporary password (ex: Apple123).
7. Go to email.osu.edu.
8. Click on “University Email Service”.
9. Enter your user name as your name.#s (note the “s” after your dot number).
10. Enter the temporary password.
11. Click “Sign in”.
12. Select your language and time zone preferences and accept them.
13. You should now see your Outlook Web App inbox.
14. In the upper right corner, click “Options”.
15. In the drop-down menu, click “Change Your Password”.
16. Enter your current temporary password and your new password.
17. Click “Save”.
18. You will probably be logged out automatically.
19. Log back in with your new password.
20. Your “s” account is now active!

To reset your sponsored student employee account password if it has expired:

1. Call the OSU IT Service Desk at 614-688-4357.
2. When prompted, enter “2”.
3. The IT representative will ask you for your name.#.
4. Tell the IT representative that you are calling to reset your sponsored student employee account password.
5. The IT representative might ask you for your student ID number and date of birth.
6. The IT representative will direct you to: go.osu.edu/uessacct.
7. The IT representative will give you a new temporary password to use as the “Old” password.
8. Type in your “s” email address, the temporary “Old” password, and your new password, and accept it.