

Key Departmental Contacts

The following is a partial listing of key departmental contacts:

Fraser Forbes , Department Chair	ECERF 7-022
Sandra McFadyen , Administrative Officer	ECERF 7-023
Nicole Leszczewski , Payroll Administrator	ECERF 7-015
Andre Koenig , Laboratory and Safety Coordinator	CME 454
Kim Tautchin/Matt Kloster , Financial Administration	ECERF 7-005
IT (computer) Services	ECERF 7-095

ID Cards – ONEcard. The University of Alberta ID is called “ONEcard.” which consists of your id number, your picture and a barcode. With this card, you can access the U of A libraries, photocopiers and use of the sports/recreational centers. The ONEcard office is located in the basement of Cameron Library. For additional ONEcard information, visit <http://www.ualberta.ca/ONECARD/>.

Office Keys. Please fill out the following forms:

- New Employee/Student Information
- Communication Arrangements for Staff Working Alone
- New Employee Orientation Checklist (both sides).
- Key Contract

These forms may be obtained from outside of CME 256. Return completed forms to Kevin Heidebrecht (CME 256) in order to receive keys. A **\$50.00 REFUNDABLE DEPOSIT** (cash only) is required. Building hours are posted on the main doors.

Department Payroll. Everyone receiving pay from the University of Alberta is required to submit the following completed forms to Nicole in ECERF 7-015:

- Social Insurance Number (If you do not have a SIN, apply for one as soon as possible from:
 - Canada Place, Suite 1440, 9700 Jasper Avenue (To get to Canada Place by LRT, stop at the Churchill Station)
- Study or Work Permit, if non-Canadian/Permanent Resident

Research Associates must also submit:

- CV (Resume)
- Academic Education & Experience Form

Post Doctoral Fellows must also submit:

- CV (Resume)
- Registration Form
- copy of Doctoral Degree

All student/staff who receive salary/scholarships are required to enter their banking information on their Bear Tracks account for direct deposit payments. More information on how to enter the banking details can be found at

http://www.hrs.ualberta.ca/en/MyEmployment/~media/hrs/MyEmployment/BearTracks/Bear_Tracks_signin.pdf

New Person Information Form. Please visit the following link and complete the form.

<https://support.eche.ualberta.ca/forms/PDF-RA/>

Employment Verification. If you require a letter stating your employment status or payment breakdown please fill out an Employment Verification Request found at <http://www.hrs.ualberta.ca/PayInfo/EmploymentVerification.aspx> in the right hand column and submit to 2-60 University Terrace.

Office Assignments. For office assignments, please contact Sandra McFadyen (sandy.mcfadyen@ualberta.ca). If use of specific research space is necessary it will be assigned in the appropriate laboratory. Please inform Sandra McFadyen if you and your supervisor wish to make a room change. Such changes may not be made without authorization.

Phone Lists. The Department maintains phone and contact lists for all our staff and students at: <http://www.engineering.ualberta.ca/cme/people.cfm>. Inform Marion Pritchard (marion.pritchard@ualberta.ca) if your name does not appear on the list or if any of your contact information changes (e.g. supervisor, phone number, room number, etc.).

Personal Information. It is your responsibility to ensure that all personal contact information is up to date with the University by accessing Bear Tracks (www.registrar.ualberta.ca). It is your responsibility to inform the Department of any changes to immigration status.

Parking and Automobile Regulations. All questions concerning parking privileges and use of automobiles on Campus should be directed to Parking Services (www.ualberta.ca/parking) in Lister Centre 1-051.

Laboratory Safety and Security. You are required to attend the departmental safety seminar. Information regarding the seminar is distributed regularly. On occasion, the department has experienced a laboratory burglary. **Please ensure that your laboratory (and office space) is locked when unattended, and your personal belongings are locked up in a secure place to prevent theft.**

Computer and Network Access. After registration, you can apply for departmental computer and email access by seeing Jack Gibeau (ECERF 7-095).

Mail Service and Mailboxes. The Department Office will assign you access to a mailbox on the 7th floor of ECERF. All mail will be delivered except for large items for which an email will be sent indicating where it may be claimed. Mail delivery is at approximately 11:00 a.m.. *** All personal mail must be sent to a home address or post office box. ***

Telephones. There are limited telephones located throughout the buildings and should not be used for personal calls during business/office hours. Long distance calls cannot be made from these telephones. If you need to make a long distance call, you must obtain permission from your supervisor to receive a long distance code.

Photocopiers and Fax Machines. Two photocopiers are located in ECERF 7-006. A third is located in CME 213. The fax machine is located in ECERF Reception. Access to the photocopier and fax machine is restricted to office hours and care should be taken with use of the equipment. See the Receptionist (7th Floor, ECERF) if you have any questions or problems with the equipment. Please ask your supervisor to contact the Receptionist in order to be assigned a photocopier PIN. *** The photocopier / fax machine are to be used for university-related business only. ***

Departmental Forms. Departmental and other forms may be accessed from the departmental forms cabinet at:

<http://www.cme.engineering.ualberta.ca/FacultyStaff/Resources/Forms%20Cabinet.aspx>

Office Supplies. The department does not provide office supplies. To get supplies, you must make arrangements with your supervisor.

Conference Rooms and Projector. The department conference rooms (CME 116; ECERF 7-013, 7-029, NINT 5-011, 5-122) and/or the department computer and projector may be booked for research meetings and seminars at: <http://bookings.eche.ualberta.ca/>

Ordering and Shipping Supplies. Ensure your name is included on the address label when ordering supplies. When a package is received in the department, an email will be sent to you to notify you of its arrival. The Department assumes no responsibility for the ordering or delivery of any supplies. For any problems with delivery of packages, please contact Supply Management 492-3228. When having items shipped or couriered to the department, please add one a day for distribution from Supply Management Services to your estimation of arrival. All financial paperwork (i.e. invoices, indent copies, purchase order copies, shipping forms, etc.) **must be given to the Bookkeeper** (basket marked BOOKKEEPER at the mailboxes ECERF 7). Shipping of dangerous goods must be supervised by Andrée Koenig (CME 454).

Machine and Instrument Shops. All requests for Machine Shop fabrication, repair, etc. are placed through: <http://www.uofaweb.ualberta.ca/cme/nav01.cfm?nav01=65488>. For installation and maintenance of electrical and electronic equipment, instruments, or apparatus contact by Walter Boddez in CME 412.

Chemical Services Laboratory. A Chemical Technologist, Andrée Koenig, is available in CME 454 for assistance regarding chemical analytical services, information on safety, procurement of chemicals and supplies, and on the development and operation of various gas chromatographic separations.

Purchasing. Equipment and supplies for teaching or research needs must be requisitioned on either an Indent form (within university stores or services) or a Purchase Requisition form (external suppliers). These forms must be signed by staff with the appropriate signing authority. In all cases, all financial paperwork must be given to the Department Bookkeeper in the basket marked BOOKKEEPER at the mailboxes in ECERF 7.