

Employee Reference Guide

How to Get Things Done on Campus

Whether you are new on the job or are very familiar with the College, even simple tasks seem almost impossible when you don't know where to begin. This booklet provides "how to" information regarding a variety of services and day-to-day needs of members of the Community.

To learn more about the role of individual offices on campus, visit the College's website at <http://www.hamilton.edu/offices>.

You can find this document electronically at the Human Resources website <https://my.hamilton.edu/offices/human-resources/employee-information/handbooks>

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USING THE TELEPHONE SYSTEM

To place an on-campus call, dial the 4-digit campus extension listed for that office or person on the online Hamilton College Directory at <https://my.hamilton.edu/directory>.

To place an outside call, dial 9 then 1, then the area code and the number.

To place a call on hold, simply press the “Hold” button on your console. To reconnect the call to you, press the button for the line.

To transfer a call to another extension or office, inform the caller you are transferring his/her call, press the “Transfer” button on your console, dial the desired extension number, announce the caller to the person to whom you are transferring, then press the “Transfer” button again to release the caller. If you wish to transfer directly into voice mail, press transfer, dial 4809 and the person’s extension number and transfer again. If the line you are transferring the call to is busy or there is no answer, press the flashing extension button on your console and the original call will come back to you.

For more information on telephone and voice mail use and features, please visit <https://www.hamilton.edu/lits/rc/phone-services> or request a TIPSHEET from the Telephone Department by calling ext. 4160 or e-mail telephone@hamilton.edu. The Telephone Department also handles all requests for telephone installation, servicing, repairs, etc.

HAMILTON STYLE GUIDE

The logo design of the Chapel cupola — with its unique quill weather vane — signals the College’s historical roots and our commitment to clear and effective oral and written communication. The consistent use of this logo with the Hamilton wordmark on stationery, brochures, banners, the website and wherever Hamilton College signs its name helps solidify our place with our many constituents. The College’s Style Guide (<https://www.hamilton.edu/styleguides>) outlines the proper uses for the logo and wordmark and should serve as a guide as you help us present the College. If you have any questions, or to obtain printer-ready files of the logo, please contact the Senior Director of Visual Communications, ext. 4276.

MAIL CENTER

Please visit the Mail Center website (www.hamilton.edu/mail-center) for detailed information regarding Mail Center hours and services.

On-Campus and External Mail Procedures

Please separate mail into the following four categories and rubber band: U.S. mail, Canada and Mexico mail and all other international mail.

Keep unsealed envelopes “nested” together, with the flaps open and like sizes and weights together (still separating U.S., international, etc.), with the exception of envelopes with flaps on the end. These cannot be sealed by our postage meter and should be sealed by you.

If your name or department is not imprinted on the envelope, please print or type this information under the return address section. Otherwise, the Mail Center must open the envelopes to determine their origin for billing purposes. Notify the Mail Center of the budget line when charging mail to restricted or other special accounts.

The Print Shop can also fill private orders (i.e. business cards, invitations, stationery, programs, etc.) although College work takes priority and we may not be able to provide this service during peak periods, especially the beginning and end of semesters. If you are new to campus, please stop in and say hello.

PURCHASING

General Supplies

If you need to order general supplies (i.e. lab supplies, computer software, books, etc.) for your office or department, you should fill out a Purchase Requisition form (pre-printed form available from the Print Shop), available at <https://my.hamilton.edu/auxiliaryservices/requisition-form> and forward it to Auxiliary Services. Auxiliary Services will fax, e-mail or mail the purchase order to the vendor. Indicate your preference on the requisition form. Please include the fax number or email address on the purchase requisition.

With the exception of Facilities, invoices for College purchases made on College purchase orders should be uploaded using the College's [Invoice Payment Form](#) once the department has confirmed items have been received and invoice is correct. The PO number should be referenced and Lauri Swan, Asst. Director of Auxiliary Services, should be selected as the approver.

Major purchases, such as furniture, computers, fax machines, etc., can only be made if an appropriate equipment account has been established by the Vice President, Administration and Finance. These purchases cannot be made from the general operating budget. Even with an approved account number, these purchases must be made through Auxiliary Services using a College purchase order. If you need assistance in obtaining competitive pricing or assistance with any campus purchasing, please call ext. 4998.

Office Supplies

The College currently has an exclusive office supply contract with W.B. Mason. Requisitions and purchase orders are not needed to order office supplies. Office supply orders can be placed directly with W.B. Mason via their website. If you need a W.B. Mason account, please contact Auxiliary Services, ext. 4998. Your online W.B. Mason account allows you to charge your order to any budget line approved for your use. Reference the appropriate budget account when placing your order. Orders are delivered right to your office on Tuesday or Thursday. The sales representative from W.B. Mason visits campus as needed. Contact the Assistant Director, Auxiliary Services, ext. 4998, to schedule an appointment with the W.B. Mason representative or to obtain a W.B. Mason catalog.

Copy Paper/Stationery/Envelopes

All copy paper should be ordered directly through W.B. Mason. In keeping with our sustainability initiative, we ask that campus offices only purchase 100% recycled content copy paper. Please see the W.B. Mason website for recommended papers.

Department stationery and envelopes should be ordered directly from the Print Shop. Please contact the Print Shop at x4626 for additional information.

Personal Purchases

Members of the Hamilton Community may make personal purchases from W.B. Mason and receive the benefit of the College's discount. The appropriate sal

For more information, please refer to our New Employee Guide to LITS:
<https://my.hamilton.edu/lits/new-employee-guide>.

SCHEDULING CAMPUS EVENTS

The College uses 25Live for event management and space scheduling. Any College employee can request space for basic meetings and events that don't require any support services using this system. Training is offered for those that will need services (set ups, tech support, food service) for their events. Contact the Assistant Director of Campus Scheduling, ext. 4402, to set up an appointment for training. Contact the College Events & Scheduling Office collegeevents@hamilton.edu or ext. 4243 with any questions about scheduling an event

CATERING CAMPUS EVENTS

To arrange for catering of campus events, contact Bon Appetit, ext. 4985 or use the online Catertrax catering management system at <https://bahamilton.catertrax.com/index.asp>. Call Bon Appetit if you need assistance with the Catertrax process.

Should you determine that an outside caterer is preferred; you are responsible for coordination of all details and regulations for off campus caterers as well as take-out and delivery services. Any off site caterer must provide the following in advance of services: a copy of the Oneida County Board of Health license and proof of liability insurance coverage. Access to on campus kitchen facilities is not available to off campus caterers. If any liquor is served by an off campus caterer, a special event liquor license is required and liquor liability coverage must be included in insurance. Copies of these documents should be sent through campus mail or faxed, ext. 4300, to the attention of the Auxiliary Services Administrator.

Any group using restaurant take out or delivery for an event must submit a food waiver form listing any items to be served. For information regarding obtaining a good waiver, support for menu planning and general food safety, contact the Associate Director of Conferences & Summer Programs, ext. 4372.

If an employee fails to obtain the sales tax exemption, the College will not reimburse sale tax paid on