WESTERN NEW ENGLAND
U N I V E R S I T Y

COLLEGE *of* PHARMACY

DEPARTMENT OF PHARMACEUTICAL & ADMINISTRATIVE SCIENCES

POLICY AND PROCEDURE MANUAL

DEPARTMENT MISSION STATEMENT

The mission of the Department of Pharmaceutical and Administrative Sciences is to provide excellent teaching, research and service in the fields of pharmacology, pharmaceutics, medicinal chemistry, and social and administrative sciences.

The Department offers education and training programs through a hybrid traditional and integrated curriculum designed to forge independent, lifelong learners and competent pharmacists.

The Department is dedicated to scholarly efforts in the arenas of educational, pharmaceutical and administrative sciences.

In addition, the Department supports the provision of professional and community services in a myriad of ways to the College, University, greater Springfield, New England, as well as national and international professional communities.

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EMPLOYEE HANDBOOKS

Exempt and Non-Exempt Employee Handbooks can be found at: WNE Office of Human Resources https://www1.wne.edu/human-resources/index.cfm On the Human Resources Website, go to Current Employees and Employee Handbooks.

COP Faculty Handbook: The College of Pharmacy Faculty Handbook and Bylaws can be found at: http://www1.wne.edu/search-results.cfm?q=pharmacy+faculty+handbook and on the L drive under the folder Faculty Handbook.

COP Student Handbook: The College of Pharmacy student handbook can be found at: http://www1.wne.edu/pharmacy/current/student-handbook.cfm

FACULTY/STAFF WORK HOURS

The normal academic year work hours are 8:30 am – 4:30 pm Monday – Friday, unless evening hours/weekend hours are required by the department, or beneficial to the faculty member's work. The summer hours, as noted by an email from Human Resources each June, are 8:30 am – 4:00 pm for the 12 week period between the end of the academic year and the beginning of the next one.

PARKING

All employees of the College of Pharmacy will be given a blue tag to hang from their car mirror. This will allow parking in either the East Lot behind the building or in front of the Plymouth Resident Complex (the "donuts"). Overflow parking is behind the dorms in the designated spots.

WNE and COLLEGE OF PHARMACY PHONE NUMBERS/ON-LINE RESOURCES

413-796-2300 – College of Pharmacy Main Number
413-796-2266 – College of Pharmacy Fax Number

On-line WNE Resources

WNE Website	http://www1.wne.edu/
College of Pharmacy Webpage	http://www1.wne.edu/pharmacy/
Connect2U login page	https://www1.wne.edu/connect2u/
Office of Information Technology (OIT) Webpage	https://www1.wne.edu/information-technology/index.cfm
Phone Usage Information	http://www1.wne.edu/directory/
Kronos (Timesheets)*	http://hrmswww.aaanet.wne.edu/wfc/logon
Public Safety	http://www1.wne.edu/search-results.cfm?q=public+safety
Corporate and Foundation Relations (Grants & Contracts)	https://www1.wne.edu/giving/grants.cfm

*Only accessible on campus or via an approved VPN connection.

WESTERN NEW ENGLAND UNIVERSITY OFFICE OF PUBLIC SAFETY

Business: 413-782-1207   Fax: 413-782-1559   **Emergency: 782-1411 or 911**

The Office of Public Safety makes ID Badges and distributes parking passes for all personnel.

COLLEGE OF PHARMACY ACADEMIC CALENDARS

The College of Pharmacy academic calendars can be found at:

https://www1.wne.edu/pharmacy/current/academic-calendar.cfm

WNE EXEMPT & NON-EXEMPT EMPLOYEE HOLIDAYS
(See https://www1.wne.edu/human-resources/employee-resources.cfm for current dates)

Independence Day
Labor Day
Columbus Day
Veterans Day – Floating Holiday
Thanksgiving Recess – the Wednesday before Thanksgiving and the Friday after
Winter Recess – dates at the University President's discretion
Martin Luther King Jr. Day – Floating Holiday
Presidents' Day – Floating Holiday
Memorial Day

Floating holidays may be taken on the designated date or at another time, as arranged with the supervisor. Floating holidays must be taken in the calendar year in which they occur.

The necessary activities of certain offices/departments may require them to remain open on holidays when the University is otherwise closed. When this occurs, persons working in these areas will be given their holidays as arranged with their supervisors.

WORKFORCE CENTRAL (KRONOS)

Workforce Center (KRONOS) is the online time card that is installed on the desktop. KRONOS should be completed and approved on the Friday prior to a payday. All employees will automatically receive a reminder to complete their Kronos every two weeks. After you approve your time card, your manager/supervisor will also approve it.

To access the website, double click on the Workforce Central icon or bookmark the following URL: http://hrmswww.aaanet.wne.edu/wfc/logon/logonWFC.html (Mac users do not have the Workforce Central icon on their computers). The User Name is usually the first letter of your first name and your entire last name; however, there are exceptions to this rule. The first time you access KRONOS, the initial password is "newpass." At this time, you will be prompted the change your password. The initial password never changes.

If you are taking time during the two week pay period, make sure you go to that day and click on the arrow in the "Pay Code" column to access the pull down menu.

Click on the appropriate reason for taking the time off; in the "Amount" column, enter the number of hours for that event. The normal work day is 7.25 hours.

When you are completing the time card, click on "Approvals" column and then approve. Always make sure you are in the appropriate pay period when you are approving your time.

If you are approving your time the Friday prior to the payday, it will be in the "Current Pay Period." If you are approving your time the next Monday morning, make sure you click on "Previous Pay Period" and approve the appropriate time card.

If you are taking a floating holiday, you may need to click on the "+" sign next to the date to add another line, click on the arrow in the "Pay Code" column to access the pull down menu, and select "floating holiday" as an option. You would put 7.25 hours in the "amount" column. You would then delete the original line.
The workweek = 36.25 hours; the pay period = 72.50 hours.

If there is a planned absence (e.g., vacation or conference), the timecard should be approved prior to traveling to prevent any disruption in payroll processing.

<u>As mentioned above</u> Kronos is only accessible on campus or via an approved VPN connection.

PAYCHECKS

Faculty and staff are paid every two weeks. You can access your paystub at: https://www.my-estub.com

PLANNED ABSENCE

It is recognized that emergencies do arise, however, the Department Chair should be notified at least 72 hours in advance of an absence whenever possible using the Faculty Notification of Absence Form: http://www1.wne.edu/pharmacy/faculty-staff/doc/bernier_docs/notification_of_absence_-_pdf_fillable_8-7-15.pdf It can also be found on the Pharmaceutical and Administrative Sciences Department drive (S or phrmsci) under DEPARTMENT FORMS. The form must be filled out for personal or professional absences (i.e. vacation, consulting, or when planning to be off campus for more than half the day).

Please complete the form, sign it electronically and email to the Department Chair. Once approved, the signed form will be returned to the faculty member. Travel reservations should be deferred until after the absence is approved.

When attending a conference, a Travel Authorization Form must be completed, electronically signed and submitted to the Chair of the Department. All expenses are estimated on this form. Once approved, the total of the trip's travel expenses should not exceed the amount that the faculty member has remaining in his/her travel fund. Travel Authorization Form: http://www1.wne.edu/pharmacy/faculty-staff/doc/bernier_docs/travel_authorization_form_-_fillable.pdf   It is also on the Pharmaceutical and Administrative Services department drive (S or phrmsci) under Department Forms. If funds from other offices will be used for travel (e.g. Office of Academic Affairs), those funds must also be indicated on the travel authorization form and signed off on by the appropriate individual (i.e. Assistant/Associate Dean of Academic Affairs).

Consulting: Faculty are allowed a maximum of 20% of their work week time (7.25 hours) for consulting and practice with the approval of the Department Chair. When performing consulting or other outside activity (e.g. teaching at other institutions, etc.) during normal work hours, the Request for Approval to Perform Outside Activity Form is to be filled out and submitted to the Department Chairperson for approval: http://www1.wne.edu/pharmacy/faculty-staff/doc/bernier_docs/request_for_approval_to_perform_outside_activity_-_fillable.pdf   At the end of each academic year, the Annual Report of Outside Activity is to be filled out and sent to the Department Chairperson: http://www1.wne.edu/pharmacy/faculty-staff/doc/bernier_docs/annual_report_of_outside_activity.pdf   These forms are also located on the Pharmaceutical and Administrative Sciences department drive (S or phrmsci) under Department Forms.

SIGNING A PDF DOCUMENT DIGITALLY

To create a digital ID:
1. Open one of the fillable PDF forms in the S drive under Department Forms
2. Click on **File ➡ Properties**
3. In the **Properties** dialog box, select the **Security** tab
4. In the **Security** section, select **Certificate Security** from the drop-down list
5. Click on **Save These Settings as a Policy**; enter your name as **Policy Name**, click **Next**
6. Click on **Add Digital ID**
7. Click on **A New Digital ID I Want to Create Now;** click **Next**
8. Click on **New PKCS#12 Digital ID File;** click **Next**
9. Enter your information in the boxes, i.e.:

    > John Smith
    > Professor
    > Western New England University
    > john.smith@wne.edu

10. Click **Next**
11. **Browse** to where you would like to save your signature
12. Hit **Save** (you can change the title to one you will recognize as your PDF Signature)
13. Add a **Password**; **Confirm** the Password
14. Click on **Finish**
15. Click on **your name**
16. Click on **Next**
17. Click on **Finish**
18. Save the document to your files
19. The digital signature will be entered on the saved document

Once your digital ID has been created, digitally sign a document by:

1. Open the PDF document that would like to sign
2. In the **Tools** panel on the right side of the screen, under **Sign & Certify;** click on **Sign Document**
3. Type in your **Password**
4. Click **Sign**
5. **Save** the document; your signature will appear on the saved document

ROOM/BUILDING ACCESS USING KEY AND/OR ID CARD

All requests for new keys and building access should go through the Department Staff Assistant who will submit them to the Dean's Assistant. This is the Locksmith's preferred method of operation so that there is one contact and more control over the access. Once the Dean's Assistant is notified that the key is ready for pick up at Public Safety (or the swipe has been activated), she will notify the individual who made the request and the Department Staff Assistant. The key must be signed out at Public Safety by the person who will be using it (others cannot pick up the key for him/her).

When a person terminates his/her employment, all keys must be returned to Public Safety. The Department Staff Assistant or the Dean's Assistant can return the keys for you.

TELEPHONES & VOICEMAIL

Every employee has access to a phone and personal email account.

LOCAL AREA CALLS: Dial 9 + 7 digits
LONG DISTANCE CALLS: 9 + 1 + area code +7 digits

VOICEMAIL SERVICE INFORMATION

Each voicemail box contains the following capacity and time limitations:

> Total Number of unheard messages allowed - Unlimited
> Number of days new messages are kept - 21 days
> Maximum personal greeting length - 30 sec.
> Maximum message length - 5 min.
> Password length required - 4 – 15 digits

Until you initialize your name greeting within your voicemail box, your voicemail will not be active. To initialize: from your telephone, dial extension 1234. You will then be asked for the security code. Enter "0000".
You will be asked to make a new security code (minimum 4 digits, maximum 15).
You will then be asked to record your name and a personal greeting.
For future access to voicemail, dial 2222. When requested, enter your new personal security code. A red light on the top right of your phone will show when you have a voicemail message.

Tips: When reviewing a message, you may press 5 **(keep)**, 4 **(delete)**, 7 **(skip to next message), 2 (forward message) or 8 (to reply)** at any time during a message. If you do not want to listen to a greeting when calling an extension, press 2 to leave a message.

COMPUTER DRIVES

When your computer has been set up by IT, the X drive will be your personal drive. You will also have access to the S drive (phrmsci) for the Department of Pharmaceutical and Administrative Sciences information and the L drive (pharmacy), which contains information for the College of Pharmacy.

For computer assistance, contact the OIT Help Desk at extension 2200. The Department Staff Assistant will submit a Work Order to address more involved questions, installations or repairs.

MICROSOFT EXCHANGE/OUTLOOK

Western New England University uses Microsoft Exchange to handle email, calendaring and contacts.

What is Exchange? Microsoft Exchange is a server-based system for handling email, calendars, contacts, and personal notes.

What is Outlook? Microsoft Outlook is the email client included with the Microsoft Office suite. It is installed on your office computer by the Office of Information Technology and configured to access your account on the Exchange server. Although many use it only for email, it also includes a calendar, task manager, contact manager, and notes. Outlook is generally used only by employees with an office on campus.

What is OWA? OWA stands for Outlook Web Application, and it is how students access their email, calendar, contacts, etc. on the Exchange server. Employees can also use OWA to access their email when away from the Outlook software in the office.   Login at https://owa.wne.edu.

How much mail can I keep on the Exchange server? Your information is stored on the Microsoft Exchange server and backups of your email and calendar data are handled centrally. Employees are allotted 4 GB of storage and students 750 MB.

Can I use Outlook to access my email from my home computer? No, Outlook is only for use from on-campus offices. Use OWA   https://owa.wne.edu to access your email when you're away from the office.

Can I access my email from my smartphone or tablet? Yes, see below for more information.

Using a smartphone or other mobile device such as an iPad™ to work with your Western New England email, contacts, and calendar via our Microsoft Exchange server.

Note - Office of Information Technology staff cannot provide support for those having problems with their mobile devices. Our implementation conforms to industry standards and in most cases you should be able to get answers to your questions about your particular mobile device via your own web searches, or by working with your cell phone service provider.

Which mobile devices are supported? The question to ask is "Does my device support *Exchange ActiveSync* (EAS)? A general list of mobile devices that support Exchange Active Sync include:
• Apple devices, including iPhone™, iPad™, and iPod Touch™
• Microsoft Windows™ based smartphones and mobile devices
• Most Android™ based smart phones and mobile devices

Useful Information for setting up any phone or device
• You're connecting to an Exchange 2010 server via Exchange Active Sync (or EAS) *(IMAP and POP are not supported!)*
• Server address: owa.wne.edu
• Encryption: SSL is required
• Username: your Western New England User ID
• Password: your Western New England Password
• Domain: wne (*not "wne.edu", just wne*)
• Data that can be synchronized: Contacts, Calendar, Mail, Tasks
• Send mail: immediately
• Schedule: both manual and push are supported

Note - Our system can update your device using either "push" or "manual" methods. If you choose to set up your device to have our server push your data to you, you'll get updates very frequently (e.g. new email messages will arrive at your phone within a few minutes after they arrive at the server.) If you set up your device for manual updates, you'll generally have to use a "check now" or "update" option on your phone to get email updates, or configure your device to fetch updates every few minutes. *Note that using the push option can drain your battery faster and increase your cellphone data charges.*
Also note you will have to update your password settings on your phone or other device every time your Western New England password changes.

WORK ORDERS – FACILITIES OR INFORMATION TECHNOLOGY

Work Orders are placed by the Department Staff Assistant. Issues involving your computer or printing problems should be reported by you directly to the OIT help desk at: http://www1.wne.edu/search-results.cfm?q=oit+helpdesk or call extension 2200. You may also file a work order through Connect2U. Even though our IT technician, Scott Sherman, is easily accessible in the building, a work order for computer requests must be submitted. For anything dealing with your physical environment (e.g. moving furniture, hanging pictures, etc.) advise the Department Staff Assistant of the problem and she will submit a work order for you.

PRINTERS/COPIERS/SCANNERS/FAXES

Department of Pharmaceutical and Administrative Sciences faculty and staff are networked to the black and white printer/copier/scanner in CSP 315. The ID for using this machine is the 4 or 5 digit WNE ID number found on your badge. This machine does not have faxing capabilities. You do not need to enter a code to print to this printer from your computer, just for copying and scanning.

The entire College of Pharmacy is networked to the multifunctional device in CSP 202 (mailroom). This machine is the only fax in the College of Pharmacy building and can print in black and white or color. The ID for this machine is also the 4 or 5 digit WNE ID number found on your ID badge. When you print to this multifunctional device, your default is black and white. You will need to change your properties to color if you want to print in color. You do not need to enter a code to print to this printer from your computer, just for copying, scanning and faxing.

"LOCKED JOB" OPTION FOR PRINTERS/SCANNERS

You are also able to print to any printer via a "locked job" option. This enables you to send the print job to the printer and delay the printing until you enter your selected password.

1. To print to the CSP 315 or CSP 202 printers for locked job:
   - select CPS315laser or CSP202laser in the printer list
   - click on "Properties"
   - select "One Click Presets" tab
   - click on drop down menu on "Job Type"
   - select "Locked Print"
   - click "ok"
   - click "ok"

2. At the CSP 315 or CSP 202 printer:
   - select "Printer" button on left
   - click on "Print Jobs" under *Job Lists & Error Log*
   - click on "Locked Print Job List"
   - click on the appropriate job on which action should be taken
   - select an option {select all, print, delete, etc.}
   - enter password
   - click "ok"
   - select "yes" or "no"

- click "exit"

3. Faxes can only be sent and received on the CSP 202 printer.
   - Select the "facsimile" button
   - Enter you ID number
   - Documents being faxed within the University only need the 4 number extension
   - To send documents outside the University, enter "9" and then the number
   - For long distance numbers, enter "9" and then "1", the area code and the number
   - Put your document(s) on the printer and hit the start button
   - After documents have been sent, you will receive a printed page letting you know whether the fax was completed successfully.

4. College of Pharmacy Fax Front Page: http://www1.wne.edu/pharmacy/faculty-staff/doc/bernier_docs/cop_fax_template_082011.pdf   This form can also be found on the L (pharmacy) drive.

5. Documents can be scanned on all of the printers. Please see the Department Staff Assistant for instructions.

MAIL DELIVERY AND PICK UP

Mail Services (x1509) collects and delivers mail and packages to campus buildings. DHL, FedEx, and UPS services, as well as shipping supplies and stamps, are available at Mail Services.

Mail and packages that need to be weighed can be taken to Mail Services. The Department Staff Assistant can give you the department postal budget number and the Federal Express number to use when mailing packages at Mail Services.

Campus mail is internal mail sent from one department to another or to faculty and student mailboxes. Mail between departments and faculty should be placed in an interdepartmental mail envelope.

Personal Incoming Mail: Campus employees should not receive personal correspondence at the University. (All mail addressed to the University's physical address is the property of Western New England University.) Mail sent to the University should always have a complete address identifying the individual, department, and campus building or campus mailbox number.

Outgoing personal mail: Outgoing personal mail is handled along with business mail and can be deposited in the blue mailbag in CSP 202. Outgoing personal mail must be sealed and have the proper postage affixed.

Mail is delivered to and picked up from the College of Pharmacy building at approximately 10:30 AM and 2:30 PM.   Mail will be sorted into faculty and staff mailboxes in CSP 202 by the Dean's Staff Assistant. If packages are delivered, the Staff Assistant will notify the recipient of the package's arrival. (No mail will be delivered directly to the 1st, 3rd, or 4th floors.)

MAIL/EXAMS/PAPERS FOR DELIVERY TO LEARNERS' MAILBOXES

Mail for PY1, PY2 and PY3 learners (such as graded exams) should be placed in the "For Student Mailboxes" slot (bottom slot to the far right in the mailboxes) in CSP 202 by 10:00 AM. The mail will

be distributed to the learners' mailboxes by 12:00 PM the same day. (PY 4 learners are not on campus to collect mail from their mailboxes.)

To facilitate mail delivery, materials should be arranged alphabetically by last name. For assignments or exams, the learner should be asked to provide his/her COP mailbox number below his/her name on the assignment.

OFFICE SUPPLIES

The Department Staff Assistant is responsible for keeping inventory of all office supplies. Supplies are stored in the closet in the back of the CSP 300 suite. To order office supplies, give the Department Staff Assistant a list of items that are needed. To get office supplies from the closet, ask the Department Staff Assistant for the key.

RESERVING CONFERENCE ROOMS/AUDITORIUMS/CLASSROOMS

Auditoriums and Classrooms: The Dean's Staff Assistant makes reservations for the auditoriums (CSP 200, 300, and 400) and for all classrooms in the Center for the Sciences and Pharmacy.

Conference Rooms: The Department Staff Assistants have access to the CSP 332, 408, and 432 conference room reservation calendars. Please do not assume that the Conference Room on your floor is automatically available. Rooms can be reserved by all faculty and staff within the University and must be reserved in advance.

If a person not associated with the College of Pharmacy wants to reserve CSP 200, 300, or 400, they should contact Campus Events. If reserving a room for an external agency, complete the Event Planning Form: http://www1.wne.edu/pharmacy/faculty-staff/doc/bernier_docs/cop_event_planning_at_wne_11022015_final_v2.pdf This form can also be found on the Department S (phrmsci) drive. Also see Event Planning for an External Agency on page 19 of this manual.

CATERING/FOOD FOR MEETINGS AND EVENTS (through Aramark)

If food is needed at an event, it should be ordered through the Department Staff Assistant, ideally, at least one week prior to the event. A room should be reserved prior to placing a catering order. The Department Staff Assistant has a booklet from Aramark with food that is available and prices per person.

If the food request is less than one week prior to the event, your request will be accommodated when possible. If Aramark is unable to accommodate the request, you will be sent an "Approved Authorized" form and then you can purchase the food from another vendor.

Ideally food orders to Aramark should be placed for events hosting 10 or more. If there are fewer than 10 attending the event, you will be charged for food for the actual number UNLESS food services has to purchase something for that request that is only for larger numbers (example a piece of meat, etc.).

Aramark is usually able to handle unusual requests (ex. ordering Chinese food, Mexican, etc.) unless everyone wants a different dish.

PURCHASING – PURCHASE ORDERS

I. **Placing an Order**
   A. Use multiple-part Purchase Order (PO). They are kept to the right on the shelving unit near the Department Staff Assistant's desk.
   B. Fill out the form <u>completely and legibly</u>, including: date, catalog numbers and descriptions of items, amount(s) needed, price per item, total cost, and vendor information. You do not need to fill in the purchase order number or the account number. **<u>Be sure to include shipping charges</u>**. Orders for chemicals, gases, and supplies for laboratories <u>must</u> be filled out by the individual placing the order. The Department Staff Assistant does not have the necessary background to do this.
   C. Give the completed PO to the Department Staff Assistant. She will fill in the account number and obtain the Department Chair's and Dean's signatures and will forward the form to Procurement for ordering.
   D. Once an order has been placed by Procurement, they will return a copy of the PO to the Department Staff Assistant with the purchase order number filled in. Copies of orders are kept in the Department Staff Assistant's files.
   E. If an order totals $2000.00 up to $9999.99, the individual ordering <u>MUST</u> seek three (3) quotes. All quotes must be attached to the Purchase Order when it is submitted. A department is not required to accept the lowest bid, but should send an explanatory note along with the order if a higher bid is accepted or if fewer than three (3) quotes have been obtained.
   F. In cases when a department is not able to seek quotes for an order, please fill out an "Explanation for Non-compliance with MHEC Purchasing Bid/Quote Requirements" form. The forms are located next to the Purchase Order forms on the shelving unit by the Department Staff Assistant's desk.
   G. If an order is $10,000 or over, the individual making the order <u>MUST</u> send out the order for competitive bids. This can be done with the assistance of Procurement Services, but can be done by the individual placing the order, according to procedures outlined by the Procurement Services Department and with proper bid forms obtained through Procurement Services.
   H. No tax is <u>*ever*</u> to be paid by the University, except for the following instances: lodging, dining and built-in taxes, such as on gasoline. To avoid tax charges (e.g. purchases at local stores) the Department Staff Assistant can provide the University tax exempt number. Orders through Amazon can be placed by the Department Staff Assistant through the tax exempt login account.

II. **Receiving an Order**
   Packages are delivered to CSP 202 and the Dean's Staff Assistant will notify you that the package has arrived. Please pick up packages as soon as possible to make room for additional deliveries. When opening packages, check to make sure:
   1. Items and number of items are correct according to what was ordered, unless items are back-ordered and noted on packing slip.
   2. Everything in the order is unbroken and/or working properly.
   3. Cost of items/order corresponds to quoted price(s).
   4. On the packing slip, please note which items have arrived, then date and initial the packing slip and give the slip to the Department Staff Assistant for filing and submitting invoices. The Staff Assistant is not able to submit invoices without attaching the packing slip to the invoice.

Submitting an Invoice for Payment - If you are sent an invoice for payment:
1. Look over the invoice and make sure everything is correct.
2. Give the invoice to the Department Staff Assistant for processing. She will enter the Purchase Order number and account number to be charged on the invoice. It will then be forwarded to the Department Chair and Dean for signatures and sent to Procurement for payment. The Staff Assistant is not able to submit invoices without attaching the packing slip to the invoice.
3. Each week invoices are processed on Wednesday, and checks cut on Thursday (deadline for processing is 12:00 PM on Tuesday). Be sure to leave sufficient time for invoices to be signed and sent to Procurement Services so that late fees can be avoided.
4. If there is a discrepancy regarding the order (price, quality, wrong item, etc.) the individual who placed the order can call Procurement Services and have the payment held until authorized by the purchaser. Procurement Services is also available to aid in researching and/or following up on discrepancies.

III. **Using a Check Request form**
A. When payment is requested to a vendor when no Purchase Order has been submitted and there is no invoice, we use the Check Request form (on yellow paper). Forward any paperwork received on the purchase to the Department Staff Assistant. She will complete the Check Request form and have you sign it. After obtaining the Department Chair's signature, it will be forwarded to Procurement Services for payment.

B. Examples of situations when a Check Request form should be used are:
1. Any type of subscriptions or orders where the "invoice" is actually an order form or registration form and needs to be sent in to the vendor.
2. Registrations for conferences or seminars when the forms need to be sent to the vendor.
3. Performers, speakers, honoraria, etc., that present at the University and require payment, but have no formal invoice.
4. Any deposits that are required to be sent out to hold an order (i.e. to King Ward to hold a bus for a trip).
5. Other instances as outlined above, but not to be confused with a Request for an Advance.

IV. **Submitting a Request for a Cash Advance**
A. The Department Staff Assistant will complete the Request for Advance form (on blue paper). Please give the Staff Assistant all necessary paperwork to authorize the request.
B. An example of an instance where an Advance Form should be used is: When items are to be purchased on the University's behalf and a ProCard is either not available or not accepted, and the purchase is immediate.
C. When advance requests are submitted, the check will be made available the following pay period:
1. Let the Department Staff Assistant know if you want the check mailed to your home or held for pickup.
2. If the check is going to be mailed, it will be sent on the Thursday immediately following the submission of the advance form.
3. If a check should be held, an envelope must be attached with the name of the person picking up the check from Student Administrative Services (SAS) located on the lower level of D'Amour Library. The office can be entered through the back door on the lower level. The check will be available in SAS Thursday afternoon after 3:00 pm.

PURCHASING – DEPARTMENT CREDIT CARDS (ProCards)

Staff Assistants, Deans, Chairs, and other approved personnel are assigned a Purchasing Card (ProCard) with the appropriate spending limit. The Purchasing Card program is designed to improve efficiency in purchasing goods and services for the University's use. The credit card can be used for the following purchases (note: this is not an all-inclusive list):

- travel expenses (hotel, meals, plane/train tickets)
- conference registrations
- subscriptions
- books

The University is exempt from ALL sales taxes, except for tax on food, gas, lodging and rental cars. It is the responsibility of the person ordering to ensure that sales tax is not charged. If tax is charged in error, it is the responsibility of the person who placed the ordered to request a credit from the supplier as soon as possible.

The department has a tax-free account set up with Amazon. Before ordering, please see the Staff Assistant for the account name and password.

If you would like to charge a purchase on the ProCard, let the Staff Assistant know the amount that you need to charge in order to verify that there are sufficient funds available on the card. Following any purchase on the ProCard, please give the Staff Assistant a receipt from the purchase as soon as possible.

TRAVEL ARRANGEMENTS

Before making any travel arrangements, department faculty **must** complete a Travel Authorization Form: http://www1.wne.edu/pharmacy/faculty-staff/doc/bernier_docs/travel_authorization_form_-_fillable.pdf   This form is also located on the Pharmaceutical and Administrative Sciences Department drive (S or phrmsci) under Department Forms. On the form, all expenses related to travel are to be estimated as closely as possible and the Chair will approve the projected expense total. The total expenses for the trip cannot exceed the faculty member's allotted travel budget for the year. Any expenses over the allotment will be covered by the faculty member. Faculty should complete the form, sign it electronically and email to the Department Chair. (See "**SIGNING A PDF DOCUMENT DIGITALLY"** above.)

Once approved, the signed form will be returned to the faculty member and will indicate the maximum amount to be covered by the College/Faculty member's allotted travel budget. If funds from other offices will be used for travel (e.g. Office of Academic Affairs), those funds must also be indicated on the travel authorization form and signed off by the appropriate individual (i.e. Assistant/Associate Dean of Academic Affairs).Travel reservations are **NOT** to be made until the expense form has been approved.

Faculty have two options for making travel arrangements (after prior approval):
1. Using a personal credit card to purchase the airline ticket and/or conference registration and waiting for the trip to occur to get reimbursed (reimbursement will not occur prior to the trip).
2. Using the Chair's ProCard or Staff Assistant's ProCard.

TRAVEL REIMBURSEMENT (Travel, Meals, Supplies etc.)

For full domestic and international travel policies, see: https://www1.wne.edu/procurement/forms-policies-and-procedures.cfm

When cash or a personal credit card is used for a purchase (meals, travel related purposes, etc.), an itemized sales slip with items ordered must be submitted to the Department Staff Assistant. Also attach a receipt for credit card purchases. The Staff Assistant will complete the Travel & Expense Report and give it to you for review and signing. She will then get the Department Chair's signature and forward the form to Procurement Services for payment.

For travel related items, the reimbursement must be submitted to Procurement within 15 days of the travel. Faculty will not be reimbursed for conference registrations and airfare until after the conference has occurred.

The Travel and Expense Report is used for anything connected with travel - mileage, tolls, rental cars, taxis, trains, and planes. All automobile travel reimbursement starts and ends at 1215 Wilbraham Road, Springfield, MA. Reimbursement will be at the current mileage rate permitted by the IRS plus tolls and parking charges. Directions (Google Map or MapQuest) must accompany the expense report for travel by car. If there are tolls on the trip, toll receipts must be attached.
For toll amounts on the Massachusetts Turnpike, use the online calculator at:
https://www.ezdrivema.com/TollCalculator

When meal expenses are submitted for reimbursement, include:
- Names of individuals eating the meals
- Itemized list of meals
- Tips must not exceed 15% of the meal (note: if the restaurant tacks on an automatic gratuity over 15%, the University will reimburse the full amount). If the traveler elects to leave more, the University will not reimburse above 15%.

There is a meal per diem amount policy with limits based on the city being traveled to. To find the per diems for meals go to: http://www.gsa.gov/portal/content/104877   Once you access the link, let your cursor hover over the Travel tab, then click on the Plan & Book option. In the left index column, click on Per Diem Rates. From there you can choose the state, then the city, and then click Find Rates (or just hit enter). When the info pulls up, look for the M&IE (Meals & Incidental Expenses) column which is in the info to the far right.

If you need to be reimbursed for an item and you were never given a receipt or it was lost, you will need to do one of the following:

- If the expense is under $25, write a description of the expense (ex. if it was a lunch, details should include: the date, the location, who was at the lunch, and the amount) and give it to Staff Assistant. She will complete the appropriate form and have it signed and submitted.
- If the expense is over $25, you must get a copy of the receipt, otherwise it will not be paid/reimbursed.

COLLEGE OF PHARMACY DEAN'S SIGNATURE

The Dean's signature is often needed for documents. Although the Dean has an open door policy, in order to minimize interruptions/disruptions to his work, all items that need his signature should be placed in his mailbox with a note to return it back to the individual making the request. The Dean will

sign the documents and return them to the appropriate mailboxes. If there are several items that need his signature, the items should be placed in a folder and put into the Dean's mailbox.

SAFETY TRAINING

All faculty, students, and employees who will be working in the labs are required to take a safety training class. These classes are coordinated by the Laboratories Manager, Ms. Kathleen Bielecki-Wilken (extension 2427).

Faculty are also required to complete on-line safety training modules that have been developed by the Western New England University College of Pharmacy Safety Committee.

STUDENT WORKERS

In order to recruit for Student Workers, the faculty member must write a job description which includes the number of hours, desired schedule and necessary skills/background for the position. This should be submitted to the Dean's Assistant. All forms for hiring student workers are located on the L (pharmacy) drive under "Student Hiring Information."

A limited amount of money is available through the Federal Work Study Account for the College of Pharmacy for Student Workers. If the student does not qualify for Federal Work Study, or if additional hours are desired, Institutional Funds will need to be used. Students employed under Federal Work Study will be paid 75% from this account and the remaining 25% is paid from the faculty member's research account. If students are being paid using Institutional Funds, 100% will be paid from the faculty member's research account.

Student Workers are typically hired after the Annual Student Employment Job Fair, which occurs at the end of August. Job descriptions are submitted to the Dean's Assistant. She will forward these to Human Resources and they will determine the pay rate for the student worker position and post the open positions on the student worker website. On the day of the Job Fair, the Staff Assistants set up a table with a list of positions that are available and student applications.

After the job fair, faculty members will receive copies of applications from students who are applying for their open positions. The faculty member reviews the applications, sets up interviews with students they might like to hire and chooses a student worker.   A "New Hire" form needs to be completed with all of the student's information and submitted to the Dean's Assistant. She will forward the information to Human Resources. A student cannot begin working until all information has been submitted to the Dean's Assistant and entered in the Human Resources student worker system.

In order to be paid, the Student Worker must complete his/her time sheet (found on Connect2U), print it out, sign it (in ink), and give it to his/her faculty member for approval. The faculty member or the student should bring the form to the Staff Assistant so that a copy can be made for filing. The student will then take the time sheet to Student Payroll (bottom floor of Deliso Hall – accessible in back of building near the Gazebo).

Paychecks will be available for student pickup at Student Administrative Services (bottom floor of D'Amour Library – accessible in back of building) at the end of the student payroll week or through direct deposit.

All student workers are automatically terminated at the end of the school year. In order to rehire a student worker for the following year, faculty should complete a Re/Hire Form on the L (pharmacy) drive under "Student Hiring Information" and submit it to the Dean's Assistant.

CONFERENCE PHONES

The COP owns a conference phone pod that can be used for conference calls or meetings where one or more meeting attendees are off site. Each of the conference rooms is equipped to handle the pod.

To reserve the pod:
1. Contact the Assistant to the Dean, the Dean's Staff Assistant or the Department Staff Assistant as soon as you know you will need it and also reserve the conference room you wish to use.
2. Indicate whether you will be receiving/making a call to one individual or to multiple individuals. The conference room phone number is: 413-796-2379 (for CSP 332, 408, 432).
3. Full Instructions on using the conference phone can be found in the box with the phone.

If the call involves multiple individuals calling in, or if you are calling out to multiple individuals, line reservations will need to be made with Greg Sienko (x1797) for conference calling capability. There are a limited number of conference calling spots during the day. These spots are booked up quickly and there may be a possibility that your request cannot be accommodated if you wait to the last minute.

EVENT PLANNING FOR EXTERNAL AGENCIES AT WNE

Events may be held in University space for the benefit of University employees/departments/colleges or on behalf of an external agency.

Events on campus requested by a member of the faculty/staff on behalf of an external agency may result in the use of rooms on campus, at no charge, depending on the event, etc. All externally hosted events must be approved by the College of Pharmacy administration *prior to* any commitment being made to the external agency. The *COP Event Request Form:* http://www1.wne.edu/pharmacy/faculty-staff/doc/bernier_docs/cop_event_planning_at_wne_11022015_final_v2.pdf must be completed (along with all necessary/appropriate approvals) and submitted, prior to a room reservation/catering request being made. The College of Pharmacy will not assume any financial obligation as a result of events on campus; these are the responsibilities of the external agency, unless other financial support has been arranged in advance.

Any staff, faculty, or member of the WNE community planning to bring a person(s) to the University to speak/present is responsible for ensuring the person(s) completes the *Consent for Use of Audio/Visual Materials* form found on the Department S drive (phrmsci) under Department Forms. The completed form must be kept by the University staff, faculty, or member who is bringing the person(s) to campus. A copy should also be forwarded to the General Counsel office.

If an event is planned for an off-campus venue, it is also necessary for the form to be completed and submitted for approval.

EMERGENCY ASSEMBLY POINT

In the event of a fire or emergency evacuation, everyone must leave the building as quickly as possible and assemble at the appropriate assembly area. The assembly point for the College of Pharmacy is in the back of the building (parking lot side) to the left of the building on the grass. Do not assemble in the

front of the building (facing Wilbraham Road). In the event of an evacuation, anyone hosting a visitor is responsible for escorting her/him to the assembly point. Report to the emergency staff or security officers assigned at the assembly point before leaving.

See Emergency Evacuation Map below with Emergency Assembly Points indicated.

Western New England University
Emergency Reference Map
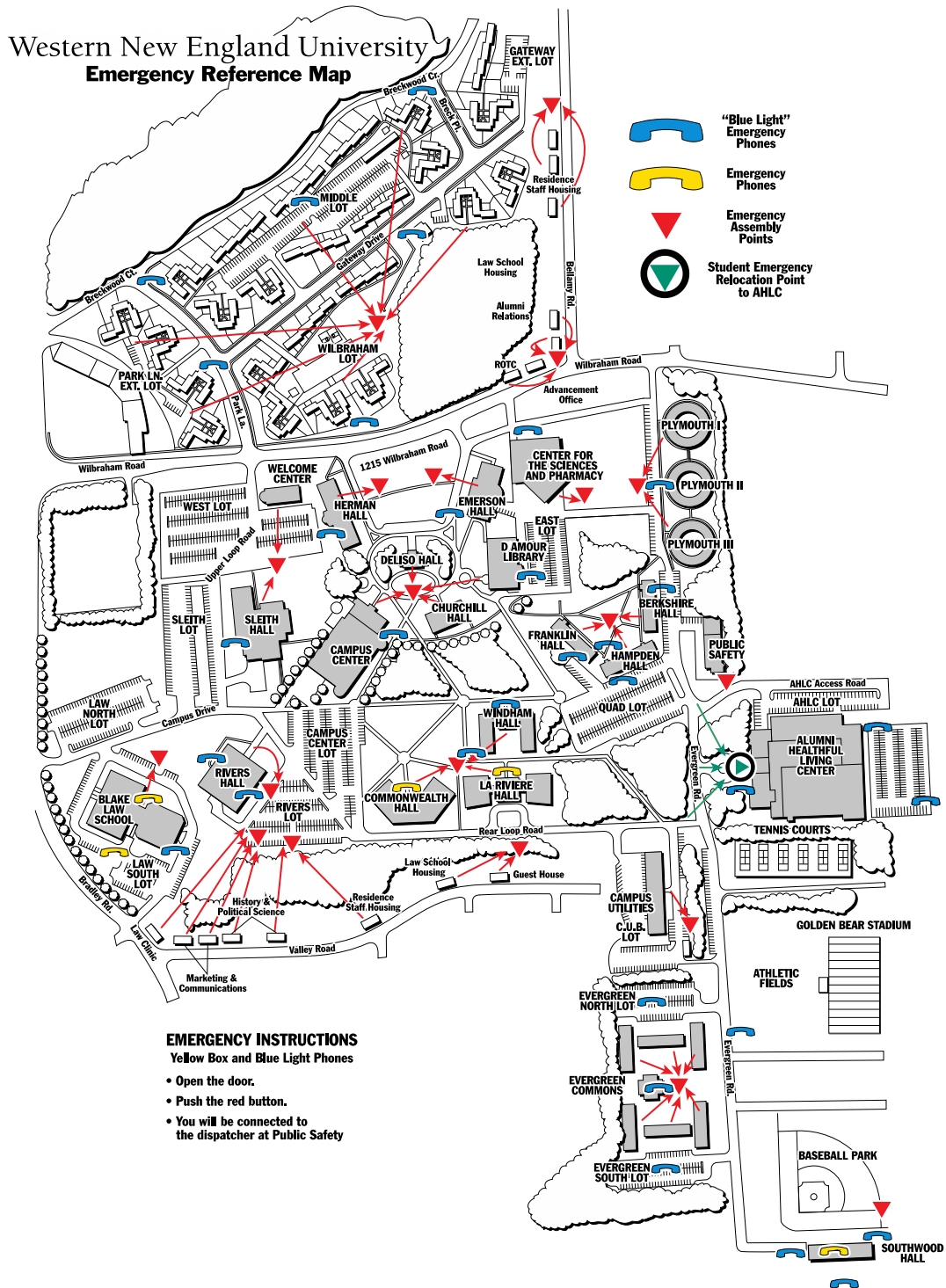
WNE HEALTH SERVICES

Health Services is structured much as a "doctor's office" or urgent care center. We pride ourselves on the efficient, comprehensive, confidential health care we provide and the respect we assign our patients.

Services Provided:
- Urgent Care
- Primary Care
- Orthopedic Care
- Employee Health
- Women's Health
- Prescriptions
- Health Education and mental health issues

- Pap, STD testing, birth control and counseling
- Rapid strep, mono, pregnancy and urine testing
- EKG and Diagnostic test ordering

Location: The Center for the Sciences and Pharmacy, Suite 235
Hours: Monday – Friday 8:30 a.m. - 4:00 p.m.
Appointments: No appointment needed except for annual gynecological exams, entrance physicals, and orthopedic specialties.
Cost: There is no fee for services in Health Services but you will be billed by outside providers for any lab work, x-rays, and prescriptions.
Phone: (413) 782-1211   **Fax:** (413) 796-2255

EMERGENCY NOTIFICATION SYSTEM

WNEU Alert*, a product of RAVE Mobile Safety is the new Western New England University emergency notification system. This system has replaced the E2campus system as our means of notification to our community for emergencies, weather related announcements, and Student Activities alerts.

With it, the University can send emergency notifications straight to your phone. As a Western New England University student, you are automatically enrolled in this service; faculty and staff are, too. However, we encourage you to frequently log in to the system using your Connect2U ID and password to check and/or update your information. That way, we'll be able to reach you in an emergency situation—wherever you are.

In addition to WNEU Alert, we encourage you to download the RAVE Guardian app, which transforms mobile phones into personal safety devices. With this app, you can create a virtual safety network, immediately connect with public safety, and even submit anonymous tips that can help keep the University safe.

The RAVE Guardian app is available for Android and Apple devices.

RAVE GUARDIAN APP
At Western New England University, your safety matters. It's one reason why we have, WNEU Alert and why we encourage each of you to download the Rave Guardian app.

Here are a few frequently asked questions about the service.

What is the Rave Guardian app?

Rave Guardian can transform your cell phone into a personal safety device. With this app, you can create a virtual safety network, immediately connect with public safety, and even submit anonymous tips that can help make the University even safer. Learn more about what the app can do.

Where can I download the app?

- In the Google Play store for Android devices
- In the App store for Apple devices

What are some of the app's features?

Panic Button - In the event of emergency, a special button on your mobile device can immediately connect to public safety, and information about you, such as your GPS location, is automatically displayed.

Virtual Safety Net - As a user, you can create a virtual safety network of friends, roommates, family members, and campus safety. Each person will be set up as a "personal guardian." This network of people can check in on you when you're using the app's safety timer.

Safety Timer - The safety timer can help make sure you get where you're going safety. Once activated, your personal guardians can monitor your status updates and location, and be notified at assigned check-in times. If the timer expires, or you initiate a panic call, the app will automatically notify trusted safety resources on campus.

Anonymous Tips - You can communicate anonymously via two-way messaging with Department of Public Safety officials. Text and photo content is securely transmitted via Rave's geo-redundant public-safety grade infrastructure.

Optional Safety Profile - You can choose to fill out a "safety profile," which will include information like your residence details and medical conditions. Whether you're on or off the campus, this profile will automatically be presented to officials during an emergency call for a faster, more precise response.

Do I have to pay for this service?

No. The app is available free of charge.

Where can I learn more about Rave Guardian?

Learn more about the app on the official Rave Guardian site at the following link:

http://www.raveguardian.com/

Together, WNEU Alert and the Rave Guardian app can help us do what matters most: keep you safe. Please take the time to go to your account and verify your information and contact numbers. Also, please test the communication from RAVE Alert to your cellphone and e-mail address using the test buttons provided on your account page.

Manage Your Account at – https://www1.wne.edu/connect2u/external/rave_sso.cfm

Special Notice – *All employees need to go to their account and enter your cellphone numbers as this information was not available to be uploaded from the Human Resource database.*

* Western New England University has contracted with the emergency notification system company Rave Mobile Safety to provide WNEU Alert. The service is free. (Standard text messaging rates may apply.) WNEU Alert will not be used to distribute advertising or other unsolicited content, nor will it be used to communicate routine notifications; the service is for emergency contact purposes only.

CLOSING AND DELAY INFORMATION

Please be advised of the various ways that we make important announcements concerning weather or emergency cancellations and delays:

- Through the Rave notification system (registration required – see above).

- Go to the University's website homepage at: http://www1.wne.edu A banner will be posted regarding any closings or delays.

- You may call the University's main telephone number at 413-782-3111 for a recorded message of the announcement.

- You may listen to or watch the following radio or television stations:

  Springfield, MA stations--WWLP-TV, WGGB-TV, WSHM-TV, WHYN Radio 560 AM or 93.1 FM, WPKX Radio 100.9
  Pittsfield, MA stations--WBRK Radio 1340 AM or 101.7 FM
  Chicopee, MA station--WACE Radio 730 AM
  Boston, MA station--WFXT-TV
  Worcester, MA station--WORC Radio 1310 AM
  Hartford, CT stations--WTIC Radio 1080 AM / 96.5 FM, WRCH 100.5 FM, WZMX 93.7 FM
  Brattleboro, VT stations--WTSA 1450 AM or 96.7 FM

Every effort will be made to finalize decisions about cancelling day classes by 6:00 a.m., and, if necessary, the decision to cancel evening classes will be made by 2:00 p.m.

Each individual must make his or her own decision as to whether or not to travel to the campus if classes are not cancelled. Students should be advised that, if classes/exams are not canceled and a student is unable to get to campus, it is the student's responsibility to contact the faculty member(s) to make appropriate arrangements.

COLLEGE OF PHARMACY RESEARCH SUPPORT

The College of Pharmacy has an internal Bridge/Seed Funding program for faculty to receive up to $5,000/year to conduct research when startup funding or external funding is interrupted or not available. Application instructions are available on the s drive (pharmacy) under the File Funding Opportunities/Internal Resources and at: http://www1.wne.edu/search-results.cfm?q=funding+opportunites%2Finternal+resources

APPLYING FOR EXTERNAL GRANT SUPPORT

The University's Corporate and Foundation Relations Office is the initial point of contact for faculty and staff seeking external funding from corporate and foundation sources. They are the lead office on campus for all proposals, including proposal development and pre- and post-award management of all grants.

Faculty seeking corporate or foundation support, should review the University's "Policy, Practice and Guidelines" (available at https://www1.wne.edu/giving/grants.cfm) and contact Matt Van Heynigen in the Office of Corporate and Foundation Relations to obtain the University's approved budget template form. All Western New England University requests for external support require the internal review of your project budget, which must be prepared in advance of the submission deadline using the University's approved Budget Template Form: http://www1.wne.edu/search-results.cfm?q=budget+template

Campus Map
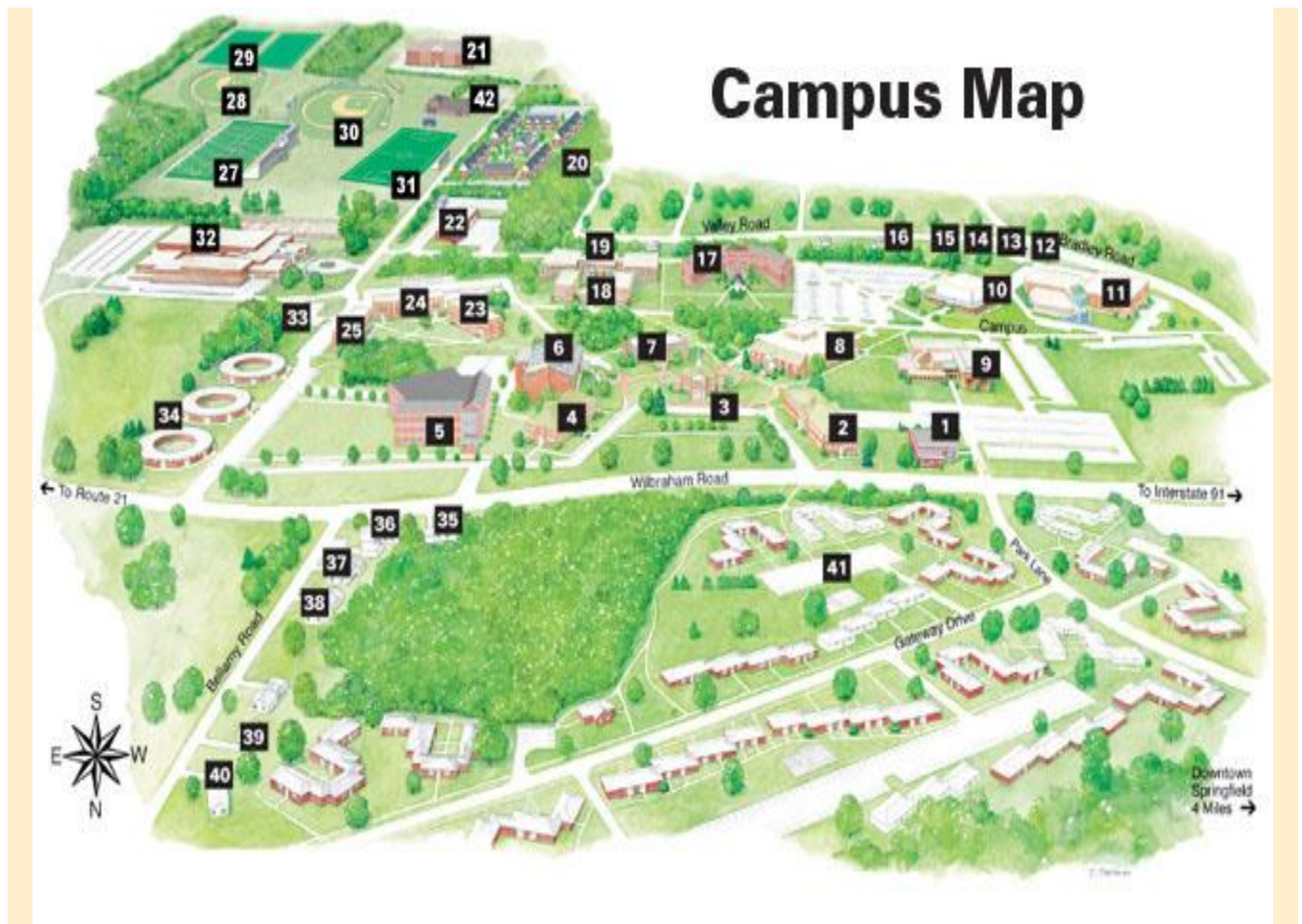
1. Kevin S. Delbridge Welcome Center
Undergraduate Admissions,
Graduate Studies & Adult Learning
Community Relations
Marketing and External Affairs
Office of Strategic Initiatives
Visitors Center
2. Herman Hall
Classrooms and Faculty Offices
College of Arts & Sciences
Student Disability Services
3. Joseph J. Deliso Sr. Hall
Administration
Controller's Office
Payroll
4. Emerson Hall - Classrooms
5. Center for the Sciences and Pharmacy
College of Pharmacy
Neuroscience
Pre-pharmacy, Science
   and Psychology Classrooms/Laboratories
Health Services

12. Law Clinics
13. Information Technology
14. Faculty Offices
15. Faculty Offices
16. Faculty Offices
17. Commonwealth Hall - Residence Hall
18. Windham Hall - Residence Hall
19. LaRiviere Center
Residential Living and Learning Center
20. Evergreen Village Townhouses
Residence Townhouses
21. Southwood Hall - Residence Hall
22. Campus Utilities Building
Campus Post Office
Facilities Management
Printing Services
Procurement Services
23. Franklin Hall - Residence Hall
24. Hampden Hall - Residence Hall
25. Berkshire Hall - Residence Hall
26. Tennis Courts
27. Golden Bear Multipurpose Turf Stadium

6. D'Amour Library
Academic Scheduling
Digital Learning Center
Educational Technology Center
Student Administrative Services
TV Studio/Classroom
7. Churchill Hall
Classrooms
Information Technology
College of Business
8. D.J. St. Germain Campus Center
Academic Support Center
Bookstore
Campus Events
Campus Ministry
Career Development Center
Convenience Store
Counseling
Dean of Students
Dining Halls
Diversity Programs
Food Court
First Year Students & Students in Transitions
Java City Café
Learning Beyond the Classroom
Residence Life
Student Activities
Student Affairs
9. Sleith Hall
Classrooms/ Laboratories
College of Engineering
10. Rivers Memorial
Campus Events
Drama/Music Performances
Human Resources
Radio Station
Student Publication Offices
11. S. Prestley Blake Law Center
School of Law
The Center for Innovation and Entrepreneurship

28. Softball Field
29. Recreational Fields
30. George E. Trelease Memorial Baseball Park
31. Suprenant Field - Soccer Field
32. Alumni Healthful Living Center - Athletics
33. Public Safety
34. Plymouth Residence Complex
3**5. ROTC**
36. Advancement Office
37. Faculty Offices
38. Advancement Operations
39. Residence Houses
40. Residence House
41. Gateway Village - Resident Apartments
42. Golden Bear Pavilion