

# Department of Geosciences

## Operations Overview

### **Main Office: 503 Deike**

Staff Support (8:00 AM to 5:00 PM):

**Loren Newman** (ljn5212@psu.edu)

Building Keys, Copier/Printer Access, Mail, Vehicle Reservations, Office Supplies, Room Reservations, Exit Processing, ListServ (email lists) Management

Tiffany Mahew (tln35@psu.edu)

Wage Appointment/Payroll, Travel Cash Advances/Reimbursements, P-Card Reconciliation, Purchase Orders, etc

### **Mail**

Faculty, graduate student, post-doc/researcher, and staff mailboxes are in Deike Room 543 (that also serves as our copier/lunch room). The mailboxes are in alphabetical order, with graduate students and post-docs/researchers along the room's longer wall. If you receive a package, a green slip will be placed in your mailbox and the package placed in a designated area in 543. For larger shipments, you will be emailed and asked to retrieve the package from the EMS Central Mailroom in 5A Hosler. (The EMS mailroom has carts that can be borrowed for this purpose.) Note that Room 543 as well as the department's second copier room (342 Deike) are locked from 5 PM to 7 AM.

Outgoing mail should be placed in the outgoing mail box in 543 Deike by 2 PM for same day delivery to the EMS central mail drop. Incoming mail will normally be sorted by 3:30 PM each day.

All metered mail (charged to the department or special projects) is handled through Jo Ann in 503 Deike. You are responsible for stamps for personal mail.

Please see the department staff in 503 Deike regarding UPS or Federal Express Mail.

### **Copier and Printer Access**

The Ricoh Black & White Copiers (with additional remote printing, fax and scan functions) located in 342 and 543 Deike are available for faculty, post-doc/researcher, and graduate student usage. It is password protected. The current password format is YYXXXX (your start date year plus the last four digits of your Penn State ID Number, as for example 141234). If you have any problems with the copiers, please see staff in 503 Deike. To access the Ricoh Copiers remotely for printing purposes, use the same passcode format as for direct copier access. Information about printer setup is found at:

[http://it.ems.psu.edu/client\\_knowledgebase?tid=1](http://it.ems.psu.edu/client_knowledgebase?tid=1) (or through the link for “EMS Computing” at the bottom of the Geosciences Department web page: <http://www.geosc.psu.edu/>).

### **Keys**

Graduate students and post-docs/researchers are issued office keys and a Deike Building entry key (“C” key) upon arrival at Penn State. The Department’s Key Issuance Form, available in 503 Deike, must be completed at the time of key issuance. For any subsequent key needs (e.g., lab keys), please see staff in 503 Deike. Please also be aware that students who lose Department keys or fail to return them at the end of their studies in Geosciences are liable for the cost of key replacement and, if necessary, the cost of changing the locks on doors.

### **Department Vehicle Usage**

Reservations for use of the Department’s Suburban van are made through Loren in 503 Deike. Reservations are placed in an on-line calendar, with email confirmation of the reservation sent to the requestor. Check-out and Check-in forms must also be signed in 503 Deike at the time the key to the vehicle is picked up and returned. First-time users must read and sign a policy statement on the use of Departmental vehicles (on file in 503 Deike). Reservations for Penn State Fleet Management vehicles are also made through staff in 503 Deike.

### **Geosciences Room Reservations**

An on-line calendar system is used to reserve the following Geosciences designated rooms in the Deike Building: 240, 242, 343, 341, and 541. To reserve these rooms, contact Loren in 503 Deike.

### **Penn State Travel**

Before making your first Department travel arrangements, please see Abby Smith in 503 Deike to ensure you understand Penn State University regulations and policies as well as reimbursement guidelines.

### **Exit Processing When Completing Your Stay at Penn State**

Penn State University policy requires that all academic personnel, students, and staff follow a Separation and Transfer Protocol when they leave a university department. This protocol requires, among other actions, the completion of a Transfer/Separation Checklist as well as the return of department keys, student IDs, and any university-owned items. For exit processing, see staff in 503 Deike.

**WELCOME ABOARD!**