Department of Engineering Education (EED)

Onboarding Handbook
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OSU General Information

Emergency Information
For information related to safety on the Ohio State Campus, visit the Department of Public Safety (Campus Security): https://dps.osu.edu/.

IN CASE OF EMERGENCY CALL 9-1-1

Additional safety resources and services:
- Campus Police (Non-Emergency): (614) 292-2121
- Request a Safe Ride: (614) 292-3322
- Student Safety Service: https://dps.osu.edu/student-safety-service
- Buckeye Alert: https://dps.osu.edu/alert-notices
- How to Respond to an Active Aggressor Situation: https://dps.osu.edu/active-aggressor
- Lock-out Assistance (Monday – Friday, 7:30am – 3:30pm): (614) 292-1415

Campus Map
- Interactive Map: https://www.osu.edu/map/
- Map pdf: https://www.osu.edu/map/pdf/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. For more information visit CampusParc: http://osu.campusparc.com/.

The closest parking garages/lots to Hitchcock Hall are Northwest Garage, Tuttle Garage, and Stadium Lot Northeast (See Appendix I for the current Campus Parking Map). Parking permits can be purchased online or at the CampusParc Office located in the Gateway Plaza: http://osu.campusparc.com/home/permits/student-faculty-staff-permits/annual-permits.

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. Find more information on CABS at https://ttm.osu.edu/cabs.
Information on other transportation services (Charter, Columbus Ohio Transit Authority (COTA), Paratransit, Bicycles, Electric Charging Stations, and Motorized Scooters) can be found at https://ttm.osu.edu/.

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.

BuckeyePass (DUO)
Ohio State requires two-factor authentication when logging into most services and applications. You will need to register for BuckeyePass before you can take certain actions such as logging into eTimesheet, BuckeyeBox, BuckeyeLink, or employee self-service. Find more information and register for BuckeyePass at buckeyepass.osu.edu.

BuckeyeLink
BuckeyeLink is a secure self-service online interface that provides faculty, staff, and students an entry-point to multiple University resources including: employee self-service, Academic and Records, and Faculty Center. You can access BuckeyeLink at buckeyelink.osu.edu.

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). Find more information for a BuckID at https://buckid.osu.edu/.

University Calendar
- General academic calendar: http://registrar.osu.edu/staff/bigcal.asp
- University holidays: https://controller.osu.edu/pay/pay-holidays.shtm
EED Departmental Information

EED Website
https://eed.osu.edu/
For a brief introduction to the EED, watch:
https://www.youtube.com/watch?v=uKFk4vLAI2k&feature=youtu.be

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.

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) and the Appointments, Promotion, and Tenure (APT) document.

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 POA can be found here:
https://osu.box.com/s/ptirg3pqlo7r7689n9mbucznxqiqrupo

The APT describes the criteria, procedures, and documentation for appointment, promotion, and tenure in the EED. The APT can be found here:
https://osu.box.com/s/6k8owx5eny1zkfloope67yap8flcti03

Strategic Planning in the EED
The EED’s five-year Strategic Plan can be found here:
https://osu.box.com/s/jhfi8x1yboyb0alyiyz3ddgprzwqwi7

Organizational Structure
See Appendix II for the current organizational chart.
Key Points of Contact
https://eed.osu.edu/welcome-eed/key-points-contact

Administrative Staff:
Monica F. Cox  Department Chair  cox.1192@osu.edu
Lisa M. Abrams  Associate Chair  abrams.34@osu.edu
Toni Calbert  Program Assistant  calbert.5@osu.edu
Francine Butler  Office Administrative Associate  butler.1091@osu.edu

Course Coordinators and Directors:
Rick Freuler  Director, Fundamentals of Engineering Honors  freuler.1@osu.edu
Bob Rhoads  Director, Multidisciplinary Capstone  rhoads.2@osu.edu
Kadri Parris  Course Coordinator, ENGR 1181  parris.19@osu.edu
Patrick Herak  Course Coordinator, ENGR 1182  herak.1@osu.edu
Adithya Jayakumar  Course Coordinator, ENGR 1221  jayakumar.5@osu.edu
Paul Clingan  Course Coordinator, ENGR 1281  clingan.3@osu.edu
Kathy Harper  Course Coordinator, ENGR 1282.01  harper.217@osu.edu
Paul Clingan  Course Coordinator, ENGR 1282.02  clingan.3@osu.edu
Peter Rogers  Course Coordinator, ENGR 1282.04  rogers.693@osu.edu
Lynn Hall  Course Coordinator, ENGR 2367  hall.1812@osu.edu
Mike Parke  Coordinator, Fundamentals of Engineering Honors Carmen  parke.4@osu.edu

Transfer Course Coordinators:
Lisa M. Abrams  CAD Courses  abrams.34@osu.edu
Mike Parke  Programming and Design Courses  parke.4@osu.edu
Lynn Hall  Engineering Tech. Writing Courses  hall.1812@osu.edu
Krista M. Kecskemety  Project Lead The Way  kecskemety.1@osu.edu

Graduate Program Coordinator:
Ana Casado  casado.1@osu.edu

Lab Supervisors:
Ray Brooks  brooks.453@osu.edu
Neil Gardner  gardner.1254@osu.edu

Fiscal Staff:
Brook Rome  Business Officer  rome.17@osu.edu
Jaimie Mollison  Fiscal Officer  mollison.4@osu.edu
Alex McSurley  Fiscal Associate  mcsurley.3@osu.edu

Human Resources Services Staff:
Sarah Conley  Human Resource Manager  conley.424@osu.edu
Shalon Sanders  Human Resource Generalist  sanders.949@osu.edu
Jessica Hargrave  Human Resource Associate  eng-admin-hrfiscal@osu.edu

Full EED Roster: https://osu.box.com/s/vsgd9mtrmzftb6vow62mledwwcfuxiwC
EED Administrative Services

EED’s Administrative Services team provides building, fiscal, human resources, and other various support services to departmental faculty, staff, and students. For more information visit: https://eed.osu.edu/welcome-eed/administrative-services-0. Also see the Human Resources, Fiscal, and Travel sections below.

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 and floorplans).

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

Dreese Laboratories
2015 Neil Avenue
Columbus, OH 43210
EED Office Information

Mail Services

The mailbox for the EED is in a brown file cabinet located in Hitchcock Hall in the basement near HI 025 office suite. There are three outgoing mailboxes: Campus Mail, Meter Mail, and US Mail.

- 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.
- Meter Mail requires a form to be completed when sending an item through the United States Postal Service. The form can be found on the OSU website at https://busfin.osu.edu/buy-schedule-travel/mail-services under Mail Services policies and forms, USPS Outgoing Mail. Please select Meter Mail Request and complete the form including funding information. 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.

There is a mail slot located in the mailboxes behind the Front Desk for outgoing, campus, meter mail, and US Mail.

The OSU Receiving and Mail Services website can be very helpful: http://u.osu.edu/receivingmail/. To schedule package(s) pickups, please review the Pickups and Returns instructions which includes a completed Freight Shipping Form (https://busfin.osu.edu/sites/default/files/freight_shipping_form.pdf). Calls are no longer accepted for package pickups.

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.

UPS Shipping

You will need to gain access to the UPS CVS shipping system to obtain shipping labels for packages via UPS. To create an account, please visit here: http://u.osu.edu/receivingmail/ups/.

Please note: You will need to complete Shipping Assist training on the OSU website page, UPS Shipping Overview/ASSIST, at least 48 hours prior to shipping your packages or obtaining shipping
labels. In addition, there are several UPS drop boxes located on campus. The closest drop box is at the corner of 19th Ave and Neil Ave, almost right outside Bolz Hall.

**Mailboxes**
Faculty, staff, and graduate student mailboxes are located in HI 244 behind the Front Desk near the copier. Please check your mail regularly. 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.

**Opening/Closing of Office**
The EED Office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. If the door is closed, please knock. There is usually someone in the office prior to the first shift of the Front Desk student assistant. Please note: The Hitchcock Hall building is generally open on the weekends during regular business hours.

**Kitchenette and Breakroom**
There is a refrigerator, microwave, and coffee maker in the breakroom/kitchenette. 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 or Office Administrative Associate regarding any breakroom/kitchenette issues.

**How to Use the Phone**
Please refer to the phone manual or see the Office Administrative Associate or Front Desk student assistant for instructions and/or manual.

**Copier, Fax, Scan**

- 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 Office Administrative Associate).

- 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

- 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.

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

▪ To scan a document:
  o Select Services
  o Select Email
  o Enter Recipient or Select recipient from Device Address Book
  o Make Appropriate document selections
  o Press Start
  o After document is sent, Remove Recipient
  o Click Services/Home Button

Office Supplies
Office supplies can be found in the HI 244a (Vault). If you do not have a key, please see the Office Administrative Associate or Front Desk student assistant 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 Rooms Reservations

You can reserve EED conference rooms or classrooms by inviting the room via Microsoft Outlook. 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 with an email to ENG-CEGE-Student@osu.edu.

Classrooms can be browsed by buildings with this link, https://odee.osu.edu/classroom-browse or searched by logistics with this link, https://odee.osu.edu/classroom-search. For assistance with reserving rooms, please contact the Office Administrative Associate.

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 IV – 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 Associate Chair for access.

▪ Getting Started with CarmenCanvas:
  https://resourcecenter.odee.osu.edu/carmencanvas/getting-started-canvas-instructors
▪ Log on to CarmenCanvas: https://carmen.osu.edu/

BuckeyeBox
BuckeyeBox is Ohio State's supported file storage and collaboration tool. BuckeyeBox provides an easy way to share files and folders online. Box consolidates your content in a single location, easily accessible from anywhere, on any device. You can create files and folders, share them using a direct link, invite colleagues and classmates to collaborate, and continue to revise and review your content. Though similar in appearance to other consumer services such as DropBox, BuckeyeBox can directly integrate with existing OSU single sign-on authentication systems.

The EED maintains a BuckeyeBox folder entitled “EED Faculty and Staff (General Documents)” that faculty, staff, and students can access to find important departmental materials. Contact the Associate Chair for access.

▪ Sign up for a BuckeyeBox Account: https://my.osu.edu/
▪ Log on to BuckeyeBox (requires BuckeyePass): https://box.osu.edu/
▪ Using BuckeyeBox with CarmenCanvas:
  https://resourcecenter.odee.osu.edu/carmencanvas/buckeyebox
▪ EED BuckeyeBox Folder (invited people only):
  https://osu.box.com/s/ry6wpw8mugt81iat6w36yh18e12ooejm
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.

- BuckeyeLearn Overview: [http://u.osu.edu/buckeyelearn/](http://u.osu.edu/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 V.

- Log on to Ohio State’s Qualtrics site: Qualtrics [https://osu.qualtrics.com](https://osu.qualtrics.com)
- Getting Started with Qualtrics at Ohio State: [https://u.osu.edu/qualtrics/getting-started-with-qualtrics/](https://u.osu.edu/qualtrics/getting-started-with-qualtrics/)

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.

ListSers

The EED has several email lists for different groups within the Department which includes the following: All EED employees (faculty, staff, GTAs, and UTAs), EED faculty and staff, EED GTAs, and EED UTAs. Please be advised that these lists are only for professional and official EED communications and business. Please note: Depending on your level of authorization, emails to certain listservs may be delayed until approved by a moderator.

<table>
<thead>
<tr>
<th>List Serv Email</th>
<th>List Serv Name/User Group</th>
<th>Admin Access-Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:ENG-EED-FACTAFF@osu.edu">ENG-EED-FACTAFF@osu.edu</a></td>
<td>_ENG EED Faculty Staff (Faculty and Staff)</td>
<td>Lisa Abrams, Francine Butler</td>
</tr>
<tr>
<td><a href="mailto:ENG-EED-ALL@osu.edu">ENG-EED-ALL@osu.edu</a></td>
<td>_ENG EED-ALL (all EED employees includes Undergraduate Research Assistants, Front Desk Staff)</td>
<td>Lisa Abrams, Francine Butler</td>
</tr>
<tr>
<td><a href="mailto:ENG-EED-GRAs@osu.edu">ENG-EED-GRAs@osu.edu</a></td>
<td>_ENG EED-GRAs (EED Graduate Research Associates)</td>
<td>Lisa Abrams, Francine Butler</td>
</tr>
</tbody>
</table>
| **ENG-EED-GTAs@osu.edu** | _ENG EED-GTAs_  
(EED Graduate Teaching Associates) | Lisa Abrams, Francine Butler |
|--------------------------|-------------------------------------------------|-----------------------------|
| **ENG-EED-UTAs@osu.edu** | _ENG EED-UTAs_  
(EED Undergraduate Teaching Assistants) | Raquel Hawkins, Lisa Abrams, Francine Butler |
| **ENG-EED-UTAs-FE@osu.edu** | _ENG EED-UTAs-FE_  
(EED UTAs who teach Fundamentals of Engineering courses) | Lisa Abrams, Francine Butler |
| **ENG-EED-UTAs-FEH@osu.edu** | _ENG EED-FEH_  
(EED UTAs who teach Fundamentals of Engineering Honors courses) | Lisa Abrams, Francine Butler |
| **EED-Friends@lists.osu.edu** | (Internal and external friends of the EED - good for research seminar invites) | Lisa Abrams, Francine Butler |
| **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, Francine Butler |
| **eedkeenteam@lists.osu.edu** | (EED Faculty and Staff on the KEEN project) | Ana Casado, Lisa Abrams, Francine Butler |
| **osukeenpartners@lists.osu.edu** | (Ohio State faculty and staff interested in KEEN updates) | Ana Casado, Lisa Abrams, Francine Butler |
| **keenexternalpartners@lists.osu.edu** | (External [to OSU] partners, including advisory board, industry, other KEEN schools) | Ana Casado, Lisa Abrams, Francine Butler |
| **OSUEEDConnect@gmail.com** | (Email used for EED Skype) | Lisa Abrams |

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.

- ETS Service Portal: [https://ets.osu.edu/](https://ets.osu.edu/)
- Phone: (614) 688-2828
- Email: etshelp@osu.edu
Human Resources

Human Resources (HR)
Ohio State’s Office of Human Resources provides programs, services, and solutions University employees. These services include employee benefits, compensation, and leave, among others. In the College of Engineering, HR is housed within the Business Operations Center (BOC).

- Office of HR: [https://hr.osu.edu/](https://hr.osu.edu/)
- HR Policies and Forms: [https://hr.osu.edu/policies-forms](https://hr.osu.edu/policies-forms)
- College of Engineering BOC: [https://boc.engineering.osu.edu/](https://boc.engineering.osu.edu/)
- College of Engineering HR: [https://boc.engineering.osu.edu/human-resources](https://boc.engineering.osu.edu/human-resources)

EED HR Staff

- **Shalon Sanders, Human Resource Generalist**: 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.
- **Jessica Hargrave, Human Resource Associate**: Processes and maintains the student appointments (monthly and biweekly) processes; processes J-1 visa requests and additional pay requests; assists with payroll questions and other issues as needed.

Human Resources Office Hours

**Autumn 2019**: Shalon Sanders holds regular office hours on Mondays and Wednesdays from 8:30 – 11:30 am in HI 244E. To meet with her outside of these hours, email her at sanders.949@osu.edu.

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

- General Benefits Webpage: [https://hr.osu.edu/benefits/](https://hr.osu.edu/benefits/)
- Benefits Overview for New Employees: [https://hr.osu.edu/new-employees/benefits-overview/](https://hr.osu.edu/new-employees/benefits-overview/)
- Student Employee Benefits: [https://hr.osu.edu/benefits/student-employee/](https://hr.osu.edu/benefits/student-employee/)
- Retirement Programs: [https://hr.osu.edu/benefits/retirement/](https://hr.osu.edu/benefits/retirement/)
Leave
Ohio State provides employees with a variety of leave options as part of the benefits package. Employees can request and monitor leave balances at: https://eleave.osu.edu/.

▪ Vacation, Sick and Other Leave: https://hr.osu.edu/benefits/leave/
▪ Family and Medical Leave: https://hr.osu.edu/benefits/family-medical-leave/
▪ Short-Term Disability: https://hr.osu.edu/benefits/short-term-disability/
▪ Long-Term Disability: https://hr.osu.edu/benefits/long-term-disability/
▪ Workers’ Compensation: https://hr.osu.edu/benefits/workers-compensation/

Payroll
Employees can update personal information, view paychecks, manage direct deposit information, manage tax documents, and other services through Employee Self Service.

▪ Employee Self Service: http://eprofile.osu.edu/
▪ Payroll Services: https://busfin.osu.edu/buy-schedule-travel/accounts payable/payroll-services

Timesheets
All biweekly employees are enrolled in eTimekeeping and must submit timesheets online through the eTimesheet system for approval. The best practice is to submit timesheets by the end of each work week. These should be ready for supervisor approval no later than noon each Monday. If you have difficulty accessing the eTimesheet system online, please see the Office Administrative Associate or Front Desk student assistant for a hard copy.

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 eTimesheet system to ensure they are paid on time. Contact your supervisor for access to the Qualtrics time-tracking survey.

▪ eTimesheet System Overview: https://oaa.osu.edu/etimesheet-system-overview
▪ eTimesheet User Guide: https://busfin.osu.edu/sites/default/files/submit_a_timesheet_input_or_hours_worked_user.pdf
▪ Log on to the eTimesheet System: https://etimesheet.osu.edu/
▪ Student eTimesheet Tips: https://ece.osu.edu/student-etimesheet-tips-and-faqs
Off Duty Pay (ODP)

Off Duty Pay 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.

- Pay Additional Compensation/ODP for University Guidelines: https://oaa.osu.edu/pay-additional-compensation
- College of Engineering ODP Guidelines: https://boc.engineering.osu.edu/human-resources
  (See “Off Duty Pay” in the right menu bar)
Travel

General Travel Information

Faculty, staff, and students can arrange their own travel for approved university business purposes. The Office Administrative Associate is also a travel arranger for the Department. Travel arrangers assist students with travel through the eTravel system. Travelers requesting assistance should submit a Pre-Trip Worksheet with their supervisor’s signature for approval. This should be initiated at least three weeks prior to travel. Upon return, the traveler should submit all original receipts, Post-Trip Worksheet (University or College of Engineering), and Mileage Log (if applicable), to the BOC or travel arranger for reimbursements.

- OSU Business Travel Webpage: https://busfin.osu.edu/buy-schedule-travel/travel
- University Travel Policy: https://busfin.osu.edu/document/travel-policy-211-pdf
- Travel FAQs: https://busfin.osu.edu/travel-faq

For more information, please contact the Ohio State Travel Office 614.292.9290, Monday through Friday from 8:00 a.m. to 5:00 p.m. or email travel@osu.edu.

Travel Training (BuckeyeLearn)

See your supervisor for eTravel Training through BuckeyeLearn. Here is a list of trainings depending on your role offered below.

- **eTravel**: Travel Arrangers: This course introduces you to the travel system; explains how to enter a travel request; and identifies where to get help.
- **eTravel**: Payment Requestors: This course introduces you to the travel system; explains how to enter a payment request; and identifies where to get help.
- **eTravel**: Approvers: This course introduces you to the travel system; explains how to approve travel requests and payment requests; and identifies where to get help.
- **eTravel**: Travelers: This course introduces you to the travel system, explains how to enter a travel request, and identifies where to get help.
- **Travel Policy**: This course explains that travel must be approved with a T number assigned prior to the trip and describes allowable travel expenses. The travel policy applies to everyone who travels on university business, including faculty, staff, students, and guests.
Travel Process Overview

1. Submit your Travel Request as early as possible through the eTravel system to obtain a (T#) ([https://etravel.osu.edu/](https://etravel.osu.edu/)) – this is required before any university payment methods are used to procure travel related expenses.
   - **Please note:** A T# must be assigned/approved via a travel request and prior to any travel or travel arrangements. Travel should never take place without a T#.

2. Review the university’s Travel Policy prior to expending personal/university funds for travel related expenses.

3. Prepare thoroughly for travel outside the United States.
   - Acquire applicable travel identification (e.g. passport/visa)

4. Book airfare, hotel or rental car for individual business travel with the university’s preferred supplier, Corporate Travel Planers (CTP), online or through a travel agent: [https://busfin.osu.edu/buy-schedule-travel/travel](https://busfin.osu.edu/buy-schedule-travel/travel)
   - 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.

5. Book airfare, hotel or rental car for group business travel with the university’s preferred supplier, Uniglobe Travel Designers via agent assist: [https://busfin.osu.edu/buy-schedule-travel/travel/contact-travel-agent](https://busfin.osu.edu/buy-schedule-travel/travel/contact-travel-agent)

6. 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.


8. 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): [https://www.gsa.gov/travel/book/per-diem-rates](https://www.gsa.gov/travel/book/per-diem-rates)
   - 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. Visit the BOC Blog for more info: [https://boc.engineering.osu.edu/blog/2019/02/direct-bill-lodgingctp](https://boc.engineering.osu.edu/blog/2019/02/direct-bill-lodgingctp).
9. If renting a vehicle, use Ohio State's business rental agreement with Enterprise/National, which includes all required insurances when rented domestically (note exceptions for International rentals): https://busfin.osu.edu/buy-schedule-travel/travel/rental-car-discounts

10. Maintain all itemized receipts as required by the Travel Policy.

11. Upon your return, submit your completed post-trip worksheet, receipts, and other required documentation within 90 days of your business travel end date: https://boc.engineering.osu.edu/fiscal (See “Travel Worksheet” in the right menu bar)
Fiscal/Purchasing

Fiscal
Along with Human Resources, the Fiscal Office is housed within the College of Engineering’s Business Operations Center. The Fiscal Office oversees financial services in the College, including purchasing and travel.

- College of Engineering BOC: https://boc.engineering.osu.edu/
- College of Engineering Fiscal: https://boc.engineering.osu.edu/fiscal

EED Fiscal Staff

- **Brook Rome, Business Officer:** Oversees Administrative Financial Services staff and operations; manages budgets, forecasting, financial reporting, addresses administrative financial issues and problems.
- **Jaimie Mollison, Fiscal Officer:** Handles fiscal policy questions (e.g., allowable travel purchases, etc.); review and approves all fiscal requests (eRequests/eTravel).
- **Alex McSurley, Fiscal Associate:** Provides backup support for all fiscal (eRequests/eTravel) and human resources transactions; responds to audit inquiries; provides some grants management support to faculty; processes faculty release time and funding changes (journal entries, DRDs, PETs).

Purchasing
To make authorized purchases using departmental or sponsored program funds, employees must use the eRequest system, an online purchasing program that will allow you to submit requests to purchase items or pay someone. If you need assistance with your eRequest, please contact the Office Administrative Associate.

- Ohio State Purchasing Overview: https://busfin.osu.edu/purchasing
- eRequest Login: http://erequest.osu.edu/
- eStores: https://busfin.osu.edu/estores

Elements of an eRequest

- Purchasing/Payment Option: Select your method of payment to either “buy something” (Standard Purchasing Request, PCard Preferred, internal Order, Blanket Order Release) or “pay
someone” (Reimbursement to Employee, Payment, Refund, Reimbursement To Non-Employee).

- **Vendor/Payee and item Details:** Briefly describe the purchase and the cost; provide the vendor information or select a vendor through eStores.
- **General Request Information:** Include shipping information if applicable and the “Business Purpose: (who, what, when, and why)
- **Attachments:** Include all relevant documentation (e.g., itemized receipts, quotes, contracts, website shopping cards, emails, etc.).
  - If you purchase a business meal, you will also need to complete and attach a Business Meal Form: [https://boc.engineering.osu.edu/fiscal](https://boc.engineering.osu.edu/fiscal) (See “College Meal Form” in the right menu bar).
- **Funding Source:** Enter the appropriate Chartfields to designate which account should be used for your purchase. The Org number will automatically populate with the EED’s Org number (14510). The other entries will depend on the source of the funding (e.g. university or departmental funds, sponsored programs, etc.).
  - “Chartfields” refer to the numerical codes associated with specific university or sponsored project funds used to ensure that purchases are made from the correct accounts. For more information on Chartfields, see Appendix VII.

**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:** [https://busfin.osu.edu/sites/default/files/223_purchasingcard.pdf](https://busfin.osu.edu/sites/default/files/223_purchasingcard.pdf)
- **PCard Overview and Resources:** [https://busfin.osu.edu/buy-schedule-travel/PCard](https://busfin.osu.edu/buy-schedule-travel/PCard)

**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 Department Associate Chair prior to making an eRequest and GTA has completed eRequest training.
- Possession of the PCard overnight is discouraged; for exceptions, see PCard Manager or Department 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 EED Sponsored Program Officer, Carolyn Vesely (vesely.4@osu.edu), for more information.

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

- Individual identifies a need to purchase using the Department’s PCard.
- Individual signs out card via the College of Engineering PCard Log from the Department PCard manager.
- Individual makes purchase and returns card to PCard manager along with all required documentation i.e. original itemized receipt, meal form, etc.
- Individual can initiate an eRequest prior to returning the card. If so, “Purchasing Card Preferred” is selected under Purchasing/Payment Options (copies of the receipts, COE meal, etc.) should be uploaded into the eRequest.
- PCard information must be entered: including last four digits and name on the card.
- Once complete, the eRequest is submitted for approval.

**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.
- Complete and submit a College Meal Form before or immediately after any business meal. There are forms for sponsored program meals and university-funded meals: [Sponsored Projects Meal Form](#) and [College Meal Form](#). Upload the meal form and an itemized receipt to your eRequest.
- 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, as noted in the College Meal Form, and if no undergraduate students will be in attendance.
  - Alcohol purchases must not exceed $20 per person, excluding taxes and tip and must be charged to account code 64430 (A-21 Entertainment and Gifts).
  - All alcohol purchases must follow the university policy on [Alcohol and Other Drugs](#).
Staff Information

Onboarding New Employees
This list is printed from the Box for each new employee. This list is primarily for the Office Administrative Associate and Department Associate Chair to ensure an accurate onboarding experience. (See Appendix VIII)

EED Website Updates
If you would like to make updates to the EED webpage, requests can be submitted to the Associate Chair.

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.
Research Projects

Office of Sponsored Programs (OSP)

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.

- Office of Sponsored Programs: [https://osp.osu.edu/](https://osp.osu.edu/)
- EED Sponsored Program Officer: Carolyn Vesely (vesely.4@osu.edu)
- EED Grants Coordinator: Ana Casado (casado.1@osu.edu)

Principal Investigators (PI)

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, visit: [http://research.osu.edu/award-lifecycle/how-to-be-a-p-i/](http://research.osu.edu/award-lifecycle/how-to-be-a-p-i/)

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.

**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:** [https://osp.osu.edu/resources/etools/](https://osp.osu.edu/resources/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:

- **EED Release Time Policy:**

**General Ledger (GL) Reports**

General Ledger (GL) Reports provide faculty with funding under their purview a detailed breakdown of what funds they have available and what funds have been spent. The Business Officer runs monthly GL Reports and provides relevant faculty access to the reports on BuckeyeBox. Once per year, a Fiscal Officer representative reviews the GL Report at a EED Faculty and Staff Meeting. Any additional questions about GL Reports should be directed to the Fiscal Office.
General Instructor Information

Key University Policies

Committee on Academic Misconduct (COAM)
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: https://oaa.osu.edu/academic-integrity-and-misconduct
- Faculty Obligations: https://oaa.osu.edu/academic-integrity-and-misconduct/faculty-obligations

The Family Educational Rights and Privacy Act of 1974 (FERPA)
The Family Educational Rights and Privacy Act of 1974, 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.

**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: https://registrar.osu.edu/policies/privacy_release_student_records.pdf
- Academic Record Retention: https://odee.osu.edu/news/2016/05/23/saving-and-destroying-academic-records

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.

- Institutional Data Policy: https://ocio.osu.edu/policy/policies/idp
Sexual Misconduct Policy (Title IX)
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: https://titleix.osu.edu/navigation/policy/policies.html
- Faculty and Staff Reference Guide: https://titleix.osu.edu/Buckeyes ACT Faculty Staff.pdf
- Sexual Misconduct Training: https://titleix.osu.edu/navigation/prevention/training.html

Student Life Disability Services (SLDS)
Student Life Disability Services 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.

- Student Life Disability Services: https://slds.osu.edu/

Ordering Books
Please submit textbook and desk copy orders to your supervisor and/or the Office Administrative Associate.

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 the basement of Hitchcock Hall, Room 025. Most of our advisors require students to schedule an appointment using “OnCourse,” but there are often pre-planned times where walk-in hours are available. Information on advising groups, scheduling appointments, and walk-in hours can be found on the EASE webpage.

- Engineering Advising: [https://advising.engineering.osu.edu](https://advising.engineering.osu.edu/)
- EASE: [https://advising.engineering.osu.edu/current-osu-students/engineering-academic-success-engagement](https://advising.engineering.osu.edu/current-osu-students/engineering-academic-success-engagement)
- OnCourse: [https://buckeyes.campus.eab.com/](https://buckeyes.campus.eab.com/)

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.

**EASE Advising Staff**

- Director of Academic Advising: Mary Leist (leist.48@osu.edu)
- Coordinator of Academic Advising: Michael Knisley (knisley.33@osu.edu)
- Humanitarian Engineering Scholars Program Manager: Rachel Tuttle (tuttle.146@osu.edu)
- Green Engineering Scholars Program Manager: Shalonda Makupson-Tilford (makupson-tilford.1@osu.edu)
- Coordinator of Academic Advising Stephanie Rinehart (rinehart.232@osu.edu)
- Office Associate: Rachel Lemaster (lemaster.129@osu.edu)
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:

- ETS Service Portal: https://ets.osu.edu/
- 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.

- Exam Accommodations: https://slds.osu.edu/accommodations-services/exam-accommodations/

TA and Instructional Staff Policies

- GTAs: https://osu.box.com/s/g67s1ksa1r1l0skagdqcwna4g0vzc9fq
- UTAs: https://osu.box.com/s/x5nafnktbh8oq70tudf6g6seg58fs67g
- Instructional Staff: https://osu.box.com/s/z63baz8mrcy7g0tscrnhju6c02y9l0xn

The Student Instructional Leadership Team (SILT)
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.

- SILT: https://eed.osu.edu/student-instructional-leadership-team-silt
GTA Offices
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.

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 IX.
Appendix I – Campus Parking Map

Appendix II – Organizational Chart
Appendix III- EED Maps and Floorplans

Main Campus Map
Campus Map – EED Buildings
Hitchcock Hall – 2nd Floor

The Blackwell/ Woodruff Avenue

2nd Floor Office Assignments

<table>
<thead>
<tr>
<th>Office</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI 203</td>
<td>Dringenberg, Emily</td>
</tr>
<tr>
<td>HI 205</td>
<td>Harper, Kathleen</td>
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<td>HI 205</td>
<td>Krieger, Bart</td>
</tr>
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<td>HI 205</td>
<td>Morin, Brooke</td>
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<td>HI 209</td>
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<td>Busick, Richard</td>
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<td>Toney, James</td>
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<td>HI 219</td>
<td>Brooks, Ray</td>
</tr>
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<td>HI 221</td>
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<td>HI 244B</td>
<td>Freuler, Rick</td>
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<td>HI 244C</td>
<td>Martin, Julie</td>
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<td>HI 244E</td>
<td>Abrams, Lisa</td>
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<td>HI 244F</td>
<td>Cox, Monica</td>
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<td>HI 244H</td>
<td>Butler, Francine</td>
</tr>
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<td>HI 244K</td>
<td>Calbert, Toni</td>
</tr>
<tr>
<td>HI 244L</td>
<td>Froyd, Jeff</td>
</tr>
</tbody>
</table>

Northwest Garage/Ives Drive

Bolz Hall/19th Avenue
Smith Laboratory Office Assignments

| Smith 0042 | Gardner, Neil |
| Smith 2132 | Nutwell, Emily |
| Smith 3070 | Rogers, Peter |
| Smith 3077 | Guanes Melgarejo, Giselle |
| Smith 3077 | Kramer, Amy |
| Smith 3081 | Drayton, Ty |
| Smith 3081 | Harris, Nathan |
| Smith 3081 | Pelan, Renee |
| Smith 3081 | Wang, Linjue (Jade) |
| Smith 3193 | Clingan, Paul |
| Smith 3193 | Hall, Lynnetta |
| Smith 3193 | Herak, Patrick |
| Smith 3193 | Parris, Kadri |
| Smith 3193 | Tichgelaar, James |
| Smith 3193 | Wahlin, Leah |
Appendix IV – 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/Faulty/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 Office Administrative Associate.

**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 Office Administrative Associate for instructions or assistance.
Appendix V – Qualtrics User Account

How to Activate and Upgrade a User Account in Qualtrics

1. Navigate to the College of Engineering website: https://engineering.osu.edu/
2. Scroll to the bottom of the homepage. On the middle right at the bottom of the homepage, click on the Intranet.
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’.
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.
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/same-sex domestic partners, a variety of services and resources, such as biometric screenings, 24/7 Nurseline, 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). GTLI is subject to an age reduction formula beginning at age 55.

Dependent Group Term Life Insurance (DGTLI)
DGTLI provides up to $10,000 life insurance coverage for eligible dependents.

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 and DGTLI.

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.
Appendix VII – Chartfields

Forms:

Chartfield Request Form - Used to set up new chartfield components or modify existing chartfield (org, fund, program, etc).

New development fund request form - Use this form to set up a new fund number for University Advancement activities (3xxxxx series funds).

Common Value Lists:

Approved Account Numbers: Revenue List and Expense List.

Complete revenue and expense account values list. For use only when values from the approved account lists above will not properly describe a transaction.

Program Values

Chartfield Description

Fund Type Explanation

University Assist Pages on Chartfield

View a demonstration of the Chartfield

The Chartfield is the core accounting structure of the university, and impacts each part of the University's administrative systems: Human Resources, Budgeting, General Ledger, Procurement, and Grants.

The Chartfield is used in every university monetary transaction, including both online and other transactions, such as using an eRequest to purchase goods or services from another department.

The Chartfield is comprised of a sequence of numbers or codes that specify how financial transactions are tracked. It represents how the university gathers, stores, combines, and uses financial information in the course of its operations.

Segments of the Chartfield are used in combinations to customize how your financial data is recorded. The ability to use different Chartfield combinations provides increased flexibility in data gathering and reporting.
Chartfield Segments

- **Business Unit** - Designates a major division of the university so that distinct sets of transactions and business rules are maintained. The only acceptable values are: UNIV (representing the university) OSUMC (representing the Health Systems) OSURF (representing the Office of Sponsored Programs.)

- **Org** - Org is a shortened term for Organization and identifies the specific academic or academic support area associated with a financial transaction. The Org could be a department, office, division, or any other predetermined unit. Examples: 14510 – Department of Engineering Education.

- **Fund** - Identifies the source of money used in a financial transaction (e.g., General Funds, Earnings Operations, Development.) Each university Fund has an owner organization, which is responsible for the Fund’s assets, liabilities and equity. Examples: 011000 - General Funds; 590000 - OSURF Sponsored Programs.

- **Account** - Represents the specific type of asset, liability, revenue or expense in each transaction line. Examples: 45043 - OSU Employee In-service Registration; 63001 - Space Rentals.

- **Project** - Required for Office of Sponsored Programs grants, capital projects and departmental research. Optional for other projects. Projects have definite start and end dates. Examples: 60000073 - Eye coloration optical research; 55-Soybeanrust - Soybean Rust project.

- **Program** - Used for multidisciplinary initiatives and activities, ongoing efforts by an organization or group of organizations, or for other department-specified initiatives. The Program segment does not have definite start and end dates. Examples: 10582 - Marketing; 17100 - Student eLearning Engagement Taskforce.

- **User Defined** - Used for reporting needs not covered by other Chartfield segments. The University is phasing out the use of User Defined values as they will not be available in the new Workday system. Please use the chartfield search in PeopleSoft to see if an existing User Defined can meet your needs. If you do need to add a new value, you can use the chartfield request form linked above.

Information compiled by the College of Food, Agricultural, and Environmental Sciences: https://cfaesfinance.osu.edu/resources/university-chartfield
# Appendix VIII – Onboarding Checklist

<table>
<thead>
<tr>
<th>Task</th>
<th>Assigned to:</th>
<th>Faculty</th>
<th>Post-Doc</th>
<th>Staff</th>
<th>GTA</th>
<th>GRA</th>
<th>GAA</th>
<th>UTA/URA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide appropriate Lenel access as needed</td>
<td>As needed</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Buck ID</td>
<td>Francine B.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Parking</td>
<td>Francine B.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Order name tag</td>
<td>Francine B.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Invite to orientation</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓ ✓</td>
</tr>
<tr>
<td>Order business cards</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Add to appropriate EED email list</td>
<td>Francine B.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Provide appropriate keys</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Tour of 244 office</td>
<td>Francine B.</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Create mailbox</td>
<td>Francine B.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓ ✓</td>
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<tr>
<td>Meet with Monica</td>
<td>Francine B.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Discuss HR policies</td>
<td>HR Generalist</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓ ✓</td>
</tr>
<tr>
<td>Discuss emergency/safety procedures</td>
<td>James T.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Discuss conference/other travel procedures/professional development</td>
<td>Lisa A.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Take web photo</td>
<td>Francine B.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>CarmenCanvas</td>
<td>Lisa A.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Tour of EED</td>
<td>Francine B.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>If teaching, assign mentor</td>
<td>Lisa A.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>FERPA</td>
<td>Lisa A.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>COAM</td>
<td>Lisa A.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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</tr>
<tr>
<td>SLDS</td>
<td>Lisa A.</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Task</td>
<td>Assigned to:</td>
<td>Faculty</td>
<td>Post-Doc</td>
<td>Staff</td>
<td>GTA</td>
<td>GRA</td>
<td>GAA</td>
<td>UTA/URA</td>
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<tr>
<td>Provide appropriate access to Buckeye Link</td>
<td>Lisa A.</td>
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<td></td>
<td></td>
<td>✓</td>
<td></td>
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</tr>
<tr>
<td>Provide academic advising resources</td>
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<td></td>
<td></td>
<td>✓</td>
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<tr>
<td>Explain SILT</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Provide appropriate computer, printer, phone, etc.</td>
<td>Lisa A.</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
<td></td>
<td></td>
<td></td>
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<td>Give appropriate BuckeyeBox access</td>
<td>Lisa A.</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
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</tr>
<tr>
<td>Ask for birthday for birthday list</td>
<td>Lisa A.</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td></td>
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</tr>
<tr>
<td>Provide copy code</td>
<td>Francine B.</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
<td></td>
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</tr>
<tr>
<td>Add to webpage</td>
<td>Lisa A.</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
<td></td>
<td></td>
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<tr>
<td>Assign Office</td>
<td>James/Lisa</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
<td></td>
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<tr>
<td>Computer Account</td>
<td>Lisa A.</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>S account for GTAs</td>
<td>Lisa A.</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
<td></td>
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</tr>
<tr>
<td>PI Status</td>
<td>Lisa A.</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Nameplate for door</td>
<td>Neil/Ray</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Admin people - meet with other COE Admin people</td>
<td>Lisa A.</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Appendix IX – 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.