

Law Faculty Assistants' Office Administrative Handout for Research Assistants (Rev. 5/21/15)

\$\$ How do I get paid?

Meri Cunningham manages student employment. Send an e-mail to meri.cunningham@colorado.edu and she will get an employment packet to you. Timesheets should be turned in to Meri. Her desk is located on the fourth floor of Wolf Law in the open area of the southeast corner. 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.

What about getting reimbursed for expenses incurred?

****ALWAYS CHECK FIRST WITH KARI (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 receipts and turn these in to the Faculty Assistants. They will fill out a reimbursement form for you to sign.



Copying

Where? The two Konica Minolta copiers available for your use are in the Faculty Mailroom, Room 402. The larger of the two is the color copier.

How? Codes are no longer needed for copying. To use the document feeder, be sure your document is face up. You must select the color copy option in the menu of the color copier if you'd like to copy in color.



Scanning

Check with us about how best to prepare material that will be scanned. The copiers in the Faculty Mailroom are also scanners. Both scan in color.



Faxing & Making Phone Calls

Where to fax? Room 434, Faculty Assistants Office

How to fax? Follow directions on the wall behind the fax machine.

Fax number: 303-492-1200

Making long distance calls for your professor

He or she must give you an authorization code. 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; wait for a four-beep signal, then enter the authorization code.



Outgoing U.S. & Campus Mail

Business mail (USPS or Campus) may be deposited in Room 402 in the wire baskets on the counter. Mailing Services picks it up 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."

→ **Federal Express**

Bring FedEx material to the Faculty Assistants Office. We will package it, prepare the invoice and make sure it goes out. We need know about it by 3:30 p.m., when we tell FedEx whether or not we have a shipment. 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 do the invoice.

✂ **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, please check with a Faculty Assistant so that we can keep up with the needs of the faculty.

≡ **Shredding**

There is a shredder on the floor in Room 434. For larger jobs, there are also locked bins on the fourth floor near the restrooms, which are emptied and shredded periodically.

A Couple of Final Notes . . .

Mail Time

Incoming mail arrives in Room 402 at approximately 1:30 p.m. daily. This is also the only time mail is picked up during the day.

Exam Time

Beginning about two weeks before the start of exams and continuing through the exam period, access to Room 434 will be limited while exams are being prepared.

ALWAYS FEEL FREE TO ASK:

The Faculty Assistants:

Diana Avelis
303-492-5006

Charlie Bowers
303-492-9464

Nicole Drane
303-492-1057

Rebecca Murdock
303-492-3096

The Faculty Assistants are always glad to answer any questions you may have. If we don't know the answer, we probably know someone who does.

Contact regarding timesheet/payroll questions:

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