

GENERAL INFO

If you were recently hired, do not pressure yourself to learn everything at once! After training with the Administrative Assistant you are replacing, please ask any of the other AA's for help. We function as a team and will be happy to help!

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This is an unofficial guide to help give you a starting point to help with your onboarding.

During your first week, the Administrative Assistant (AA) you are replacing should:

1. Introduce you to the faculty you will be supporting.
2. Introduce you to your ChemE Finance contact(s).
3. Give you a list of cost objects (account numbers) assigned to each of your faculty.
4. Give you a list of courses (and course numbers) that each faculty teaches.
5. Give you a list of names, titles and appointment dates of all lab members of your faculty. You will be responsible for submitting extension paperwork for everyone except grad students. Extension paperwork is due to HR ~3 months before the current appointment ends, or ~4 months for a new appointment. Make sure to add reminders to your calendar so you don't forget.
6. Provide you with a contact name from each lab who can help answer your lab-specific questions. Make sure someone from the lab is picking up the mail each week (you are only responsible for picking up the mail of your faculty).
7. Show you where the mailroom is. (Door codes: Building 66=351#, Building 56=826#).
8. Show you how to use the copy machine and add your name so scans go directly to your email account.
9. Show you how to create a Request for Payment (RFP) and a Concur Travel Report.
10. Ask where you can find the Word version of your faculty's MIT letterhead.
11. Explain how Procards and Travel cards work and your responsibility to provide backup for each charge. Write to Kim Harmon ([kharmon\[at\]mit.edu](mailto:kharmon[at]mit.edu)) and ask that to be set up to receive email notifications whenever faculty use their ProCard. This is the only way you will know to ask for a receipt for the charge.

Once you receive your laptop, you will need to set up the following accounts.

(You might have to paste the links into your browser to make them work properly)

1. Apply for a Procurement Card (ProCard) in your Name:

<https://vpf.mit.edu/new-procard-application-available> (new link as of March 2023)

Follow the directions on the site above, take the Pcard training, and email your completed form to Catherine Gauthier (cgyewu@mit.edu) for approval. She will send your application to procard@mit.edu, and you should receive your Visa within 10 business days. General questions about the ProCard should be directed to Kim Harmon (kharmont@mit.edu).

2. Set up a Concur Account. Write to travelsupport with the following info:

- Name of each faculty you support.
- Ask that a delegate account be set up under your name.
- Include a default cost object to set this up (the account will not be charged).

3. Set up a Federal Express Account (connected to your Procard).

- Complete the [FedEx New Account](#) Form (use your shipping address) and email to state-edu@fedEx.com with the subject line "FedEx Education Account Setup Request". You will receive an email with your account number and info within 4-7 business days.
- Once you receive your account number, call 800-463-3339 to connect your account to your ProCard. **This final step can only be completed with the assistance of a FedEx rep!**
- Fed Ex bills are only available online for 120 days. After that, poof!
- If you have to update your credit card information, call them at the number above. There is an option to do this on the FedEx site but I've found it doesn't always work.

4. Amazon Account Orders. If you've placed personal orders on your work computer, be aware that your personal and business accounts might switch back and forth – be careful.

5. Request Gatekeeping (Room Access) Authorization through Physical Security. Write to physicalsecurity@mit.edu and request permission to manage ID card access to the labs belonging to faculty you support. (cc Demetri on this email so he can confirm).

6. Request Authority to Book Rooms. Ask Jim Hardsog (hardsog@mit.edu) to set up authorization so you can book rooms for meetings.

7. Your Address: Make sure you have added the correct address in the MIT Directory and Coupa for shipping (see next page).

Addresses for Receiving Goods:

Building 56 & 66: 32 Vassar Street, Room xx-xxx, Cambridge, MA 02139
Building E17-19: 400 Main Street, Room xx-xxx, Cambridge, MA 02142
Building 66 Mail: 77 Mass Avenue, Room 66-xxx, Cambridge, MA 02139

Address Changes to your MIT Directory Listing and Shipping Address:

- MIT Directory: Atlas > About Me > Personal Information > edit Work Address.
- Shipping Address: Coupa > Your name > Settings > Address book > Choose building.
- For assistance, call Information Systems and Technology (IS&T) at 253-1101.

Booking Rooms (ChemE): Outlook Mail > Calendar > choose room number > If the room is free, click “New Appointment” on top left. (**also see “Conference Rooms” below**).

Cleaning Services: For office vacuuming/cleaning, ask Christopher Monaco.

Computer Assistance: Write to cheme-computer@mit.edu (Jim Hardsog, John Mancuso).

Conference Rooms:

<u>Room #</u>	<u>Code</u>	<u>Maximum Capacity, Other Notes</u>
66-269:	6269#	8 maximum
66-319:	6319#	20 maximum
66-360:	6360#	35 maximum, only Timothy Elizabeth can book this room
66-480:	9360#	15 maximum
E17-502:	no code	8 maximum, enter through Gwen Wilcox office (E17-504)
E17-517	265358	30 maximum
E19-506:	3629#	7 maximum
56-167:	Unlocked	Nice option, book through: registrar.mit.edu/classrooms

Copy Machine Repairs and Supplies: Repairs, call Conway (see placard on top of your Xerox for machine ID # and contact info). For paper and toner, email icp-help@mit.edu.

Copy Tech: Copy Tech will send you a bill for all services (you might have to request this). You should remind the lab to send you the Copy Tech “work sheet” when they drop off an order so you can follow up to get a receipt/bill.

Courier Service (within MIT): MIT has a campus-wide courier service for a \$10 fee (253-6000).

Customs: Carmichael International Service (Chelsea, MA) can help with international and customs problems (Christopher Monaco can assist). Contact James Shoreman at 617-887-1600.

Department Directory: <https://cheme.mit.edu/people/staff/>

Discounts and Perks: <https://hr.mit.edu/benefits/perks>.

Doodle Poll: A good online training site is: <https://help.doodle.com>.

Federal Express, General Info

- FedEx Boxes: You can drop off packages at any Shipping Department or the FedEx box in Building E25 (MIT Medical) across from the Police Station. The last pickup is at 4 PM.
- For general assistance, call 800-645-9424; Billing 800-645-9424; Pickup 866-477-7529.
- Training, go to <https://vpf.mit.edu/> and type “FedEx” in the box on top right.
- If you have questions about your account, email Peter Cercone (pjercone@fedex.com).
- To see shipments from past 90 days: Shipping > Create a Shipment > Ship History.
- To view or print out a bill: Support > View/Pay Bills (may take up to 10 business days).

To Create a Domestic FedEx Label:

- Shipping > Create a Shipment. After filling out #3 (I use 0.50 for document weight), you can get an estimate of shipment cost by moving over to Rates & Transit > “calculate”.
- Make sure all the bills are charged to your FedEx account (important).
- Shipment Notifications (**you should always do this!**): Add your email address and check off your tracking preferences. You can also add the recipient’s email below this section.
- Print label and include **two copies** in Fed Ex envelope.
- If you are shipping dangerous chemicals or goods, ask Brian Smith to assist.

To Create an International Shipping Label:

- Weight: I usually use 0.5 lb for documents.
- Declared value must be at least \$1.
- Service Type: International Priority (DS-2019 docs to Germany cost me \$14.03 in July 2022).
- Package Contents: Click “Products/Commodities”, even if you are only sending documents. This option creates a dropdown menu for “Total Customs Value” which you need to fill out or you will keep getting an error message.
- Total Customs Value: This must exactly match the “Declared Value” amount you used above.
- If you are not sending documents, put in quantity, unit of measure (pieces), value. You will need to know country of origin, and Harmonized Code (Brian Smith might know this).
- Check “Commercial Invoice” (depending on country) and click box that says “Use Company **Signature**”. Under Terms of Sale, click “Free Carrier”. When you print the label, this will be included. You will need to include 3 copies of the commercial invoice and two copies of the FedEx mailing label. Under Terms of Sale, click “Free Carrier”.

Keys: Atlas > Service Request > Create Request > Keys. They will email you to pick them up in Room 7-019 when ready. Phone number 253-4948; Email address dof-csc@mit.edu.

Lab Coats (Blanket PO): <http://labcoats.mit.edu/fags>. The two vendors are Cintas and NorthStar. For Cintas, contact Matthew Brousseau ([brousseau\[at\]cintas.com](mailto:brousseau[at]cintas.com)), or call Customer Service at 833-711-5957. Cintas does not have the best customer service, so it may take a while for them to set up an account for you. Once you have an account, contact Ronald Hauswirth for help with deliveries to Building 56 and 66, he is very responsiv

Lab Door Access (Physical Security): You can control who has access to faculty's lab by going to <https://physicalsecurity.mit.edu>. There is a separate list for UROPs who are only allowed to be in the lab from 9-7, M-F, and must be supervised (ask Brian Smith for clarification). Visiting Students should be treated the same as UROPs (time restricted).

Libraries: You can order copies of articles, books, find online reprints, and much more:

- Main Link: <https://libraries.mit.edu/>. ChemE-related books and publications are generally located in the Hayden Library.
- Dissertations: <https://libguides.mit.edu/diss>.
- Document Service (to order/purchase publications): <https://libraries.mit.edu/docs/>.
- WorldCat: <https://mit.worldcat.org/>.

Mailrooms (Take the elevator to the basement):

- Building 56: Use your MIT ID card.
- Building 66: From elevator, go right, first door on the right. Door code is 351#. Follow hallway and the mailroom is the first door on your left.

MIT Campus Map: <http://whereis.mit.edu/>

Moira Email Lists: You can create an email address that incorporates multiple recipients (for instance, an email address that includes all of the faculty you support).

- Link: <http://ist.mit.edu/email-lists>.
- Under Getting Started, click "create an Athena/Moira List".
- At bottom of page, type of list, click "Moira".
- Create the NAME of list (do not add @mit), all lowercase.
- Description (this is for you).
- Created by: Use your email address, without @mit.
- To add someone from MIT, type name and their email address will automatically pop up.
- For non-MIT members, type the person's email address. When you see the address highlighted, you will have the option to add it to your list.
- To delete a Moira list you have created, you must ask IS&T to remove it (call 253-1101).

Parking Passes for Guests

Link: http://web.mit.edu/facilities/transportation/parking/visitors/public_parking.html

- **Non-MIT Parking:** In addition to the link above, there is a lot at the Marriott (50 Broadway, ~\$55.00 per day) and the Kendall Center Green Garage (90 Broadway, ~\$31 for two hours). Make sure the guest calls the location to confirm parking will be available when they arrive and the current cost.
- **Same-Day Parking at MIT:** Contact the Parking and Transportation Office directly (253-6510). There is no guarantee that space will be available.
- **ChemE visitors have three garages available (see Kathleen Briana note below):**
 - E62 East garage
 - 139 Mass Avenue
 - 600 Memorial Drive
- Email your request to **Kathleen Briana** 24 hours in advance and include the date, time in/out, name of guest, purpose of visit, and cost object. Kathleen will email you a PDF of the parking pass which the guest must display on their windshield.
- For special requests (i.e, parking a large truck), call Atlas at 253-3000.

Patent Search: MIT's Technology Licensing Office (TLO), <https://tlo.mit.edu>.

Phone Issues: If your phone is not working, call Jim Hardsog.

Power Point: A good online training site is <https://www.youtube.com/watch?v=TZfcVbKJs1E>.

Shipping Department (Vassar Street, Building 32, 253-4744): Directions from Building 66: Go to the basement and then walk towards Building 56. At end (Building 16) go right and then take another right onto the ramp. Take first left, and the loading dock will be on your right.

Thermostat Settings (this is not intuitive!): To change the temperature set point, press ▲ or ▼, then enter. To change the fan speed, press override three times quickly, then ▲ or ▼, then enter. The fan will completely shut off at 30%.

Tim Tickets Overview (discontinued, but info might be relevant in the future)

- "Covid Pass" for MIT employees and students has now been discontinued. I am leaving these directions online for now in case we need to return to this system.
- Overview of Tim Tickets: [Campus access and visitors - MIT Now](#)
- A Tim ticket gives access for seven consecutive days, 6am to 6pm (with the exception of certain time-restricted buildings). If the visitor needs access after the expiration date, they need a new invitation.

Tim Ticket for an Individual

- Go to visitors-admin[dot]mit.edu, click “Invites” and scroll down to “+ Add”.
- You will need the visitor’s phone number, THIS IS KEY.
- Invite them and the app will do the rest. It will show up on their phone and ask them some questions. They have to attest their vaccine status (honor system), and then the day they arrive they click on the little Beaver icon to “attest” how they are feeling for that day and answer a few more questions. They should then be cleared to come to campus and be issued their own QR code which the door scanners will read for access.

TIM Tickets for MIT Events

- Any MIT community member (including students) with an active Kerberos account can use Tim Tickets. The system allows MIT hosts to collect contact tracing information from attendees and provides attendees with a QR code they can use to check in to an event. MIT community members will not use the Tim Ticket QR code; they will check in to an event registered in the Tim Tickets system by presenting the barcode that is on the back of their MIT ID card or displayed within the MIT Atlas mobile app.
- Per [MIT’s event policy](#), use of the Tim Tickets system is **required** for all indoor events and all K-12 programs (both indoor and outdoor); it is optional for events that are held entirely outdoors. For information about this and other current MIT policies, visit [MIT Now](#).

UROF Position: To submit a UROP opening, go to <http://uaap.mit.edu/node/2377>. All submissions must be approved by UROP staff before being posted, which may take a few days. If you need assistance, call 253-7306 or email your question(s) to [urop\[at\]mit.edu](mailto:urop[at]mit.edu).

US Postal Mail: Write the cost object on the top right of letter (where you would normally put a stamp) and put in Building 66 lobby mailbox marked “Domestic Mail - To Be Processed”.

Vacation Time: Before going on vacation inform your faculty. Once they have all acknowledged your intentions, send an email confirming the dates to your faculty and cc Demetri, Bori, and Roxana. Don’t forget to set up your automated reply on your Outlook email account before you leave!