

Law Faculty Assistants' Office

Administrative Handout for Research Assistants

\$\$ How do I get paid?

Meri Cunningham manages student employment. Send an e-mail to meri.cunningham@colorado.edu and she will send you an employment packet. Timesheets should be turned in to Meri. Her desk is located on the 4th Floor of Wolf Law in the open area of the southeast corner of the building. You should see a tray marked "Timesheets" near her desk. If you can't reach Meri, you can stop by Room 326P in the Dean's Office and pick up a packet from Peggy Delaney. You can also turn in your timesheets in Peggy Delaney's office. Please note that both Meri and Peggy will be retiring on June 30th. You'll be notified once there is a new point of contact.

What about getting reimbursed for expenses incurred?

****ALWAYS CHECK WITH KARI ROBINSON (DEAN'S OFFICE)
OR THE FACULTY ASSISTANTS BEFORE YOU SPEND MONEY****

Once an expense has been approved by Kari Robinson or the Faculty Assistants, be sure to save your itemized receipts and turn these in to the Faculty Assistants. They will fill out a reimbursement form for you to sign. Receipts must be itemized!



Copying

Where? The Xerox copier is located in the 4th Floor Mailroom, Room 402. It is a color copier and scanner.

How? See a Faculty Assistant if you have difficulties with the copier. To use the document feeder, be sure your document is face-up. If you'd like to copy in color, please select this option in the Output Color menu.



Scanning

Use the Xerox copier in the Mailroom to scan. Please feed documents face-up from the document feeder.



Faxing

Where to fax? Faculty Assistants Office, Room 434.

How to fax? Please ask one of the Faculty Assistants for help.

Fax number: 303-492-1200

Making phone calls for your Professor

For local calls, dial 8 to get an outside line, then dial the number. For long-distance calls, the call must be made from a campus phone. Dial 8 first to get an outside line, then dial 1 plus the area code and phone number. If dialing an international phone number, your professor must give you their authorization code.



Shredding

There is a shredder in the Faculty Assistant Office. For larger jobs, there are also locked bins on the 4th Floor near the restrooms, which are emptied and shredded periodically.

Outgoing U.S. & Campus Mail

Business mail (USPS or Campus) may be deposited in the 4th Floor Mailroom, Room 402 in the wire baskets on the counter. The Mailroom opens at 7:30 a.m. Mailing Services picks up outgoing mail when they deliver the incoming mail at about 1:30 p.m. **USPS mail must have either a “Speedtype” number or a stamp on the envelope.** Campus mail envelopes are available in a drawer under the mailboxes labeled “Inter-office Mailers.”

→ **FedEx Shipping**

Bring materials for FedEx to the Faculty Assistants Office. We will package it, prepare the label and ensure it is picked up. We need know about the shipment by 3:30 p.m., when pickup is canceled if there is no package. Pickup can occur anytime between 4:00 and 5:00 p.m. If a package is not ready in time, you can take it to a drop box (across the street at FedEx Kinko’s); we can still prepare the label. Pickup is at 6:00 p.m. at FedEx Kinko’s.

Office Supplies

Some supplies *for use in connection with professors’ work* are available in the cabinets and drawers of Room 434. If you need more than just a few items or need something you don’t see, check in with a Faculty Assistant so that we can replenish/order the supplies required.

A Couple of Final Notes . . .

FedEx/UPS Delivery

FedEx and UPS deliveries arrive throughout the morning. Check in with the Faculty Assistant Office after 1:00 p.m. regarding expected deliveries.

Exam Time

Two weeks prior to the start of final exams and continuing through the exam period, access to the Faculty Assistant Office is restricted while exams are being processed.

QUESTIONS? ASK AWAY!

The Faculty Assistants

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The Faculty Assistant Office is open 8:00 a.m. to 5:00 p.m. We are always glad to answer any questions you may have. If we don’t know the answer, we probably know who does.

Timesheet/Payroll questions:

Meri Cunningham
Student Employment Payroll Contact
meri.cunningham@colorado.edu