

Useful Tips for EES Grad Students

Just a few FYI's that will help out in time...

Mail boxes: You've been assigned a mailbox located just inside the grad room door

Keys: You will each be assigned a grad room key and the key to your desk should be in the lock or the top drawer. You will need to sign for these keys.

Outgoing mail:

There's a wire box in the mail office {5726} across from front the front door. Mail placed in here will go out daily (usually around 11-12), mail is picked up from Station B at the same time and distributed to your personal box (SC5734).

Campus Mail should be placed in the Gray Envelope you were given and NO stamp is necessary, just drop it in the wire box (Maine office)

The department will supply you w/ Department envelopes when needed. Should you need a stamp, they can be purchased from Teri (\$0.49)

Post Office: Station B post office is located in the basement of Rand

Bookstore: Is located at 2525 West End Ave, where 25th Ave meets West End

EES Address:

Courier Deliveries: (UPS & Fed-Ex)

C/o your name
Earth & Environmental Sciences
5726 Stevenson Center Dr (7th Floor)
Nashville, TN 37240

US Postal Service: (regular mail)

Earth & Environmental Sciences
C/o your name
PMB 351805
2301 Vanderbilt Place
Nashville, TN 37235-1805

Phones and Fax:

EES Office phone 615-322-2976
EES Office fax 615-322-2138

The fax machine is located in the main office and works just like the phone system. 9+number off campus, last 5 if on campus and VU NET ID needed for long distance

When calling (OR faxing) any campus number from a campus phone simply dial the last 5 digits (2-2976)

Copier: room number 5736 and if you need any help w/ using it just let us know... we are more than happy to help out. There should always be a stock of paper in the right-side drawers of the wooden cabinet ... if you use the last one please let Jewell or Teri know.

Copy paper: additional paper is located in main office in cabinet, please be mindful and fill the copier when it runs out during use.

Student Pay: The University is going Green and would like you to use the **Direct Deposit:** please see the link below:

LINK: <https://webapp-a.mis.vanderbilt.edu/c2hr/>

E-mail: c2hr@vanderbilt.edu

It usually takes 2-4 weeks to be applied. Once direct deposit is in place you will receive a payment notification 24 hours prior to deposit, which can be viewed on line or printed out.

The amount deposited into your account will be less tax.

Ink cartridges: Grad and copier room printers & plotter...if they run low please advise Teri or Jewell and we will reorder.

Fridge: Please be mindful and keep the Grad room refrigerator cleaned out weekly, it can become quite scary very fast if not.

Account Statements:

If you receive an Invoice from Student accounts and do not understand it, first please contact them directly for assistance. They will direct you to Teri or Jewell if needed.

Traveling: When traveling at **ANYTIME** with the department you are required to fill out the Travel Authorization Form (for dept field trips, seminars, research, errands ... ANYTIME). Please see Teri to complete a BLUE Travel form well in advance of your travel dates.

Reimbursements: When turning in receipts for reimbursements please remember that you will be reimburse on 3 meals daily (if applicable) travel, transportation, fees, etc, but not extra's such a mid-day pick me up Starbucks, snacks, gum, etc.

Below is the most recent guideline for expenses:

Breakfast: \$0.00-\$8.00/person
Lunch: \$0.00-\$10.00/person
Dinner: \$0.00-\$20.00/person

DOs and DON'Ts for Meals and Reimbursements:

DO: Also, when there is more than yourself on a receipt, you will need to list ALL names being paid for in order to obtain a reimbursement.

DON'T: Do not split receipt amounts with other graduates, this creates huge delays with reimbursements.

DO: For meals and other expenses, you must provide an **Itemized** receipt along with your “general” debit/cc/cash receipt. Most servers are happy to provide you with an itemized receipt if asked.

DON'T: There are no reimbursements for alcohol. This is in part why an itemized receipt is necessary for reimbursement.

Seminars: The Department seminars are (generally held) weekly on Fridays from 3:10-4:00pm (will be notified of time change at beginning of semester). Announcements are sent out the Monday-Tues prior and **everyone in the department is expected to attend**. Seminars are followed by happy-hour refreshments and conversation from 4:00-5:00pm.

One-Card and Purchasing

Teri has the department credit card if there is something that a faculty member is asking you to purchase, such as field or lab supplies, equipment, etc. Please see Teri, and she will explain the process and she needs to make and expense the purchase.

Figuring out the Stevenson Center:

Main office is SC5726

SC = Stevenson Center

5 = Building number

7 = Floor

26 = Room

Coffee:

The coffee in the main office is prepared for and by the faculty. They pay a monthly coffee due in order to keep the java flowing. If the grad room needs a coffee pot, feel free to pick one up, you will be responsible for supplying your own coffee, creamer, cups and sugar ... bummer I know ... hey, I don't make the rules, just pass them along :)

Computer issues:

For help with your EES desktop computer or an EES workstation, contact IT (Information Technology) at 343-9999 or it@vanderbilt.edu or <http://it.vanderbilt.edu/support/>

Pay & INS issues:

Please see Jewell for any issues related to stipends, tuition, visa status.

Well, that's a start...I'm sure I'll think of something else soon....in the meantime please do not hesitate to stop in at any time and ask questions! :)

Teri

p.s. The office is usually open around 7:15-7:30 and usually closes at 3:30, however, faculty are typically around until 5 or 6pm.