



# Department of Statistics

*Franklin College of Arts and Sciences*

**UNIVERSITY OF GEORGIA**

## **Administrative Associate II**

### Training Guide

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# 1. Introduction

## 1.1. Purpose of the Manual

This manual is designed to provide instructions on how to effectively serve as the Administrative Associate for the Department of Statistics with the University of Georgia. It aims to assist in training and acclimating to the role and becoming familiar with the functionalities and features of the various softwares used within the Administrative Associate role. It should be read, in its entirety, during the first few weeks of the job and will hopefully continue to serve as a good reference point in the future.

## 1.2 Scope

The manual covers everything that came to mind when considering the day to day operations of the position. That said, a large portion of activities will require staff to improvise or seek answers from outside this guide to complete, as it is not possible to cover the scope of all possible activities that may occur. So, while not being a fully comprehensive list of all the duties that may arise, it does offer a good starting point for the majority of the day to day tasks, and should make a reasonable reference point.

Overall, it will span topics relating to general job duties, building specifics, reimbursements, and generally any other information useful to the admin. While, as mentioned in the previous section, it should optimally be read in its entirety, it could just as easily be used as a reference point for when issues arise.

## 1.3. Document History:

Version	Date	Author	Description
1.0	October 17th, 2024	Matthew Gunter	Administrative Associate   Aug 2023 - Oct 2024

# 2. Getting Started

## 2.1. Duties Overview (Job Posting)

**Event-related tasks:** *Percentage of time 40%*

- Primary departmental contact for events and event coordination, which includes interfacing with faculty, university staff, students, visitors, and vendors in assisting in organizing and running events for the department. See the Event Responsibilities section for a more cohesive breakdown.

- Organize correspondence with invited speakers: Making travel arrangements; communicating important logistical information and instructions for reimbursement and other processes
- Arrange and coordinate travel itineraries for visiting faculty, speakers, and prospective students. And work with Franklin Business Services for travel reimbursements.
- Assist in coordinating events such as the Colloquium, Georgia Statistics Day, Bradley Lecture event, Industry Days, UGA/Clemson University Statistics Seminar, Prospective student visitation days, STAT Commencement ceremony, and all other events.
- Picking up and dropping off items for events at Tech Services. (camera rental, microphones, tripods, etc)
- Undergo room setup and IT setup as necessary to facilitate events.

As the primary departmental contact for events, the admin is responsible for coordinating logistics and interfacing with faculty, university staff, students, visitors, and vendors. See the Event Responsibilities in section 4 for more information relating to specific event requirements.

**Business-related tasks:** *Percentage of time 10%*

- Submit travel and housing payments for events, guest speakers and departmental travel to FCBO
- Coordinate with FCBO to submit travel documentation and invoices.
- Coordinate all non-employee reimbursement requests and invoices for submission to FCBO for payment.
- Process monthly invoices for Cintas first aid kit supplies.
- Contact for LifeREADY AED.
- Assist faculty with purchases made through UGAMart
- Serve as the primary contact for the Business Services Center for purchase.
- Manage and maintain the STAT General Operating Budget in coordination with FAST and DH.

The admin is responsible for financial coordination and managing payments in collaboration with Franklin Business Services (FCBO). Key tasks include submitting travel and housing payments for guest speakers and departmental travel, coordinating travel documentation, and handling non-employee reimbursement requests and invoices for submission to FCBO. For the most part, Franklin Business Services will assist in undertaking these tasks, but see section 6 on reimbursements for more info.

**Administrative Support:** *Percentage of time 10%*

- As a member of the staff in the department, this position supports the faculty. This position either provides the requested customer service or refers it to the appropriate staff member to respond. In cases where a service is requested that falls outside of the normal duties, this position will either provide the service or consult with the department head as to possible alternative resources.
- Provides information and/or instruction of departmental policies and procedures to faculty, staff, and students
- Manage and update Statistics Master calendar with various meetings, events, and coordinates Zoom meetings
- Maintains all hard copy filing and scanning of digital filled documents. Keeps documents, mail, correspondence and other materials organized in a system that is easily accessible.
- Coordinate with the records office to maintain departmental records, both in storage and destruction.
- Schedule meeting rooms as required and maintain meeting booking systems.
- Order and keep supplies as needed for office staff and faculty.
- Mail/shipping tasks i.e. sort incoming mail and prepare outgoing mail.
- Notify students of Department Colloquia.
- Spearheaded the development and execution of visually compelling promotional materials, including posters and flyers to advertise events, courses, or other materials, while adhering to UGA's Visual Style Guide.
- Coordinate final signature on paperwork and awards

This position provides vital support to faculty and requires a high degree of flexibility and adaptability. In this role, the admin handles a wide range of tasks, from providing customer service and responding to inquiries, to referring requests to the appropriate staff when necessary. Responsibilities often evolve based on departmental needs, and the admin may consult with the department head when services fall outside standard duties. Primarily, the admin should try to maintain their focus on promoting departmental events and ensuring paperwork is processed smoothly.

**Building-related tasks:** *Percentage of time 10%*

- Submit work orders for repairs and general upkeep of the building
- Maintain and organize storage spaces and systems for the department.
- Serve as an available resource, providing information on administrative processes, UGA resources, outside resources as needed.
- Ensure that building issues are addressed on a daily basis.
- Primary contact for departmental meeting rooms and scheduling.
- Building access manager for Brooks Hall & contact for Genetec.

- Assist Student Affairs Professional to manage office keys and office assignments for graduate students.

This role requires a hands-on approach to maintaining the department's physical space and resources. The most common requests for the admin will usually fall under this section, be it collecting supplies from storage rooms, keeping paper stocked, or making supplies available in other ways. Overall they should strive to keep the building as clean and as organized as possible in their time frame.

The admin is also responsible for submitting work orders for building repairs, addressing upkeep needs, and ensuring that any facility issues are promptly managed. See section 5 on General Building info for more information on how to submit a request.

**Newsletter tasks:** *Percentage of time 10%*

- Solicit materials for STAT bi-annual newsletter and communicate deadlines with faculty and staff as needed.
- Collect and organize content to send over to the office of Development Communications
- Coordinate with the office of Development Communications to produce a digital newsletter covering the events of each preceding semester.

The admin is responsible for soliciting materials and communicating deadlines for the STAT bi-annual newsletter, ensuring timely contributions from faculty and staff. This role involves collecting and organizing content to send to the office of Development Communications, which now handles much of the production process. With the shift of responsibility to Development Communications, coordinating the digital newsletter has become a less cumbersome task, focusing more on content collection and collaboration rather than production. **There is no section for the newsletter, as it has not been produced in the new medium yet, but the admin should add one once they've undertaken the process once.**

**Website content editor:** *Percentage of time 10%*

- Departmental website content editor— create, maintain and update web pages as needed or requested.
- Interface with Franklin-Deans OIT support as needed to upgrade or change websites.
- Re-design of departmental web page when necessary.

- Update and maintain all graduate program webpages (list of students, photos of students, events, opportunities, administrative details, prospective student info, student placements).

As the departmental website content editor, the admin is responsible for creating, maintaining, and updating web pages as needed. This includes handling updates for graduate program webpages, such as student lists, event information, and administrative details. While requests are less frequent, they tend to be more complex. In cases where significant changes or upgrades are required, but the admin is unable to accommodate, then the admin interfaces with the web services team mentioned in 2.4 and 3.5.

**IT-related tasks:** *Percentage of time 10%*

- Direct Faculty and Students to FOIT to troubleshoot technology issues, submit reports for errors, and work to resolve any computer issues that arise.
- Assist faculty with submitting
- Coordinate purchase and organize setup of new computers for departmental needs.
- Assist DSI with toner supplies and printer consumables replacements and provide printing support in the copy room.
- Scan and record hardware for yearly inventory (desktops, laptops, iPads, Printers etc.).
- Spearheads organizing and digitizing Department files in the departmental shared drive.

For most technology-related issues, the admin's primary responsibility is to direct faculty and students to Franklin OIT (FOIT) for troubleshooting and error resolution. The admin assists with submitting reports as needed but does not typically handle complex tech issues directly, unless they are willing too. See 3.4 for info on how to submit an IT request.

The admin is also responsible for scanning and recording hardware for the yearly inventory (desktops, laptops, iPads, printers, etc.); see section 5.3 for more info.

## **2.2. System Access**

The first few days within the role should be dedicated to gaining access to the various systems and accounts that Statistics utilizes to undertake its various functions. These accounts/programs include but are not limited to:

- Microsoft Outlook ([stat@uga.edu](mailto:stat@uga.edu))
- Stat Gmail ([univgastatistics@gmail.com](mailto:univgastatistics@gmail.com))



- [FMD Work request center](#)
- [Shared Drive](#)
- ListServs
- [Telephone service rep](#)
- [Inventory Contact](#)
- [UPS](#)
- [Reach App](#)
- [UGAMart](#)
- [25Live](#)
- [Web Admin Access](#)
- [Printer/Copier Admin Access](#)
- [Genetec Access Control](#)
- [UGA Rental Car Contact](#)
- Web Job Postings
  - [ASA JobWeb](#)
  - [IMS](#)
  - [HigherEdJobs](#)
  - [Caucus for Women in Statistics](#)

### **2.3.Available logins**

- Microsoft Outlook ([stat@uga.edu](mailto:stat@uga.edu))
  - User: stat@uga.edu
  - Pass: Abhyuday1!
- Stat Gmail ([univgastatistics@gmail.com](mailto:univgastatistics@gmail.com))
  - User: UnivGAstatistics@uga.edu
  - Pass: Abhyuday1!
- UPS
  - User: stat@uga.edu
  - Pass: Abhyuday123!
- Printer/Copier Admin Access
  - User: 7654321
  - Pass: 1234567
- Web Job Postings
  - ASA JobWeb
    - User: stat@uga.edu
    - Pass: Abhyuday1
  - IMS
    - User: stat@uga.edu
    - Pass: Abhyuday1!

- HigherEdJobs
  - User: stat@uga.edu
  - Pass: Abhyuday1!
- Caucus for Women in Statistics
  - User: stat@uga.edu
  - Pass: Abhyuday1!

Access to most other programs utilizes your UGA credentials after you've been granted access; typically you have to get something signed by the department head before you'll be given access.

## 2.4. Contacts for access

For some programs, you'll need to reach out to someone to request access be granted to your UGA account. Here is a list of emails to contact that are associated with responsibilities listed above:

- Telephone service rep
  - [telsvcs@uga.edu](mailto:telsvcs@uga.edu) | [megas@uga.edu](mailto:megas@uga.edu)
- Inventory Contact
  - [property@uga.edu](mailto:property@uga.edu) | [tsands@uga.edu](mailto:tsands@uga.edu)
- Reach App
  - [jef.whatley@uga.edu](mailto:jef.whatley@uga.edu)
- UGAMart
  - [fbpsc-pams@uga.edu](mailto:fbpsc-pams@uga.edu) | [tlboyd@uga.edu](mailto:tlboyd@uga.edu)
- 25Live
  - [reserve@uga.edu](mailto:reserve@uga.edu) | [meber@uga.edu](mailto:meber@uga.edu)
- Web Admin Access
  - [helpdesk@uga.edu](mailto:helpdesk@uga.edu) | [lrowan@uga.edu](mailto:lrowan@uga.edu)
- Genetec Access Control
  - [accesscontrolhelp@uga.edu](mailto:accesscontrolhelp@uga.edu) | [decator@uga.edu](mailto:decator@uga.edu)
- UGA Rental Car Contact
  - [VehicleRentals@uga.edu](mailto:VehicleRentals@uga.edu)

For things like ListSrvs and Shared drive, contact Franklin OIT and submit a help request at <https://uga.teamdynamix.com/TDClient/Requests/ServiceDet?ID=35443>

## 3. Step By Step Guides

### 3.1. FMD Work Requests

1. Go to [https://fmd.uga.edu/departments/work\\_request\\_center/](https://fmd.uga.edu/departments/work_request_center/)
2. Click "Submit a work request" and login

3. If your request falls under one of the “Special Request” categories, select that. I.E. key requests or surplus property submissions. Otherwise, select “All other FMD requests”
  - a. Key requests and Surplus requests are filled out identically as a normal request but require more info/documents. See 5.1 on ordering more keys and 7.5 on Surplus forms.
4. Input the relevant contact and building information, and asses the priority of the request
  - a. An Emergency Request reflects any situation that could potentially result in damage to a facility, risk to health and/or life or the shut down of critical operations/research
  - b. An Urgent Request reflects an issue that has a large impact on operations, comfort, or mission of the University community, but does not endanger life, health, research, or operations.
5. Input the Financial Details
  - a. We are an Internal Customer
  - b. Determine if the work is routine or not
    - i. Routine: (paid for from FMD General Fund)
      1. Cleaning, maintenance and mechanical operation of academic buildings
      2. Campus groundskeeping & landscaping
      3. Energy Services managing campus utility usage (electric, gas, water, and sewer)
      4. Exterior campus lighting and utility distribution systems (except telephone and data)
      5. Physical Plant generating steam, managing chilled water supply
    - ii. Non-Routine
      1. renovations, cabinet construction, carpentry, painting, electrical work, plumbing, equipment installation, moving and event services.
  - c. If the work in not Routine, use the Statistics General Operating String Type to pay for the services
    - i. 10000-11140-11200-19560971 (memorize this string type you’ll use it a lot)
    - ii. The easiest way to find this is to just type “19560971”
6. Upload any pictures or documents relevant to the request
7. Review all the details to ensure they are correct and press submit
8. Double check you’ve received the confirmation email.

### **3.2. UGAMart**

1. Go to <https://ugamart.uga.edu/>
2. Login with your UGA credentials
3. Select the punchout box relevant to your purchase (see below for relevant punchout options). It should open in a popup page/new tab.

4. Make your selections on the popup tab/store/vendor page and proceed to submit the order/checkout. This should return you to UGAMart and add the items to your UGA cart.
  - a. Note that you can only have products from one vendor at a time in your UGA cart
5. In the “Cart Description” of the checkout section, input the String Type that will be used for payment.
  - a. Most commonly this is the General Operating Budget or FCOB but you do occasionally utilize other funds such as the professor’s own type string funds.
  - b. General Operating Budget: 10000-11140-11200-19560971
6. Press “Proceed to Final Review”
7. Press “Assign Cart” and select/search for Tanya Boyd to assign the cart too
8. Press “Assign”

#### Useful Punchouts

- UGA Parking Services (click the magnifying glass)
  - Departmental Permit (DP Pass)
  - North Deck Guest QR Codes
- Staples
  - Best source for copy paper
    - Buy two boxes of TRU RED™ 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 10 Reams/Carton (TR56958) **biweekly (once every two weeks)** during the semester and as needed during the summer. Assess paper needs as you go to buy more or less as needed.
  - Other office products are available, but may be cheaper at amazon. Here are items procured from Staples:
    - Notepads/Legal Pads
    - Pens
    - Staplers
    - Toner
- Amazon Business
  - Best general source for day to day purchases. Asses between Staples and Amazon for general office products, I.E. pens, notebooks, or other niche items.
- UGAPromos
  - Custom UGA merch

**Note: All computers, printers, and data storage device purchases are required to go through Franklin OIT.**

### 3.3. 25Live

25Live is the room booking/management system the school uses to manage the classrooms and conference spaces around campus. It can be utilized in a variety of ways, such as viewing classes held in a room, assessing the room's uses, finding available locations for

meetings/events, and making room reservations. Here are some additional notes about 25Live:

- Brooks Hall 434 and some other rooms (424, 516, Caldwell 305) are not listed in 25Live, since they are managed solely by the STAT department. See the section about calendar management for more information on reserving the Cohen room.
- Typically the Student Affairs Professional handles most bookings in 25Live, but you may need to occasionally input one for events/meetings. All classroom bookings for courses are handled by the Student Affairs Professional and the Classroom management office.
- You **do not** need to reserve a room for colloquium since a room is reserved for the STAT 8910 Colloquium course every semester. (Caldwell 204)

How to Book a Room: (Don't have a location/time picked out yet)

1. Go to <https://25live.collegenet.com/pro/uga#!/home/search> and login with your UGA credentials
  - a. Note that your credentials determine the number and types of rooms you can see/reserve. If you cannot see/reserve a room you need, then you need to request greater permissions. (classrooms@uga.edu)
2. Select "Event Form" in the top right
3. Input all the relevant event information
4. In "Locations Search" input the name of the building or the building code to search for available rooms for the selected date and time. Once you find one, press "reserve" to add it to the reservation.
  - a. Building codes found on Campus map
    - i. Brooks Hall (0055)
    - ii. Caldwell Hall (0046)
5. Click I Agree down at the bottom and hit Save

How to Book a Room: (Have a time/date and location picked out)

1. Go to <https://25live.collegenet.com/pro/uga#!/home/search> and login with your UGA credentials
2. Select "Locations" in the "Select Object:" dropdown menu
3. Type in the name/building code of your location and select the room you want
4. Under "Availability (Weekly)", select the time block you want to reserve in the displayed calendar
5. Input all the relevant event information (the location and time should already be input)
6. Click I Agree down at the bottom and hit Save

### **3.4. Franklin OIT (Office of Information Technology)**

Franklin OIT is the on tap IT services department for Franklin College. While you are welcome to troubleshoot problems independently of IT or submit tickets on the behalf of others, the admin role is largely to direct others to the IT ticketing system. Here are instructions you can utilize/share:

1. Go to <https://franklin.uga.edu/office-information-technology>
2. Click “Submit a Ticket” under “Technical Support”
3. Input your ticket information and attach any relevant documents
4. Press Submit and wait for the confirmation email

### **3.5. Website editing**

The STAT web page runs off of the Drupal editing system. You can find training for Drupal at <https://franklinoit.atlassian.net/wiki/spaces/FOKFC/pages/25264162/Drupal+Support> or by contacting Laura Rowan at [rowan@uga.edu](mailto:rowan@uga.edu)

General Changes:

1. Go to <https://www.stat.uga.edu/>
2. Scroll to the bottom of the page and press “Login for Faculty, Staff and Students”
3. Input your UGA credentials (Note if you have not been made the web admin, you will only be able to edit your own personal page)
4. Navigate to the page you’d like to make edits to and press “Edit”
5. Make the necessary changes and press “Save” at the end to publish to the online site.

Contact Laura Rowan at [rowan@uga.edu](mailto:rowan@uga.edu) for any questions or concerns.

### **3.6. Genetec**

Genetec is the building access program that manages after hours access to Brooks. In the past Admins have had to meet with M Decator Dunagan ([decator@uga.edu](mailto:decator@uga.edu)) and have a training session with him before they were granted access. Contact him to gain access to the system.

1. Go to <https://remote.fmd.uga.edu/>
2. Click “VMware Horizon HTML Access”
3. Input the your UGA MyId and password
4. Select “FMD Genetec”
5. Open the Security Desk app on the virtual desktop (it will take some time to load)
6. Click on “Cardholder management” under “Operation”
7. On the far top left, press the popout arrow above “Advanced search”
8. Under “Custom Fields” select the relevant field (81 numbers are on the back of UGA IDs) and input the users data, then press “Search”
9. Double click on the user whose access you want to edit
10. Under “Cardholder group” select the plus symbol and add the relevant rooms
11. Click “Save and close”

### **3.7. Printer Admin Network**

The copier in Brooks 419 is under a level of admin control. Hypothetically everyone should require a Department ID and Pin to be able to print from it, but since there are no records of

the ID's, there's no way to correlate them with a user. Some individuals seem to not even require an ID to print from there, which makes oversight difficult due to a lack of uniformity in how it is accessed. Regardless, contact OIT and submit a ticket requesting they connect the admin computer, or any other computer that needs to be connected to the 419 copier. From there, all the admin has to do is register a New User ID and Pin.

How to add a New User

1. Go to <http://172.22.145.230:8000/rps/>
2. Input the username and password
  - a. Dept ID: 7654321
  - b. PIN: 1234567
3. Click "Settings/Registration" on the right and go down to "User Management" under "Management Settings"
4. Click "Department ID Management" (Here you can track the printing of each ID, but the ID's are not labeled unfortunately).
5. Click "Register New Department ID"
6. Choose a new ID and Pin and write it down to give to the new user and set limits if you need to.
7. Press "Ok" to register the ID and go into 419 to test it.

### **3.8. Reach App**

ReachApp is the program used to run all the Hallway TV's in Brooks Hall, displaying calendars, playing music, and advertising events/programs. Contact Jef Whatley ([jef.whatley@uga.edu](mailto:jef.whatley@uga.edu)) or submit a ticket to OIT to be given an account login. Once you get logged in, there are a series of tutorials, but once you've completed those you should be able to do whatever you want with those displays. Here is the link:  
<https://build.reachcm.com/spark/6.24.0.0/#!/editor>

### **3.9. Groome**

Groome Transportation is a company that provides shuttle services between UGA and the Atlanta Hartsfield Jackson Airport. It will be frequently utilized as the default method to get out-of-state speakers transported from the Airport to campus and back. Here are some instructions and tips for booking a Groome shuttle:

Booking a Groome Shuttle:

1. Go to the Groom Website
  - a. [https://groomtransportation.com/?&sd\\_client\\_id=f914e0be-98d9-4b5d-b282-23734c56e8a0](https://groomtransportation.com/?&sd_client_id=f914e0be-98d9-4b5d-b282-23734c56e8a0)
2. Select ATL | Hartsfield - Jackson Atlanta International Airport, then select Athens, GA
3. Under "Group ID" input "UGASTA" and press Submit
4. Select Hartsfield Atlanta International Airport (ATL) for the From section and input the address the speaker will be dropped off at in the To section

5. Input the Flight Arrival Date and Flight Arrival Time
6. Input the amount of passengers and add 1 bag
7. Press “Add a Return Trip” and press continue
8. Input the flight departure date and flight departure time, then the same passenger info
9. Input the Airline information and flight number
10. Select from the available pick up times for both shuttles; try to pick the most optimal time if possible
11. Confirm the location details and add any desired gratuity
12. Provide the Guests information, including their name, mobile phone, and home zip code.
- 13. For the email, put [stat@uga.edu](mailto:stat@uga.edu), so that the invoice is sent to us and not the guest**
14. Forward the reservation details to the speaker to confirm

Here is a list of things needed to reserve a Groome Shuttle:

1. Guests Full Name
2. Guests Mobile Phone number
3. Guests Home Zip Code
4. All relevant flight information
5. Hotel/lodging address

Be sure to also note the Groome Expense in the finances section of the Colloquium Seminars Document, and take a note of the expense.

Groome tends to send a monthly invoice to [stat@uga.edu](mailto:stat@uga.edu) for any shuttles used during that month; keep an eye out for these and be ready to submit them to the Business Services Center when they arrive.

## **4. Event Responsibilities**

### **4.1. General Events Responsibilities**

As the Administrative Assistance, you serve as the primary contact for almost all events and event coordination. This includes making hotel & shuttle reservations, making travel arrangements, corresponding with invited speakers, undergoing room setups and IT setups, processing reimbursements, acquiring catering, advertising events, crafting itineraries, and many other tasks. See the Step by Step guides for some of those tasks for further clarification, or otherwise contact the appropriate party if you have questions. For almost all events, coordinate with the event contacts in the department to ensure you don't miss things.

### **4.2. Colloquium Events**

The Colloquium Events are the most frequent events the admin will deal with and, likewise, the admin plays a large role in the organizing of the weekly colloquium, deferring to the Colloquium Committee for a large portion of the decision making for the event section. Largely the focus of the admin should be on preparing/processing any necessary



reimbursements for visiting scholars, but they also play a role in advertising the events and producing materials for it. For the most part though, the Admin is a tool of the Committee. Here are some of the admin responsibilities surrounding colloquium:

- Producing Flyers
  - One job of the admin is to produce promotional flyers for each Colloquium speaker. These flyers, and the templates for them, can be found in the Colloquium events section of the Events folder in the Shared Drive. The admin uses the Title of the talk, an Abstract about it, and a short Bio about the speaker, to produce a flier for the event.
  - The Committee has largely taken over contacting the speaker to acquire the Title, Abstract, and Biography, with it being stored in the 2024-2025 Seminars document in the [univgastatistics@gmail.com](mailto:univgastatistics@gmail.com) google drive. That document is also where all the Colloquium planning occurs and is produced every year.
  - Once the flier is produced, the Admin updates the webpage as well, making an event posting featuring all the info and with the flier attached.
  - Producing a flier is important, not just to advertise the event, but for reimbursements, as they need evidence you announced the event.
  - The flier is also attached to the email reminder sent out about the Colloquium.
- Announcing the Colloquium
  - Another duty of the admin is to advertise/announce the event to the department. While the Colloquium Calendar is usually made public early in the semester, sending out reminders helps attendance immensely. Reminder templates can be found in the old sent messages from [stat@uga.edu](mailto:stat@uga.edu). The messages are sent out to this email address: [statseminar@listserv.uga.edu](mailto:statseminar@listserv.uga.edu).
- Scheduling Travel and Lodging
  - The Admin is also responsible for coordinating the travel and lodging of Colloquium guests, specifically booking a hotel room and a Groome Shuttle. Some tasks the **speaker** is responsible for and which can **not** be undertaken by the admin include: booking a flight, renting a car (outside of UGA rentals), or making personal restaurant reservations (outside of scheduled UGA meals).
    - For hotels, the department usually favors either the Hotel Abacus or the Georgia Center
      - [Hotel Abacus](#)
        - [info@hotelabacus.com](mailto:info@hotelabacus.com) | 502-234-9599
        - \$99 rooms on contract
      - [Georgia Center](#)
        - [reservations@georgiacenter.uga.edu](mailto:reservations@georgiacenter.uga.edu) | 706-542-2134
        - Contact Martha Camarillo for group bookings
          - [martha.camarillo@georgiacenter.uga.edu](mailto:martha.camarillo@georgiacenter.uga.edu)
      - Other hotels with Direct Billing
        - [https://onesource.uga.edu/resources/hotels\\_direct\\_billing/](https://onesource.uga.edu/resources/hotels_direct_billing/)
  - Be sure to input any Groome, Hotel, or Flight expenses into the Travel Info section of the Colloquium Seminars Document.

- Reimbursements
  - For general reimbursement information, see the reimbursement guidelines in section 6 or contact the Business Services Center ([fcbssc-pams@uga.edu](mailto:fcbssc-pams@uga.edu))
  - For Colloquium, we reimburse all travel expenses and any expenses approved by the Colloquium Committee (check with them if your unsure), such as:
    - Flights
    - Groome Shuttles
    - Dinners/Meals
    - Rental Cars
  - The **most important tasks** related to reimbursements for colloquium are getting the Non-Employee Payment Form filled out **in person** and having the speaker register as a Vendor with the university, preferably before their visit or once they return home. See the reimbursement section for specifics on this. It's important that traveling professors fill out the form in person during their visit.
  - If dinner/food is served, you'll need to fill out the appropriate entertainment form. More information can be found in the reimbursement section. It is **essential** that, if there is a dinner hosted, all the participants be listed in the Itinerary prior to sending it over to BSC and that everyone who attended is documented on the entertainment form. Get the information for filling out the form from whomever is being reimbursed for the dinner. See the important forms section 7.3 for more information.
    - Note that usually the dinner reimbursement must be processed/submitted separately if one of the professors pays for the meal.
- Meeting with the speaker
  - Once the speaker arrives at Brooks, they should at some point meet with the admin to get the key to 443, the visitors office. (Key in Key Box) The admin should let them into the office, and have them sign any necessary forms required for their reimbursement. It is the job of the Colloquium Committee to ensure the key to 443 is returned to the Admin's mailbox following the event, if it was not returned to them prior to their departure for the day.
  - The admin should also offer the speaker water/coffee and give them their gift bag (stored in the bottom drawer in 401). Each speaker should receive a gift bag if possible, unless they are from inside the department (they may still receive one if they want and supplies are available).

### 4.3. UGA-Clemson Colloquia

Every Semester a joint Colloquium is held either at UGA or at Clemson, with each taking turns hosting. *Clemson will hold it for 2024-2025*. For the most part, this will be treated as any other Colloquium event, but usually has more going on, such as extra dinners/meals or lodging requirements.

Most importantly, the department hosts a great many attendees from both Clemson and Augusta, which will require North Deck parking permits. It is best to obtain these prior to the

event, see the section 3.2 on UGAMart for info on where parking permits can be acquired. In the past we've also had the admin escort guests from the North Campus Parking Deck to Brooks Hall.

#### **4.4. Industry Day**

Industry day is a special Colloquium event that the department tries to host every semester. It features speakers for the Colloquium series that have more experience in the working industry, and that can offer the students more insight into that world. It is likewise treated largely like a regular colloquium, but with generally more going ons and more reimbursements.

It differs from a normal Colloquium in a few ways: it features grad students on the itinerary, and has two speech sections, one for a catered lunch and one for the Colloquium, and, finally, it is advertised slightly differently.

For the Itinerary, much like the standard colloquium series, you need only to produce the template for the Colloquium Committee to send out and fill. Templates for Itineraries can already be found in the Events folder within the Shared Drive, but not with the title changes mentioned below.

There are also two speeches given for a standard industry day, one at lunch and one at the standard colloquium time. The admin is responsible for finding the catering for the lunch event.

In the same vein, since there are two talks, there are two abstracts and titles, which should both be represented on the flier. The top title of the flier, which traditionally says "Colloquium Series", should also be changed to say "Industry Day", and likewise for the Itinerary. A blank template for the Industry Day flier can be found in the Event folder in the Shared Drive.

#### **4.5. Georgia Statistics Day**

Georgia Statistics Day is a one-day conference on theoretical and applied data science with the goal of promoting interdisciplinary research within the state of Georgia. It is usually hosted by flagship universities around Georgia. It is currently planned that the event will return to UGA in Fall 2025.

The UGA event manager for GSD is the UGA Coordinator (RJ Liu) who handles the majority of the coordination, handling event sign ups and communicating the location and date. In the past the admin has been responsible for making the web postings associated with the event and procuring a rental van from UGA's rental service for students to attend the event. That required registering grad student drivers, renting a vehicle and ensuring its pick up and return in a timely manner, and several other moving parts. It is advised to have a vehicle and drivers ready and rented at least a week in advance, if not more.

When the event was hosted at UGA, it was held in the GA center, which needed to be booked far in advance. Likewise, finding lodging needs to be found for the Keynote Speaker. The last

UGA Speaker, Nilanjan Chatterjee, was also reimbursed for travel, and any other expenses he accrued. Likewise, a number of Graduate students were reimbursed for varying things, all handled by the admin. Consult with the UGA Coordinator (RJ Liu) for any other event requirements.

#### **4.6. Bradley Lecture**

The Bradley Lecture honors former faculty member Dr. Ralph A. Bradley, and provides an opportunity for UGA graduate students to interact with the speaker, who is normally an eminent statistician of their choice. After the seminar in the afternoon, the speaker gives an after-dinner presentation and often stays for the next day's spring picnic to mingle with faculty and students.

On the admin's end this event is largely the same as a general colloquium regarding reimbursements, however they are responsible for booking the room for the talk, which is traditionally held in Brooks 145 or the Botanical gardens, and for producing a unique flier. NOTE: The Stat Club president is very involved in organizing the Bradley lecture and in the past has handled reserving the garden for dinner and fully handled the picnic event. Consult with both the Stat Club president and their advisor for what needs to be done on the booking side of things for the admin.

There is also a custom flier template that is used annually for the Bradley Lecture. One such copy can be found at S:\Events\2023\Spring\Colloquium\_Spring23 as a powerpoint file; simply update the information and save as a new document. From there export to PDF and you're all set.

#### **4.7. Prospective Graduate Student Visitation Day**

Every Spring we host a 2 day event inviting prospective Graduate students to visit the department and attend some talks given by the faculty. This event, which is largely coordinated by the Graduate Advisor and the Student Affairs Professional, involves the admin heavily.

Primarily the admin is responsible for managing the reimbursements for every prospective student, as well some of the faculty. This includes compiling all their relevant reimbursement information as well as getting them all to sign the proper forms and register as vendors with the university. See section 6 on reimbursements for more info. It's important to keep very detailed records to ensure every student receives their full reimbursement.

The admin must also find lodging for all the prospective students. In the past this has been done by contacting the Group Reservations department of the Georgia Center and requesting a cluster of rooms. ([martha.camarillo@uga.edu](mailto:martha.camarillo@uga.edu)) This is also where the students traditionally get breakfast, which should be charged directly to their room to be added to the final invoice.

To prepare for the students arrival, work with the Student Affairs Professional to prepare a folder filled with information for them. See last year's example as needed (stored in Student

Affairs Professional Office) or look in the S:Drive at S:\Staff\Officebox\Stat - Student Affairs Professional\PGSVD2024 or under the Events Folder.

The admin in the past has also prepared gift bags for each of the prospective students, utilizing the commencement gifts in Storage Room B. They were also responsible for producing name tags for each student and faculty/staff to wear during the event.

#### **4.8. Departmental Orientation**

Every fall, the department holds an orientation for all the new TA's and Graduate Students, introducing them to the admin and student affairs professional. Prepare a brief spiel introducing yourself and detailing the duties of the admin in relation to the graduate students. Let me know who you are, where they can find you, and what services you offer them.

#### **4.9. Data Science and AI Summer Camp**

Every Summer, the department holds an in-person camp that focuses on Data Science & Artificial Intelligence. All responsibility for ensuring the camp adheres to [UGA's policy for hosting unattended minors on campus](#), and for organizing the camp fall entirely to the Camp Coordinator (Mandal), however the admin should offer as much assistance as is possible whatever requested.

In the past the admin was requested to produce signage to advertise for the event on campus and set up a Google Form to collect applications. They should also request if the camp coordinator and Department Head would like to distribute gifts, which would need to be set up beforehand using the commencement gift materials in Storage Room B.

The admin also serves as the contact for the BSC and for FAST if they have any questions about hiring and/or paying for the summer camp.

#### **4.10. Commencement**

Every spring, at the end of the semester, usually on the same date as the UGA Graduate Commencement (May 8th or 9th usually), the Department hosts its own Commencement Ceremony. The ceremony is also preceded by a large refreshments event/reception, usually hosted in the Larry Walker Room of Dean Rusk Hall (NOTE: holding a refreshments ceremony in the Larry Walker Room caps the overall event attendance to 150 people, since that's the room capacity. This could be worked around in numerous ways, such as only inviting a limited number of people to the reception, finding a new venue, or canceling the refreshments all together.) The admin plays an incredibly large part in this event, which shifts and changes every year. Here's a report on some of the things requested in the past:

##### **Special Guest Accommodations:**

Each Commencement has a special guest speaker to kick things off. The admin is responsible for finding lodging for the guest, coordinating any travel they may require, and generally informing them about their role in the event. Generally, they'll be treated the same as a

Colloquium speaker from out of town. There was also a gift basket put together for previous speakers, usually identical to the contents of the student bag, but in a nicer container. The Department head is traditionally responsible for finding a speaker and requesting they come to commencement. They'll also need parking, usually in the North Deck.

**Keep very detailed records of everything and double check any hotel reservations in advance of the event.**

#### **Refreshments/Reception:**

The admin holds several responsibilities surrounding the Refreshment ceremony, and acts as the main coordinator for that portion of the event. They work with the Department head, Student Affairs professional, and varying offices around campus to facilitate the event. Here are some tasks the admin has undertaken in the past :

- Booking the Larry Walker Room (far in advance)
- Order the food, coordinate the pickup, and pay for it or reimburse it
- Recruit volunteers to work the event
- Setup the room
- Decorate the room
  - photo booth, balloons, table cloths, etc
- Lay out the refreshments
- Managing admissions/entry and tickets
- Managing event needs and refilling catering
- Clean up following Ceremony and deal with excess food distribution

In the past, there has been a struggle to get an accurate headcount for the reception, leading to the over purchasing of food. Consider purchasing less food if expenses rise too high.

#### **Ceremony:**

The admin also is largely responsible for the planning and coordination of the main Commencement Ceremony. These responsibilities in the past have included:

- Booked Sanford Hall 213 (far in advance)
- Prepped the room and did room setup
- Made the Program for the event
- Assisted with the presentation powerpoint
- Prepped the gift bags and gift table
  - Order materials for gifts in advance
- Made an announcement and sent it out to all graduating students
- Managed the event sign ups
- Prepared tickets for the event to pass out to students
- Planned the details of the ceremony
  - Where people would walk, sit, or stand
  - See documents in Events folder

- Made seating chart and labeled seats
- Found volunteers
- Coordinate and find speakers (not the special speaker)
- Put out navigational signs directing to Sanford
- Took pictures during the ceremony

#### General tips:

- Start this process as early as possible for all counts. Optimally sometime in March.
- Recruit Volunteers as early as possible, either from the faculty or the graduate students
  - Have a clear list of their responsibilities prepared before you request volunteers
- For the 2024 Commencement, we utilized the Publix deli catering, however, they are unable to offer a direct invoice to the department so someone paid personally and was reimbursed.
  - See the S:drive Events folder for the food ordered
- The program was designed in Canva and produced at Tate Print and Copy. Tate Print and Copy should be given 2 weeks **at a minimum** to produce the program
- There are table cloths in the B storage, but they're too wrinkly to use. Either clean and fold the table cloths or purchase disposable ones
- We used tickets and had a hole punch to manage attendance
- There is a balloon arch in Storage B, but it's incredibly difficult to set up.
- Check the weather in advance to the event and prepare according

### **4.11. Capstone Poster Session**

Every April, the Capstone Course holds its Capstone Poster session, where the grad students get their poster projects printed and hung in the hallway. The admin is responsible for compiling the poster orders from the students and submitting them to Tate for printing. (NOTE: As of 2024 the department has obtained a 42in poster printer, which may be used for posters in the future) The admin is also responsible for collecting the posters and delivering them to the Capstone Course Coordinator (Lynnee Seymour).

The admin should also make command strips available on the day of the event to hang up the posters. The old posters are usually collected by the Capstone Course Coordinator.

## **5. General Building Info**

### **5.1. Key Management**

Keys are stored in the key box located in Brooks 401. There is also a document inside the key box that tracks the number of keys available, and the code associated with them.

For the graduate student offices, key responsibility has largely been transferred to the Student Affairs Professional; the admin is still responsible for distributing keys to the faculty

and other relevant personnel like visiting speakers. The key to the Visiting Speaker office (443) is stored in the Key box as well. See 4.2 for more details

The admin is responsible for documenting when they check out a key and responsible for its eventual return. Since there are no long standing records of who has keys and where, you are welcome to pursue this in anyway you and the Student Affairs Professional see fit.

The admin is also responsible for obtaining new keys. To do so, they simply submit an FMD work request under the “Key and Lock Requests” section. See 3.1 for assistance in making an FMD request. For a key request, be sure to include:

- The Room number you are requesting keys for and what type of room it is
- The Key Code either on the back of the keys or in the key doc (19YC##)
- The number of keys required.

The UGA Key Office can also be reached at 706-542-7612

## **5.2. Parking Options and the Departmental Pass (DP)**

A map of all the parking on campus can be found in the admins office 405.

### **Guest Parking:**

As mentioned in 3.2, UGAMart has a parking punchout that offers North Deck Guest QR Codes.

If a non-UGA guest needs to park on campus for the department, the only parking we’re able to offer them is within the North Campus Parking Deck utilizing the North Deck Guest QR Codes. Once you order them from UGAMart, the parking office will contact you with a QR code loaded with charges to use to pay for parking. From there, you can either send the QR code to the guest, or provide them a printed copy upon their arrival to Brooks. Here are the instructions for how those work:

Customers should pull a ticket to open the gate arm upon entry. When leaving, customers need to scan the ticket at one of the pay stations along with the QR code. This will validate the ticket that was pulled at the entry gate, allowing it to be scanned again at the exit gate for exit permission.



For UGA guests, or individuals who already possess a valid UGA Parking Permit, utilize the DP pass instead. For any questions about guest parking contact Transportation and Parking Services at 706-542-PARK (7275).

### **Departmental Pass (DP):**

The Departmental Pass allows short-term parking for authorized personnel on official university business when they need to use a lot that is outside of their permit zone. It can be found inside the key box in Brooks 401.

- Requesting a Departmental Permit
  - DPs can be purchased by the department through UGAMart.
  - Department must purchase new DPs for each fiscal year, usually around July.
  - Departments are allowed to request DPs of up to 10% of total FTE by major unit (i.e. 69000000 – Auxiliary Services Division; 68000000 – Facilities Management Division, etc.). A request for additional DPs must be addressed by written justification for business purpose by the Dean / Department Head to be attached via Internal Notes in UGAMart for review by the TPS Customer Relations Office.
    - Currently the department has enough FTE to justify giving us 3 DP passes. We usually only get 1, but got two on accident for 2024 - 2025.
- Checking out the Departmental Pass
  - There are no official records that need to be kept of the usage of the DP pass, but you should keep track of who has it and when. The easiest way to do this is to give them the DP pass in person (or leave it in their mailbox) and mark on the whiteboard outside the key box who has it.
  - It is best practice for the department to maintain these permits in an office and sign them out on an as needed basis.
  - It is the responsibility of the department/admin to manage the appropriate use of these permits just as it would protect any other item purchased using departmental funds. Misusage will result in the loss of the DP pass permanently.
  - DPs should not be issued to and kept by individual employees.
- Using a Departmental Permit
  - To utilize the DP pass in open lots, simply hanging it in the rear view mirror of their vehicle. If it's a scanned lot/deck, just scan the DP on entry.
  - The DP is only valid when used in conjunction with a regular UGA permit. Alternative Transportation Passes are not permits and cannot be used in conjunction with a DP permit.
  - The DP is only valid in regular spaces that are available to a regular permit holder for that lot.
- Prohibited Uses
  - Use of a DP to enhance an individual's parking is considered personal use and is strictly prohibited. If this type of use occurs, the individual permit holder will be subject to penalty, and the DP will be revoked.

- The DP is not valid in the following areas:
  - Lots N04, N05, E09, and The Tate Surface Lot
  - Fire Lanes
  - Reserved Spaces
  - State Vehicle Spaces
  - Pay-By-Space Sections within E13 and E15
  - Designated Patient / Client Spaces
  - Customer Parking Spaces
  - Visitor Spaces
  - ADA Accessible / Disability Spaces (unless accompanied by valid state-issued placard)

### 5.3. Inventory

Every year, towards the end of the Spring semester, the Asset Management office will reach out to the Inventory Contact in the department to start the process of doing the annual inventory. Generally they give the department 3 months to locate everything on the inventory sheet that they'll send over. Objects are documented either using the scanning app they offer or by picking up one of the physical scanners available in the Asset Control Office.

The process for using the scanner and taking the inventory should be explained by the Asset Control office when you receive the inventory and become the inventory contact. **Be sure to reach out to them prior to February 28th to ensure they are sending the inventory to the correct contact.**

There are currently 228 (as of Oct 2024) devices registered to the Statistics Department which we are responsible for scanning every year. While it is within the confines of the rules that the Inventory contact have the faculty/staff send in pictures of the UGA tags rather than make the item physically available, this has caused a severe degradation in the accuracy of the inventory records. **It is the recommendation of past admins that all devices be presented physically to the admin for the annual inventory, and that close records be kept of what needs to be updated as the process progresses.**

Tips for doing the inventory:

- While the physical scanner does need to be returned to Asset Control in order to have the devices scanned/updated in the system, it does tend to be a little easier than the app, and so it's recommended you request a scanner when the inventory period begins.
- In the past, admins swept through the building scanning every visible device in every room. Once they've done that, they requested an updated inventory list from Asset Control of the items that still needed to be scanned and began to pursue those by grouping their custodians.
  - Grouping by the custodians means you can email each professor individually regarding their assigned devices, requesting they make them available to you.

Not that doing this after you've already found all the easy to locate computers greatly reduces the amount of emails you have to send.

- While scanning devices, if any part of their description is wrong (i.e. the custodian, if it's off or onsite, and the device location) make a note and try to get them corrected as soon as possible. Doing it while undertaking the inventory ensures everything stays up to date and that everything is as accurate as possible.
- While it is the Admin's job to *attempt* to scan everything, responsibility ultimately falls on the Professors to make the devices available during the inventory period (it's part of their contract). Failure or unwillingness to cooperate with inventory requests should immediately be elevated to the Department Head. If you are still unable to get the device, escalate the issue to Asset Control and request their assistance in getting it for the inventory.
  - The inventory is a large undertaking and requires a lot of dedicated time and effort on the part of the admin. If a particular device or faculty/staff member is giving you a difficult time, it is worth considering escalating the issue to allow Asset Control to handle the conflict while you focus on completing as much of the inventory as possible. Quantity over Quality.
- Devices that aren't scanned by the end of the inventory period can either be reported missing or stolen. For the most part, unless it's a big ticket item, lost devices aren't a huge deal and are likely a result of the poor inventory records kept by previous admins.
- **There is no reprimand for the admin if they are unable to locate/scan certain items in the given time frame, so long as they can display that they made an attempt to locate the item/contact the custodian.**

## 5.4. Building Storage

The department has two main storage rooms, Brooks 421 and Brooks 461, on opposite ends of the building. There are also some smaller rooms used for storage in Brooks 520, a number of supplies kept in the Admins office 405, a maintained supply of things in the Copy Room Brooks 419, and some additional materials kept in the front office Brooks 401. There are also some kitchen/catering supplies in the kitchen area, Brooks 431. The Admin should be intimately familiar with everything being kept in all the storage rooms and order supplies as needed.

### **Storage Room A (421):**

General supplies and AV storage

- Office supplies, writing materials, office organizers, speakers, PVE supplies, Holiday decor, STAT clothing, party supplies, computer cables
- Transport Wagon and Cart

### **Storage Room B (461):**

More specific supplies and file storage

- Monitors, telephones, photo backdrop, dolly, empty boxes, Gifts for visitors/STAT merch

### **Copy Room Brooks 419:**

The Admin is responsible for keeping Brooks Hall 419 fully stocked with supplies for copying and other educational needs.

- Copy Paper: The admin is responsible for maintaining the stock of copy paper kept in the Copy Room. As mentioned in the UGAMart section, the admin should buy two boxes of TRU RED™ 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 10 Reams/Carton (TR56958) biweekly (once every two weeks) during the semester and as needed during the summer. Assess paper needs as you go to buy more or less as needed.
  - Occasionally professors will take large quantities of paper out of the copy room to store in their office, or undertake exceptionally large printing jobs, which depletes the paper supply much faster than expected. Keep a close eye on the amount of paper in the copy room at all times; since it takes roughly 3 days to be delivered, it's best to avoid situations where you might run low/out of paper.
  - There is emergency copy paper stored in Brooks 401.
- Colored Paper: Colored paper is frequently used in exams for the department. While maintaining a healthy stock is unnecessary, ensure there is always at least some colored paper available.
- Expo Markers: The admin should always keep a stock of Expo markers available in the marker holder in the copy room, including a bundled set. Expo markers are generally stored in the Admin's office since they are requested often. Empty Expo marker boxes are also available in the copy room if someone needs something to carry around the markers. Order more markers as needed to have at least 2 boxes on hand at all times.
- Mail supplies: Everything needed to mail anything, be it across campus or the US, can be found in the Copy room.
- General Supplies/tools: The admin is responsible for maintaining the tools located in Brooks 419 (paper cutter, hole punch, stapler, laminator)

### **Admins office (405):**

Since the Admin is the contact for the faculty/staff to obtain office supplies, they'll be frequently asked for supplies. Instead of having to travel all the way to the storage room to obtain these items, it's recommended to keep a collection of commonly requested items in the Admin office.

- Expo markers, folders, pens, pencils, rulers, sticky notes, highlighters.

### **Front Office (401):**

A handful of supplies are maintained in the front office, largely a cup full of pens used for signing for the mail.

**Brooks 520:**

There are two small storage rooms in Brooks 520; one has three large round tables, the other has printers stored in it.

**Kitchen 431:**

There should be a constant supply of paper towels and dish soap available for the faculty. There are also a great deal of catering supplies such as plates, cups, and silverware. While the department should maintain an inventory of these things, it should be kept behind the locked cabinets to ensure the supplies are available when they're needed.

## 5.5. Cleaning and Building Services

Stat has its own team of Building Services workers, led by Torrence Bell (Peanut). He can be reached at [peanut14@uga.edu](mailto:peanut14@uga.edu). A detailed list of their responsibilities can be found on the [FMD Building Services Webpage](#). Building Services is responsible for the majority of the cleaning required for Brooks Hall, but are always available for requests. To make a cleaning request, either email Peanut or message the contact info in the key box in 401 requesting assistance.

While the admin has no official cleaning responsibilities, in the interest of time it is occasionally better to undertake smaller cleaning tasks on your own rather than contact Building Services. Should the need arise, there are a multitude of cleaning supplies spread throughout the office. Sterilizing Wipes should be kept in storage or the Admin's office as well.

For events, there is usually a faculty member or student who is responsible for cleaning up after the event. For the Colloquium refreshments, that person is whomever is the TA for the STAT 8910 course. If there arises a cleanliness issue surrounding the cleaning up of colloquium refreshments, report immediately to the colloquium committee.

Several of the faculty also utilize the sink in the kitchen space to wash their dishes. The admin should make sure there are adequate supplies of paper towels and dish soap at all times.

## 5.6. Genetec

The admin is responsible for providing after hours access to both Brooks Hall and Caldwell Hall, as well as lab access to Caldwell 305 and 306. See 3.6 for instructions on how to add people. Access should be granted to anyone conducting official UGA business.

Their UGA ID card can be scanned at any of the entrances to allow entry once they have permission. If they have an older card that can also cause issues.

It is likely that at some point professors from outside statistics will need to be given access to Caldwell 305 and 306 for teaching. Follow the same procedure listed in 3.6. Consult with the Student Affairs Professional to grant incoming Graduate Students building access at the beginning of the semester.

## 5.7. Managing Outlook Calendars

There are a few calendars relevant to the Admin position, namely the Stat Master Calendar, the Cohen Room Calendar, and the other Meeting Room Calendars. The admin should gain access and control over all of them, most of which already have the [stat@uga.edu](mailto:stat@uga.edu) email setup to be the admin.

### **Stat Master Calendar:**

The Stat Master Calendar is shared with the entire faculty and anyone can add events to it via the calendar booking system.

#### Adding the Calendar:

1. Open your Outlook calendar, and on the Home tab, select Add Calendar > Add from Directory.
2. Input your Username
3. Input Stat@uga.edu
4. Outlook asks if you would like to add this calendar and subscribe to updates. Select Yes and press add.

#### Adding Events to the Stat Calendar:

1. Navigate to your Outlook Calendar and press “New Event”
2. Next to the save button, where it should say “Calendar” then your email in parenthesis, click the drop down and select the “Department of Statistics” calendar
3. Input the relevant event information
4. Press send

### **Cohen Room and Micro Meeting Calendar:**

To manage/monitor which reservations are in the Cohen room, we use the Cohen Room Calendar. See the next section, 5.8, on how to actually reserve the rooms.

#### Adding the Cohen Calendar:

1. Navigate to your Outlook Calendar and press “Add Calendar” under the calendar on the left
2. Click “Add from directory” and select your own account in the drop down menu
3. Enter “[res.stat.434\\_cohen\\_room@uga.edu](mailto:res.stat.434_cohen_room@uga.edu)” into the blank and press Add

#### Adding the Micro Meeting 424 Calendar:

4. Navigate to your Outlook Calendar and press “Add Calendar” under the calendar on the left
5. Click “Add from directory” and select your own account in the drop down menu
6. Enter “[res.stat.stat\\_215\\_meeting\\_room@uga.edu](mailto:res.stat.stat_215_meeting_room@uga.edu)” into the blank and press Add

Adding the Micro Meeting 516 Calendar:

7. Navigate to your Outlook Calendar and press “Add Calendar” under the calendar on the left
8. Click “Add from directory” and select your own account in the drop down menu
9. Enter “[res.stat.516\\_brooks\\_hall@uga.edu](mailto:res.stat.516_brooks_hall@uga.edu)” into the blank and press Add

## 5.8. Reserving Cohen and Micro Meeting Rooms

The admin is responsible for maintaining the booking systems for the three meeting rooms in Brooks Hall; the Cohen room (434), Micro Meeting Room I (424), and Micro Meeting Room II (516). Each is managed using the UGA Room Finder in tandem with the Outlook Calendar feature mentioned before in the section on adding events to the main Stat Calendar. The process for reserving any of them is the same:

1. Navigate to your Outlook Calendar and press “New Event”
2. Input the event information
3. Under “Search for a room or location” select “**STAT 434 Cohen Room**” “**STAT 424 Brooks Hall**” or “**STAT 516 Brooks Hall**”
  - a. If the circle is green the room is available, if it’s red it’s already been booked for that date and time.
4. Press Send

Instructions for how to reserve each room can be found posted besides each door and instructional documents are available in the S:Drive under S:\Administration\General Admin Info\Booking Rooms in Brooks

## 6. Reimbursements

### 6.1. Types of Reimbursements

**Event Reimbursements** include purchasing supplies/materials or food for any departmental event (Colloquia, Bradley, Ice Cream Social, etc...). It can include but is not limited to purchasing catering, paying for meals, obtaining event materials at the store, having things printed at Tate, or just any general physical acquisition. Having a meal with a Colloquium speaker may also be included with departmental approval. See below for meal specifics.

**Travel Reimbursements** include paying for the transportation of speakers/guests, covering flights, groome shuttles, hotel invoices, rental car payments, or other expenses gained while traveling for departmental business. It also relates to travel undertaken by the faculty/staff on

behalf of the department. Largely, however, employees/faculty will work independently with the BSC to manage travel reimbursements

## 6.2. Processing a Reimbursement

Here is the general procedure for reimbursements/payments:

1. Employee/Faculty/Guests give all available receipts to the Administrative Associate or a Business sends over the invoice for a service.
2. Administrative Associate organizes receipts and documents
  - a. Documentation should include:
    - i. A scan/copy of all the payment receipts/invoices
      1. Signature on receipt is a requirement specific to food/entertainment reimbursements, and is not needed on other receipts (such as travel or supplies).
    - ii. A copy of the event announcement/itinerary
    - iii. If the guest is a non-employee, a Non-Employee Payment Form and their Vendor ID (see 7.1 and 7.2, Important forms and Registrations)
    - iv. An entertainment form, if necessary (see 7.3, Important forms and Registrations)
3. Submit these documents to the BSC at [fbpsc-pams@uga.edu](mailto:fbpsc-pams@uga.edu) and copy Tanya Boyd ([tlboyd@uga.edu](mailto:tlboyd@uga.edu)) requesting assistance with processing a reimbursement
4. Provide any support/documents requested by the BSC as needed.
5. The BSC will input the request for reimbursement into the employee's UGA financial system, or will reimburse the visitor's card directly via their vendor ID.

Steps 1 & 2 can be ignored if faculty are willing to submit their own request and you can instead just send instructions 3-5 and the list of required documents to assist them.

[For more info see the Student Affairs webpage](#)

## 6.3. Reimbursement Tips

- The easiest way to submit a reimbursement is to compile all the necessary reimbursement information (Receipts, Flier, Itinerary, and any invoices) and submit a zip folder to the Business Services Center via [fbpsc-pams@uga.edu](mailto:fbpsc-pams@uga.edu), requesting their assistance in processing a reimbursement. From there, just provide whatever the BSC requests.
- The majority of things should be directly billed to the department via invoices whenever is possible.
- For things like flights, the BSC almost always will not process a reimbursement until after the speakers visit

## 7. Important Forms and Registrations

### 7.1. Vendor Registration



All individuals must register as suppliers, either prior to their visit, or once they return home if they have not done so already upon their arrival. Individuals who have received payment from UGA before do not need to re-register. If their address has changed, BSC can update it when processing their payment. **The vendor id is needed for the Non-Employee Payment Form.** (it can be acquired separately and sent separately though if they are only able to get it after their visit.

See below for specifics:

- **US CITIZEN/PERMANENT RESIDENT INDIVIDUALS**
  - Please send them this link, as soon as you know they will be getting paid/reimbursed: <https://suppliers.uga.edu>
    - Please send them this link, as soon as you know they will be getting paid/reimbursed: <https://suppliers.uga.edu>
    - Step-by-step instructions with screenshots can be found here: <https://uga.teamdynamix.com/TDClient/3109/FandA/KB/ArticleDet?ID=149300>
  - Once approved (in 2-3 business days), the individual will receive another email with their supplier number.
- **NON-US CITIZEN/PERMANENT RESIDENT INDIVIDUALS**
  - They should send a completed W-8BEN form to the OneSource Service Desk at [onesource@uga.edu](mailto:onesource@uga.edu) to complete the supplier registration process.
  - Once approved, a supplier number will be provided.
- **Saying “Yes” to accepting Purchase Orders while registering**
  - If your person will receive payments for services totaling over \$2499 (whether one time or over multiple payments for an ongoing fiscal commitment), they will need to check the box stating they will accept purchase orders from UGAMart when registering as a supplier in the system.
  - If your person will receive payments related to providing specialized or expert advice (consulting on a grant, providing the department program evaluation, etc.), they will need to check the box stating they will accept purchase orders from UGAMart when registering as a supplier in the system.

## 7.2. Non-Employee Payment Form

For visitors who are not employed by UGA (and are therefore not in the financial system) they need to fill out a Non-Employee Payment Form; more specifically, they need to fill out questions 1 - 8 and sign on the line of “Signature for Payee. They **should not** fill out the “Payment Categories” section, and, if they do please have them redo the form entirely. Optimally, prior to filling out the Non-Employee Payment Form, they’d have registered as a Vendor, as discussed above; if not, have them register as a vendor and send you the ID once they return from their travels.

- **Completing the Non-Employee Payment form**
  - [https://busfin.uga.edu/forms/Non\\_emp\\_payment.pdf](https://busfin.uga.edu/forms/Non_emp_payment.pdf)

- It is most advantageous for processing times if the department can have the form completed/signed while the individual is still on campus if visiting in person.
- Individuals should complete 1-8 (or confirm the information is correct) and sign on the first line (as the payee).
- BSC can complete the rest of the form or the Admin can input the amount to be paid.
- Regardless, the signed completed form should be submitted to BSC for processing at [fbpsc-pams@uga.edu](mailto:fbpsc-pams@uga.edu) with other reimbursement documents
- Other important documents to include with the NEPF
  - For guest speakers/honorarium: Event flier OR email invitation (showing date, time, and who the event was open to) OR individual itinerary
  - For faculty/graduate student recruitment: Individual itinerary
  - If reimbursing travel expenses: Detailed receipts showing payment
  - INTERNATIONAL INDIVIDUALS: In addition to the above documents, please include:
    - Copy of passport
    - Copy of I-94
    - Copy of visa
      - J1 visa holders also need DS2019
      - WT/WB visa holders may only have the I-94 card and passport

### 7.3. Entertainment Forms

[Entertainment forms](#) are filled out for event expenses related to entertainment, such as dinners or lunches. **They are required to reimburse a lunch or dinner** with a speaker/guest, or just any form of University related Entertainment Expenses, especially those involving food.

Filling out an Entertainment Form:

1. Skip (1), the BSC will handle that section usually
2. Input the amount to be reimbursed and the time and place into (2) and (3)
3. Give a general description for (4) that names the event and why a dinner/lunch was hosted
4. Give the names of all attendees, and their relationship to the university.

In order to ensure that the purchase is properly recorded, Accounts Payable must be provided with the Business Purpose of the event and the Category of allowable activities from the Food Reference Chart. Generally, so long as the entertainment form is submitted alongside other reimbursement materials, and has been correctly filled out, that usually covers those two points.

### 7.4. Foundation Entertainment Forms

Certain expenditures fall under the UGA Foundation, such as when alcohol is served at an event, or flowers are sent to non-employees, as well as anything relating to the Alumni

Association. You can find the specific about what falls under the University of Georgia Foundation Expenditure Matrix [here](#).

For the purpose of the Stat Admin, this really only applies to when alcohol is served at an event or when the event doesn't fall under university business. Fill out [the form](#) as you would the standard Entertainment Form, putting an asterisk next to those who consumed alcohol if possible. Again, leave (1) and now (2) blank for the BSC. You will submit this in the stead of the Entertainment form. Note that the forms need the Department Head's signature.

## **7.5. Surplus Equipment Forms**

Surplus forms need to be filled out for the FMD Surplus request to have equipment removed from the building by FMD. This largely applies to anything that has a UGA Tag, but they'll take any form of UGA property. Simply fill out the form and attach it as part of a Surplus equipment request in the FMD portal. See 3.1 for info on how to submit an FMD request.

1. Go to: [https://busfin.uga.edu/forms/surplus\\_equipment\\_lab.pdf](https://busfin.uga.edu/forms/surplus_equipment_lab.pdf)
2. If available, input the UGA Decal #. If not, input N/A
3. Provide a description of the item(s)
4. If available, input the Serial Number. If not, input N/A
5. Note the Quantity of items
  - a. Items can be grouped with like items, but if they have a UGA tag should be represented individually
6. Put the Building name and Room number in the section below the Transfer list.
7. Fill out the "Individual releasing above listed items:" section with your info
8. The items will not be delivered by our department
9. Use the General Operating Chart String (10000-11140-11200-19560971)
10. Print a PDF copy of the form and submit alongside your FMD request.
11. Coordinate a time for pickup and work with FMD to remove the items.
12. If the items have a UGA Tag, ensure they are properly removed from the departmental inventory.
  - a. If they are not properly removed, contact Asset Management to have them removed

## **7.6. Telephone Service Request Forms**

Telephones are handled by the telephone services office, and can only be changed by them. The admin should contact their office or Megan Spencer if they have any questions. Otherwise, follow these steps to submit a telephone request form:

1. Go to [https://busfin3.busfin.uga.edu/forms/admin\\_forms.cfm](https://busfin3.busfin.uga.edu/forms/admin_forms.cfm)
2. Search for the keyword "Telephone" & select telephone services
3. Click "Submit a Telephone Service Request"
4. To order a new phone, select new service, to change the information of a preexisting phone, select change, and to remove a phone from the network, select remove.

5. Input the Brooks building code (0055), floor (4th or 5th), Room Number, Jack ID, and building name
  - a. See the list of telephone and computer jack ID's in the admins office
6. Input the extension number
  - a. Like all 706-542-#### campus numbers the extension is 2- + the last four of the number. I.e. 2-5680 is the admin extension number
7. Input the information for the telephone representative
  - a. Note that you need to be made the telephone rep prior to this step
8. Input the General Operating budget under the payment information
  - a. Fund code: 10000
  - b. Program Code: 11140
  - c. Dept ID: 19560971
  - d. Class Code: 11200
9. Input the name of the telephone user, and their MyID
  - a. MyId's can usually be found on Outlook contact cards
10. Enter "STAT" for the department name
11. The line type is always digital
12. See back of phone for model number
  - a. Everyone except, TN, Hall, Mandal, and 401 have an Avaya 2410; TN, Mandal, and 401 all have an Avaya 9408, while Hall has a 9404
13. All sets are exclusively desk mounted
14. Fill out the equipment needs section with the model of the phone if requesting new phone, otherwise put "NONE"
15. Select the desired amount of rings and input the following:
  - a. Ext No(1st Coverage) : 2-5680
  - b. Ext No(2nd Coverage) : *blank*
  - c. Ext No(3rd Coverage) : *blank*
  - d. Group Number : 0
16. For voicemail, select new if a new one is needed, or Yes otherwise
17. For type of usage, almost always select voice
18. Caller ID is always a yes
19. Under the notes section, detail what specifically you're requesting be done, in as much detail as possible.
20. If you aren't editing the buttons, "Press Print/Submit Request No Detail"
21. To change the button details before submitting, press the appropriate button detail choice at the bottom and input the new extensions.
22. Now press Print/Submit down at the bottom.
  - a. Print out a physical copy for future reference if desired.

## 8. Conclusion

This guide has been created to give you the foundation needed to manage the many responsibilities of this administrative role with confidence.

As you grow into the position, remember that flexibility and attention to detail are key to success. Should you encounter any challenges or need further clarification, refer back to this guide or seek assistance from the relevant contacts listed throughout. Your contributions are vital to the department's success, and with this guide, you are hopefully well-equipped to manage the tasks at hand confidently.

If you discover that something is missing or could be improved, please feel free to update the guide to ensure it remains accurate and comprehensive for future use. Your proactive contributions will help ensure that this guide remains a living, adaptable document, one that reflects the latest information and continues to be a valuable resource for future admins.



**Good Luck!**