

## **FACULTY & STAFF – ORIENTATION SHEET**

**ATM Machine on Campus** – Located in the vestibule of the Brewer Bookstore (Park Street) and in the Student Center (3<sup>rd</sup> floor) Student Financial Services.

**Augsbury Athletic Facility** – Offers recreational swimming, fitness center, racquetball, inside track, and much more.... For more information contact Augsbury at 229-5368.

**Bank** – North Country Savings Bank, in the Student Center (3<sup>rd</sup> floor, Rm. 315) offers check cashing daily 12:00– 4:00pm (with modified summer hours).

**Benefits** – Initial sign-up for benefits is by appointment through Human Resources, Vilas Hall, G-2. Contact Debra Mousaw, Associate Director/Benefits Administrator or Terri Burdick, Confidential II, Benefits Specialist, 229-5833.

**Brewer Bookstore** – Located on Park Street. Normal Hours of operation are *Monday – Thursday: 8 a.m. - 8 p.m., Friday: 8am - 10pm, Saturday, 9 a.m. - 10 p.m. and Sunday, 10 a.m. - 5 p.m.* All regular University employees and their immediate families are eligible to receive a 15% discount at the bookstore. Privilege of charging purchases is also extended to all regular University employees; prior to using this privilege you must sign a memorandum of understanding at the Bookstore.

**Business Office** – Located on the 1<sup>st</sup> floor of Vilas Hall. For clerical/secretarial staff, contact Karen Kitchen, Confidential III, 229-5573 for access to the time input system and an overview on how to record hours worked.

**Campus Parking** – Registration cards and campus parking policy information is available through the department of Security & Safety, located in the Diana B. Torrey Health & Counseling Center Building, 76 Park Street, 229-5555.

**Campus Telephone Directory** – Information for the Campus Directory, the “Larry,” is compiled by University Communications. The Human Resources Office will mail a pre-printed form to your campus address at the beginning of the academic year. Make any necessary changes and return the form to Human Resources to insure that your information is included in the updated edition.

**Community Wide Account** – All full-time, seasonal or visiting faculty or staff are eligible to open a campus and community wide account. Employees must have a current SLU I.D. card and can activate their CWA by bringing their ID to the Business Office. Deposits to the account may be made on-line, by cash/check at the Business Office in Vilas Hall, or payroll deduction (minimum amount of \$25). The account may then be used to purchase food at any Dining Services location. The account may also be used to purchase items from the SLU Bookstore and vending machines located on campus. If used at the Northstar Café or Time Out Café, a 10% discount is given on all purchases except specials. You can now use your Community Wide Account at the following locations: Blackbird Café, Domino’s Pizza (Canton), Nature’s Storehouse, Sandstone Grill, Sergi’s Pizzeria (Canton) and Subway (Canton). Locations continue to be updated, for a complete list visit the Business Office website.

Accounts may be set up either in person by cash/check at the business office, by payroll deduction: send an email to Janet Rowe ([jrowe@stlawu.edu](mailto:jrowe@stlawu.edu)) stating your employee ID number and the amount to add to your account or online at the Student Financial Services website.

**Communications** – We have two publications on campus throughout the academic year: *Noon News Bulletin*, published daily by the Student Activities Office and the *Hill News*, published every Friday by the Student Association. See also: Master Calendar of Events at [http://web.stlawu.edu/calendar/master\\_calendar.html](http://web.stlawu.edu/calendar/master_calendar.html), Netnews at <http://web.stlawu.edu/netnews/netnews.html>, News Releases at <http://web.stlawu.edu/news/releases.html>, Sports Releases at <http://web.stlawu.edu/sports/sports.html>, Alumni News at <http://web.stlawu.edu/alumni/alumni.html> or take a virtual tour of the campus at <http://web.stlawu.edu/tour/index.html>.

**EAP** – The University offers the Employee Assistance Program for all regular University employees through ENI. This program offers confidential help pertaining to: alcohol or drug abuse; health; stress; depression; physical, sexual or emotional abuse; family, marital, child and aging parent problems; financial or legal. For more information, <http://www.mybalanceworks.com/> or contact Human Resources, 229-5596.

**Employee Emergency Fund** – The purpose of the Employee Emergency Fund is to provide loan/grant money to employees in emergency situations after all options for assistance have been exhausted. The funding for this grant money is realized primarily from employee contributions. For more information contact Sue Cypert, Associate Vice President for Human Resources, 229-5584.

**Emergency Situations** – Contact Security & Safety, 229-5555.

**Facilities Operations** –For information on how to place all work orders please refer to <http://web.stlawu.edu/facilities/workorder.htm>, if it is an emergency please call 229-5601.

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**Film Festival** – Each semester, the Associate for Campus Entertainment sponsors films, which are viewed either in Gulick Theater or Hepburn 218. The ACE film schedule can be found on the ACE homepage at <http://it.stlawu.edu/~ace/>.

**Health Center** – The Health Center treats our students primarily and serves employees only in emergencies (229-5392).

**ID Cards** – These cards are needed for identification purposes, access to buildings that have access control including Augsburg athletic facilities, bookstore discounts, library check out, and athletic events.

- *Employee Photo ID Cards are issued Monday - Friday from 8:30 a.m. to 4:00 p.m. at the Security & Safety Office*
- *You may "add money" to your card to use the campus wide account (see campus wide account).*
- *An ID is needed for use of athletic facilities for dependents age 14 and over, also issued at Security & Safety.*
- *An ID can also be encoded at the Duplicating Center in Vilas Hall to make copies, which will be charged to your departmental budget (see duplicating center).*

**Information Technology** – Contact the “Help Desk,” 229-5770. They will assist in setting up your computer, giving you access to e-mail and SAINTS. The Help Desk will also help with any technical difficulty you may be experiencing which includes computer, printer, phone, etc. Information Technology also provides tutoring and workshops.

**Mail** – Faculty/Staff mailroom is located on the ground floor of Vilas Hall. Contact Steve Brock, Senior Clerk 229-5718. Student mailroom is located on the first floor of the Student Center. Contact Lynda James, Senior Clerk, 229-5710.

**Duplicating Center** – Located in Vilas Hall, ground floor. Contact Darlene Dawley, 229-5891 for information on duplicating.

**Payroll** – Initial payroll paperwork is handled in Human Resources, Vilas Hall, G2. Contact Louise Parks, Confidential III, 229-5842.

**Places to eat** – St. Lawrence has several neat places to eat: the *Northstar Café and Caribou II* in the Student Center, *Caribou Café* in the Brewer Bookstore, *Timeout Café* in the Newell Center and *Dana Dining Hall*.

**Position Announcements** – The Human Resources Office posts ads for all positions on the bulletin board outside Vilas G2. These jobs are also listed on the Human Resources job line at 229-5590. The Human Resources Office also posts ads for all professional staff, faculty and non-exempt positions on the SLU homepage located at <http://www.stlawu.edu/resources/job.html>.

**Purchasing** – Contact Ruta Ozols, Buyer, 229-5908 to procure goods and services.

**Room Reservations** – Most room reservations can be made online at <http://spii.stlawu.edu/>. For assistance contact Dining & Conference Services at 229-5996.

**Telecommunications** – Contact Greg Stahl, Manager, 229-5918 for setting up and/or communications problems with your telephone or fax machine. Each month, a phone bill is generated and sent to each department. All personal phone calls must be paid for with a cash remittance form ([http://web.stlawu.edu/business/cash\\_remit.pdf](http://web.stlawu.edu/business/cash_remit.pdf)). Payment can be by check or cash and mailed to the Business office.

**University Housing** – The University maintains housing units for rental by new faculty and staff, for more information see contact Anne Chism, 229-5656.

**University Vehicles** – All regular University employees who are conducting university business off campus have the option of requesting a University vehicle. A request form must be submitted to Facilities Operations, 229-5601. (*Not all requests are granted due to availability*).

*Revised – 8/2008*