

UAH Staff Reference Guide

Details below are subject to change. If you notice something that is in error, please alert us by sending an email with details to staffsenate@uah.edu.

Table of Contents

- [UAH Staff Reference Guide](#)
- [It Pays to Work at UAH](#)
- [Parking on Campus](#)
- [Transportation](#)
- [Hosting Guests or Events on Campus](#)
- [In Case of Emergency](#)
- [Branding, Business Cards, Photography, and more](#)
- [Purchasing/Procurement](#)
- [Travel Policy/Reimbursement](#)
- [Print and Mail Services](#)
- [Surplus Items](#)
- [Building Access and Maintenance](#)
- [Health and Safety](#)
- [What's Happening?](#)
- [UAH Room Reservation](#)
- [Return to Campus Guidelines](#)

It Pays to Work at UAH

- See the Benefits pages of the [Human Resources website](#) for a full listing of the [extra benefits available](#) to employees from vendors such as local restaurants and mobile phone carriers.
- Check the current [payroll calendar](#) to see when the pay dates are and when holidays are observed. The same calendar reflects *web time entry* due dates. If you don't get your online timesheet submitted through your [MyUAH account](#) or approved by the due date, you must submit a paper timesheet. The form to use for the paper timesheet is referred to as "[Paper Timesheet \[year\]](#)". Please make sure you select the correct year's form and use the appropriate worksheet/tab - they are named by the pay period.
- [View open UAH positions](#) if you desire a new challenge here. New positions within HR are posted every Wednesday.
- Post student employee positions in [Charger Path](#). The full process and other helpful details are available on the [Career Services website](#).

- If you need to hire a temporary employee, you'll need to complete [the Temporary Employee Request Form](#).
- If you need to hire a full-time employee, you'll need to prepare a [job description](#) first, then submit a [Position Authorization and Recruitment Form \(PARF\)](#). Only authorized staff should submit a PARF.
- Please make sure to contact HR if you have any changes to your directory information or employment status. The [Electronic Personnel Action Form \(ePAF\)](#) is the best method to submit these changes. Update your address, phone number, and more under Personal Information in your [MyUAH account](#).
- Most employees record their hours worked in their [MyUAH account](#), but it is possible for teams to use [Kronos](#) for clocking in and out. Contact [Diane Gibbs](#) for more information about that.
- When your time at UAH comes to a close, please note that the [Employee Separation Checklist](#) must be completed and signed by appropriate department representatives. Any keys you have must be returned to PPB, and the [Hard Key Return Form](#) must be signed by Dean/VP.
- Read about the [Employee Award Programs on the Human Resources website](#); these include Service Awards (for years of service) and Foundation Awards (which reward notable contributions).

Keep Learning

- All active and retired full-time regular faculty and staff are eligible to receive [Tuition Assistance](#). Dependents of these individuals may also be eligible.
- Employees receive discounts on courses available from the UAH College of [Professional and Continuing Studies \(CPCS\)](#). Contact the CPCS Registration Office for details: 256.824.6010 or 800.448.4031 or visit their [UAH Faculty and Staff discount page](#).
- Osher Lifelong Learning Institute is located in Wilson Hall. Learn about membership benefits and more on [their website](#).

Dining on Campus

- There are dining options in the Conference Training Center, Charger Union, Bevill Center, Olin B. King Technology Hall, and Charger Village. Additionally, there are coffee shops in the Louis Salmon Library as well as the Charger Union and the Conference Training Center. [View these locations on a campus map](#).
- Check out the [Campus Dining website](#) to see:
 - The hours of operation for each location (limited during school breaks)
 - This week's Charger Café menu
- [Load up your Charger Card with Dining Dollars](#) to spend at these locations and get some additional discounts at other local businesses. Look for special promotions to get extra

Dining Dollars for your money! Fall balances of Dining Dollars carry over to the Spring, and any unspent funds expire at the end of Spring semester each academic year.

Parking on Campus

- The [Parking Management Office](#) is housed with the UAH Police in the Intermodal Facility. It offers a helpful [FAQ](#) and further details on their website.
- Visitors on campus need to provide the Parking Management Office with the license plate number and visit dates to obtain a visitor permit.
- Spaces designated for visitors are for the exclusive use of persons not affiliated with the campus. Employees and students parking in visitor spaces during hours of enforcement (8:00 AM – 5:00 PM M-F) are subject to a \$50 citation (whether you have a permit on the vehicle you've parked or not). Note that visitor spaces in/around Southeast Campus Housing, Frank Franz Hall, Central Campus Residence Hall, and Charger Village have a one-hour limit and are restricted 24/7.
- If you are driving a vehicle other than your own, please stop by the UAH Police Department / Parking Management Office with the license plate number of the vehicle you will be driving and receive a free temporary permit for a week. The Police Department is open 24 hours a day.

Transportation

- Visit the [Fleet Services website](#) to learn more about their services. There are Motor Pool vehicles available for rent, including two new ones: a Ford Fusion Hybrid and a 7-passenger Ford Explorer.
- Driver Safety Training is available, and they can help you to become an authorized driver. You are not allowed to operate a UAH service vehicle until you have become authorized.
- Fuel management for UAH service vehicles is available behind the Physical Plant Building. They can work with you to setup an account for fuel charges and a device to use for purchasing fuel at their pumps (for UAH business purposes).
- There are a few trams available for use if approved by Admissions; they're the ones often used for campus tours. Each holds 15-18 people and has bench seats. They are normally parked in the lower level of the UAH parking garage. There is no charge to use them. The driver must be an authorized university driver and able to drive a stick shift. Contact [Vangie Harris](#) in Admissions for rental inquiries.
- Before renting a vehicle from a rental car company, please contact Esterley Patterson at extension 6687.

Hosting Guests or Events on Campus

- The exterior campus signage is wonderful, but you may want to provide your guest(s) with a link to the [map of our campus](#).

- Reserving space/furniture/equipment and providing setup/cleanup services for the:
- ❖ [Charger Union](#) or the [Conference Training Center](#):
 - Most rooms are described and pictured [[and you can request the spaces](#)] in [Astra](#).
 - [Scheduling Charger Union](#)
 - [Scheduling Conference Training Center Exhibit Hall](#)
 - Request for tables and chairs are made through the office of Event Services & Production located in the Charger Union. You can email them at chargerevents@uah.edu.
 - If the event requires refreshments or a meal, all events *in the Conference Training Center or Charger Union* must be catered by Sodexo. For information about catering by Sodexo, contact UAH Dining Services at x4721 or uahcatering@uah.edu.
- Meeting space for all other campus locations:
 - Events held at all campus locations, except Charger Union and the Conference Training Center, must be booked through the Conference and Events office or the Registrar's Office. Requests may be submitted through [Astra](#).
 - Outdoor event requests are made through the Conference and Events Office. An Outdoor Event Request form must be submitted to the Conferences and Events office. Forms are available through Juanita Owen at x7776 or via email at owenj@uah.edu.
 - The reference table at the end of this document has more information regarding who to contact for booking rooms/space on campus.
 - Academic building reservations provide no "setup support," including tables and chairs. It is the responsibility of the organization to provide any event support needed.
 - Desks, tables, and chairs are only provided if they are currently in the reserved room. If an organization needs tables and chairs, you must provide the additional tables and chairs. This can be done through off campus rental companies.
 - If you have large items that need to be moved to the location of the event, you must request the item(s) to be moved by Facilities and Operations via their [Move Request Form](#).
 - Technical support for meetings and events that require the use of classroom Audio-Visual equipment is available from the OIT Help Desk (helpdesk@uah.edu or 256.824.3333). There should be a phone response that says push 2 for immediate support that will forward through to the help desk personnel on campus. It is important to let the help desk know (whether in the email or over the phone) that it's an immediate emergency in a classroom so that it is understood that it is pressing.
 - Audio Visual support for the Chan Auditorium, SSB, Charger Union, CTC Exhibit Hall and other outdoor events may be requested by completing the [Audio-Visual Department Request Form](#).

- For assistance with Web Conferencing, contact the OIT Help Desk at helpdesk@uah.edu or call extension 3333.
- Departments having visitors or events should contact the [Parking Management Office](#) at least five (5) days prior to their event with departmental and event information to obtain visitor permits or arrangements made for visitor parking.
- To request network services such as WiFi for your event/meeting, please contact the OIT Help Desk helpdesk@uah.edu and provide the date, time, and location with an approximate number of attendees as well as any technical requirements.
- Requisitions must be received at least 7 business days in advance of the date of the event. Late requests will be accommodated based on staff and equipment availability.
- If you would like consultation for special set-ups or requirements, please contact the OIT Help Desk with your request.
- To promote your event, refer to the [OMC Event/News Promotion page](#).
- Meeting space policies:
 - Space is reserved based on availability. Scheduled academic classes take priority over non-class related events.
 - The university reserves the right to cancel an event due to inclement weather or other extenuating circumstances.
 - Clean up is the responsibility of the hosting organization. Room must be returned to original condition/configuration at the end of the event.
 - All signage should be freestanding. No signage should be affixed to a wall surface. Tape, tacks, and staples are prohibited.
 - Any damage occurring during an event is the responsibility of the sponsoring group.
 - Any UAH organization charging admission to an event will be charged for the rental of the space at the appropriate university rental rate.
 - Organizations must be in accordance with all local, state and federal laws, campus policies, and the student code of conduct.
 - If minors (individuals under the age of 18) are in attendance at any event, organizers must be in compliance of the [Child Protection Policy](#).
- If you wish for the Lancers to be present for your event, please [submit this request form](#) at least two weeks in advance of your event. More information is available on [their website](#).

In Case of Emergency

- The [Office of Risk Management](#) offers training courses and helpful information to keep you safe during various emergencies--including inclement weather, natural disasters, and crisis situations.
- Check out their website to learn [how to evacuate your building](#), deal with a [chemical spill](#), and more.

- UAH has partnered with [Blackboard Connect](#) for our [UAlert](#) system. Update your contact information in [the Blackboard Connect portal](#) to be sure you receive a phone call or text when there is an emergency or when UAH is closed.

Branding, Business Cards, Photography, and more

- Accurate UAH branding should be used in all forms of communication including email signatures. Please refer to [the branding guide](#) for more details.
- The [Office of Marketing and Communications](#) provides the following services to UAH students, faculty, and staff: photography (Michael Mercier can be scheduled to cover your event and produce professional headshots), graphic design (for business cards and other publications), and advice on the use of UAH branding and logo.
- Submit an OMC [Work Request Form](#) for Design, Photo, and Video request.
- You may direct any questions to omc@uah.edu or by calling 256.824.6414. They can help you with the full process for ordering business cards and letterhead.

Purchasing/Procurement

- The Procurement Services team can assist you with the process for purchasing goods and services needed to carry out UAH business. Learn [who to contact](#) for the type of purchase you wish to initiate.
- It may be possible to simplify the purchasing process for your department by [becoming a Procurement Card \(P-Card\) holder](#). **Note- certain rules apply.**
- Business Services continues to issue a [regular newsletter](#) and has a [Customer Guide](#) available on their website. Information about training sessions and resources for self-paced learning are available in the [Faculty and Staff Services](#) section of the Business Services website. You may also find more forms on the site including the [State Sales and Use Tax Certificate of Exemption](#).

Travel Policy/Reimbursement

- If you travel or are planning to travel, please familiarize yourself with the [UAH travel policy and necessary forms](#). Providing the necessary documentation will assist in timely reimbursement.
- Please note that [Travel Authorizations](#) should be completed and signed by your manager before any travel related expenses occur.

Print and Mail Services

- The [UAH Copy Center](#) is on campus and offers more than just printing. Contact them at extension 6383 or by emailing copycenter@uah.edu. Their main location is in the Business Services Building, but they also have a location in Charger Union.

- The [UAH Copy Center](#) serves as the point of contact for maintenance on leased Xerox devices on campus. Services offered include:
 - Posters and binders for presentations
 - Flyers, brochures and bulletins
 - Paper source for most departmental needs
- [Mail Services](#) on campus include intercampus mail and US Postal Service. Personal mail can be sent from the Copy Center in Charger Union.

Phones

- If you need help regarding UAH telephones, call extension 6815 or fax a [work order form](#) to extension 6333. Visit [the Telecommunications website](#) for more information.
- If your position requires use of your personal mobile phone, consider submitting a [Wireless Communication Device Supplement Request](#) to your manager.
- As mentioned above, the full listing of the [extra benefits available](#) to employees includes discounts for some mobile phone carriers.
- Voice mail instructions are included in the [Telecommunications Manual](#).

Surplus Items

- Any University-owned item designated salvageable but unusable or obsolete may be claimed as surplus or transferred to another department. All surplus items must be disposed of in accordance with state law and University procedures (make sure you don't just leave it outside/in the hallway or throw it in the trash).
- Read more about [what to do with surplus property](#) and access forms on the [Asset Management website](#).

Building Access and Maintenance

- If you need assistance from [Custodial Services](#), call them at extension 2558. Please note that their typical work hours are 5 AM to 1:45 PM.
- If you need to report a non-emergency maintenance issue, complete [this form](#) first. If there is a leak, power outage, or other emergency maintenance issue, call the maintenance work order desk at extension 6482 (M-F 7:00 - 5:00) For an after-hours emergency maintenance issue, call the UAH Police at extension 6596. You may also email wodesk@uah.edu if you need further assistance.
- For construction or alterations, please complete the [Maintenance Service Order Form for repairs and alterations](#). Send signed forms to [the Work Order Desk](#), located in the Physical Plant Building, room 124.
- Contact the Locksmith Shop for help by completing and submitting the [Doorplate/Nameplate request form](#).
- Building Access Control forms and details are available online:
 - [Charger Card \(Card Key\) Access Request Form](#)

- [Lock Change / Key Request Form](#) (must be signed by Dean/VP)
- [Hard Key Return Form](#) (must be signed by Dean/VP)
- [Keys and Building Access Cards Policy](#)
- You may contact [the UAH Police](#) at extension 6596 if you have a one-time need for building access after hours.
- Complete and submit the [Move Request Form](#) if you need office furniture or equipment moved. OIT can help make sure you have network and printer access upon moving, but OIT doesn't move your computer equipment for you. Alert OIT of your plan to move by emailing helpdesk@uah.edu or by calling extension 3333.
- Visit the [Facilities website](#) to learn more about their services.

Health and Safety

- You can find information about safety training (such as First Aid and CPR), disposing of hazardous chemicals, and more from the Office of Environmental Health and Safety. Visit the [OEHS website](#) for more details.
- The [UAH Police](#) are on campus to protect and to serve. In case of emergency, dial 911 (from any phone); 6911 (from any campus phone); or 256-824-6911 (from any phone). Note: if you call 911, your call must be routed to UAH Police Department (which will take more time). Dialing x6911 or 256.824.6911 connects you directly with UAH emergency response. For non-emergencies, call 256.824.6596.
- Boost your health by taking advantage of the many services and classes available in the [University Fitness Center](#).
- See the details of [the Wellness Initiative](#) available to employees, which includes smoking cessation assistance and more.
- UAH Police provides a physical defense class for women referred to as Rape Aggression Defense (RAD). It is taught by Captain Dianna Marshall. (Dianna.Marshall@uah.edu); contact her to make arrangements for this class.
- Note that Procurement can assist with the special procedure to obtain hazardous materials and OEHS can assist with the proper disposal of them.

What's Happening?

- Support Charger Athletics! See the [athletic calendar](#) and [buy tickets](#).
- See the [UAH Events page](#) and for a list of activities; many of the student events are open to staff.
- Check out the weekly [UAH Headlines](#) newsletter which is full of announcements and current news.
- See a show! The [College of Arts, Humanities, and Social Sciences](#), the [Department of Music](#) and the [Theatre Department](#) often hold concerts, plays, and more.
- Interested in being a volunteer? Check out these sites:
 - [Volunteer Chargers](#)
 - [UAH Headlines](#)

- [Sustainability events](#)
 - [Staff Senate Meeting Minutes](#)
- Want to know when finals start/end or when school breaks are? Check the [academic calendar](#).
- The [UAH Magazine](#) is published twice a year. It pulls together our academic accomplishments, our innovative research projects, our extracurricular organizations, and our alumni into one engaging source for all things UAH.
- Follow us on [Facebook](#) and [Twitter](#) to keep track of events going on all around campus.

Email

- Information collected in [HR forms](#) (such as [the Employee Profile](#)) is used to create a staff member's Banner record. Other accounts are created based on the changes made to Banner to provide each staff member with a Charger ID, which is the basis of the official UAH email address.
- UAH uses G Suite for Education, a robust set of web-based tools that are mobile, flexible ([Gmail](#), Google Drive, Calendar, etc.), and run in your Web browser. If you prefer to use Outlook, note that the [Google Apps Sync for Microsoft Outlook®](#) (also known as GASMO) plug-in works for Microsoft Outlook® 2007, 2010, or 2013. This allows you to keep using Outlook to manage your G Suite for Education account.
- Each staff member may have an email alias. The additional email address is linked to the same account and is preferred for sharing and printing. By default, new accounts are issued a firstname.lastname@uah.edu alias. However, if you do not currently have an alias and would like to request one, or if you would like to request a different one than what was issued to you, you may submit a request through the Office of Information Technology [OIT User Services Portal](#). After logging in, select the My Email tab.
- For information on what happens to your account when you retire and more, read the [Network, Computer, and Email Account Administration Policy](#).
- If you wish to email a large group of UAH faculty, staff, alumni, friends of the University, etc., and need to request a list of those addresses, you may submit [an OURS request](#).
- The options for distributing emails to large groups are covered by the Office of Marketing and Communications on their [Event/News Promotion page](#).
- To request a Google Group or an account for an entity, retired staff member, volunteer, or contractor, please complete the [appropriate online form](#).

Computers

- For a general IT overview for UAH staff members, please consult the OIT [Getting Started for New Staff page](#).
- Information about purchasing a new a desktop or laptop computer may be found on OIT's [Computers and Software page](#).

- Please familiarize and adhere to the interim policy for [network, computer, and email account administration](#).
- If you have computer equipment you no longer need, follow the process for disposal of surplus equipment. If a viable computer is sent to Asset Management, OIT will wipe it, reset it, and redistribute to another staff or faculty member upon request.
- For help with computer issues and other related items, contact the OIT Help Desk at helpdesk@uah.edu or at extension 3333. You may also contact the [OIT Help Center](#) to open a ticket or review informative documentation.

Software

- OIT provides for free a number of software programs to faculty, staff and students. Please visit [Chargerware](#) for a listing of and how to download these programs. Many products are available including access to [Office for Home Use](#) (for Windows or Mac).
- Refer to OIT's [Computers and Software page](#) if you need assistance purchasing or have questions regarding software other than those available on Chargerware.

Information Security

- Based on your role, it may be imperative for you to comply with the Family Educational Rights and Privacy Act ([FERPA](#)) or other privacy/confidentiality restrictions. Even if you are not in such a role, it is recommended that you take reasonable precautions to safeguard the information stored on your computer and in your office.
 - Lock your computer, log out of it, or shut down your system when you are not using it. If you have a laptop, store it in a secure location when you are not using it.
 - For user accounts, use a complex and private password containing a mixture of symbols, upper/lower case letters, and numerals to access your computer.
 - For your email, computer, Charger account, and more - change your password at least twice a year, and always safeguard your password(s).
 - If you have any data on storage devices such as external hard drives, flash/thumb drives, or CD's, keep those devices secure.
 - Secure any device on which you have email content stored or have access to your account, including personal computers and mobile devices (smartphones and tablets).
 - Note that not all networks are secured; therefore, use caution when checking email or accessing any files from Google Drive from "free wifi" services not provided by OIT.
- Familiarize yourself with [Cybersecurity](#) trends to protect UAH data as well as personal data.

- When making purchases with a P-Card, use a reputable vendor and ensure any online purchases are only made on secured sites whose URL begins with “https” instead of “http.”
- Avoid losing data by backing up your computer with [CrashPlan](#). It is simple to setup and silently runs in the background keeping your data securely stored in the event of a hardware failure, etc. Staff members may register up to 4 devices with CrashPlan - including personal devices.

Internet Access

- Staff members may use the eduroam wireless network while on campus. More information about both wired and wireless network connectivity may be found on OIT’s [Networks page](#).
- If you have attempted to use the wired network in your office but it does not work, you may be in a building that is not setup with self-registration. For some areas on campus, network connectivity through the Ethernet port is controlled by OIT. For a new connection, you may need to complete the [Network Access Request Form](#).
- To request a new network drop, submit a completed [Network Drop Request Form](#) and [Transfer Authorization Form](#) (minimum of \$250 to be credited to OIT). Forms may be sent to the OIT Help Desk addressed to Von Braun Research Hall C23A.
- For temporary employees to be granted wireless network access, please request a guest account by contacting the OIT Help Desk at helpdesk@uah.edu or at extension 3333. Please provide the user’s full name, non-UAH email address, and length of time for which the account should remain active. Please note that no associated email account will be created and the staff member requesting the account certifies that:
 - You have validated the identity of the individual for the visitor account through a proper photo ID. (Proper photos IDs include government- or University-issued IDs.)
 - The visitor is at UAH for an official UAH function.
 - The temporary employee conforms to the [UAH Child Protection Policy](#).
 - The temporary employee has been advised of the [Network, Computer, and Email Account Administration Policy](#).
- For help accessing the network, contact the OIT Help Desk at helpdesk@uah.edu or at extension 3333.

UAH on the Web

- The [official UAH website](#) has a space [just for staff](#) (and faculty) where you will find links to staff resources. Select staff have attended Joomla training and have become authorized to maintain content on this site. The UAH web site is supported by the Office of Marketing and Communications. If you need of assistance with the UAH web site, please contact webmaster@uah.edu.

- The [myUAH](#) portal is an easy way to access internal resources directly, such as Banner pages.
- Staff wishing to have a webpage hosted by UAH are asked to use [Google Sites](#). However, there are times in which a Google Site may not meet your needs. As an alternative, active staff may publish Web content on [the “webpages” server](#). Login with your Charger ID and Charger password via a Secure File Transfer Protocol (SFTP) connection to gain access to simple web hosting.
- There are many web-based applications on campus that are accessible using your Charger ID and Charger password such as [myUAH](#), [Self Service Banner \(SSB\)](#), [Banner Admin](#) (formerly known as Internet Native Banner), and [Canvas](#).

Passwords

- Most systems on campus are accessible using your [Charger ID](#) and Charger password. OIT advises that you [change your password](#) to a custom value instead of keeping the default.
- It is possible for your G Suite password to be different than your Charger password. Additionally, you must supply your full email address (rather than the Charger ID alone) when accessing email.
- If you attempt the incorrect password excessively and lock the Charger account, you will need to reset it using UAH’s [password reset tool](#).
- You may also contact the OIT Help Desk for assistance with a locked account or other password-related issues. They may be reached at helpdesk@uah.edu or at extension 3333.

Banner

- Access to [Banner Admin](#) (formerly known as Internet Native Banner), Banner administrative systems, is closely controlled and training is required before access will be granted. See your supervisor for scheduling training.
- Access to modules of UAH’s Banner system is controlled by the appropriate university department(s). Refer to the information about [FERPA training and account access](#) for more information.

UAH Room Reservation

- The first step in booking a room on campus is to use the online booking software - [ASTRA](#). If you are not able to access ASTRA or are having difficulty then you may want to refer to the [Event Scheduling Resources](#) or reach out to one of UAH’s [Scheduling Contacts](#).

Return to Campus Guidelines

- This plan outlines efforts by the university community, led by the UAH Return to Campus Task Force, to develop a flexible approach to re-open campus, while considering adjustments to be made if conditions improve or worsen. While these safety and health measures are being implemented across our entire campus, the following guidelines will address the unique needs and challenges within our programs, spaces, and campus locations.
- Guides and Checklists
 - [Return to Campus Guide](#)
 - [Staff Checklist](#)
 - [Supervisor Checklist](#)
 - [Return to Campus Guidelines \(Office of Human Resources\)](#)