



2017-2018

# Resource Guide to Gettysburg

*Academic and  
Administrative  
Assistants*

Gettysburg  
COLLEGE

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# Responsibilities of an Administrative Assistant

**Contact** Jennifer Lucas, Co-Director of Human Resources and Risk Management

**Location** Human Resources, 1st floor Penn Hall

**Info** x6202 [jlucas@gettysburg.edu](mailto:jlucas@gettysburg.edu)

*The following are general responsibilities performed by administrative assistants. This Resource Guide was prepared with information that will help accomplish these tasks.*

- **Budgets.** Administrative Assistants may be responsible for maintaining the department budget, which includes tracking expenditures, processing invoices, reconciling Gettysburg College purchasing cards, and reconciling general ledger reports. Departments may have several different account numbers to which expenses can be charged. The Assistant may work with the supervisor of their department to set an operating budget for the academic year. See the Financial Services section of this resource guide for specifics on accounts payable, procurement, and accounting.
- **Maintain calendars.**
- **Prepare correspondence.**
- **Equipment maintenance and stocking of supplies.**
- **Event planning.**
- **Electronic and hard copy filing.**
- **Processing of mail.**
- **Organizing meetings and taking minutes.**
- **Photocopies.**
- **Receptionist.**
- **Student workers.** Assistants may work with, supervise, and/or hire student workers for the department. Responsibilities may include assigning and overseeing work. Time sheets must be initiated at the time of their hire and be approved on a bi-weekly basis.
- **Travel arrangements.**
- **Webpage liaison.**
- **Other duties as assigned by supervisor.**

# Responsibilities of Academic Administrative Assistants

*The Provost's Office oversees the academic division. The following responsibilities are department and division specific. This Resource Guide was prepared with information that will help accomplish these tasks.*

- **Assistant to Department Chair.** Academic Administrative Assistants support the Department Chairs in various department tasks, to include but not limited to event planning, organizing meetings, taking minutes, providing details on the department budget, scheduling appointments, faculty searches, and arrival of new faculty.. They also provide support for departmental tasks, such as full-time and part-time position requests, tenure and pre-tenure reviews, external reviews, course evaluations, and course scheduling, among other things.
- **Support to Faculty Members.** Academic Administrative Assistants support faculty members of the department in various tasks, to include but not limited to copying syllabi and exams, processing conference and grant expenses, making travel arrangements for College business, and event planning.
- **Budgets.** Academic Administrative Assistants are responsible for maintaining the department budget, which includes tracking expenditures, processing invoices, reconciling Gettysburg College purchasing cards, and reconciling general ledger reports. Departments may have several different account numbers to which expenses can be charged. The Academic Administrative Assistant may work with the Chair of their department to set an operating budget for the academic year. See the Financial Services section for specifics on accounts payable, procurement, and accounting.
- **Receptionist.**
- **Maintain calendars.**
- **Prepare correspondence.**
- **Equipment maintenance and stocking of supplies.**
- **Event planning.**
- **Processing of mail.**
- **Organizing meetings and taking minutes.**
- **Photocopies.**
- **Travel arrangements.**
- **Webpage liaison.**

*Responsibilities of Academic Administrative Assistants*  
*Continued . . .*

- **Student workers.** Academic Administrative Assistants may work with, supervise, and/or hire student workers for the department. Time sheets for office help, peer learning associates (PLAs), and research students must be initiated at the time of their hire and be approved on a bi-weekly basis.
  
- **Textbook orders.** Some Academic Administrative Assistants help with the ordering of desk copies and textbook orders for the department. See the Bookstore section for information on ordering textbooks.
  
- **Course evaluations.** A common course evaluation has been approved for use by the faculty and is distributed by the Provost's Office near the end of each semester. Academic Administrative Assistants coordinate this process for their departments. Guidelines for paper evaluations and online evaluations are sent to the Academic Administrative Assistant prior to the last two weeks of the semester. The Assistant has copies made for all department courses. The evaluations are distributed two weeks prior to the last day of classes and must be gathered by the last day of classes. The Assistant then receives the completed evaluations, counts and records them, and retains the data for department records. Faculty may review their evaluations after final grades have been submitted. The Academic Administrative Assistant may work with the Chair of the department on the timing of the distribution of completed evaluations, as Chairs are required to read the evaluations. Course evaluations are a required submission for all faculty going up for pre-tenure, tenure, promotions, and yearly/quadrennial evaluations.
  
- **Faculty searches.** Academic Administrative Assistants are instrumental in organizing searches for new faculty members. Tasks include the monitoring of applicant materials, preparation of on-campus interview schedules, transportation and lodging for candidates, meal reservations, and managing the on-line application process.
  
- **External reviews.** All academic departments must go through an external review every seven to ten years. Academic Administrative Assistants arrange for travel/lodging of external reviewers and coordinate the on-campus visits. The Provost's Office alerts the Chair of the department one year prior to the review.
  
- **Tenure and pre-tenure reviews.** Academic Administrative Assistants may be asked to coordinate the departments' responsibilities of a faculty member's tenure or pre-tenure review by arranging department meetings, meetings with students, and providing assistance to the faculty members.

# The Provost's Office

[www.gettysburg.edu/about/offices/provost](http://www.gettysburg.edu/about/offices/provost)

## Administrative Staff of the Provost's Office x6820

Christopher Zappe	<i>Provost</i>
Jack Ryan	<i>Vice Provost, and * Dean of Arts and Humanities</i>
Jennifer Bloomquist	<i>Associate Provost for Faculty Development and * Dean of Social Sciences and Interdisciplinary Programs</i>
Kristin Stuempfle	<i>Associate Provost for Academic Assessment and * Dean of Natural Sciences, Mathematics, and Computer Science</i>
Maureen Forrestal	<i>Assistant Provost for Student Scholarly Engagement and Dean of Fellowships, Scholarships, Undergraduate Research and Creative Activity</i>
Julia Hendon	<i>Associate Provost for Pedagogical Initiatives and Director of JCCTL</i>
Rhonda Good	<i>Associate Provost for Planning, Facilities, and Technology</i> Serves as office manager, provides budget oversight, and assists the Provost in the implementation of planning initiatives for the division.

\* **Deans' Responsibilities.** Advocate for the needs and interests of individual faculty, departments, programs, and the division as a whole; respond to and resolve faculty personnel and student issues; provide direction in preparation for the annual budget process; oversee and provide assistance with recruitment of visiting faculty; consult with faculty on funding opportunities for program enhancement; collaborate with faculty and Maureen Forrestal on faculty-student research programs and nationally-competitive scholarship and fellowship advising.

## Support Staff of the Provost's Office x6820

Amy Smith x6833	<i>Senior Administrative Assistant to the Provost</i> Manages Provost Zappe's calendar; faculty, administrators, and staff evaluations; tenure and pre-tenure reviews; supports FPC, FF, and FC.
Kara Flythe x6821	<i>Administrative Services Assistant</i> Manages calendars for Jack Ryan, Jennifer Bloomquist, and Julie Hendon; faculty recruitment; new faculty orientation; supports FDC, APPC, FYS; Chairs meetings.
Suzanne Gockowski x6826	<i>Administrative Services Assistant</i> Provides support for Consortium for Faculty Diversity; Provost's Office webpage and faculty landing page; coordinates Friday Faculty Lunches, FASH, and Honors Days.
Linda Miller x6825	<i>Administrative Services Assistant</i> Manages calendars for Kristin Stuempfle and Rhonda Good; part-time faculty appointments; operational budgets; enters/corrects faculty data.
Paula Baer x6354	<i>Academic Administrative Assistant</i> Manages calendar for Maureen Forrestal. Supports student scholarly engagement and JCCTL events.

# The Provost's Office

## Staff Responsibilities by Topic

### **Budgets — Rhonda/Linda**

Annual Budget Process  
Academic Equipment Fund  
Start-Up Expenses for New Faculty  
Moving Expenses for New Faculty  
Chairs Fund (\$1200)  
Faculty Professional Papers  
First Year Seminar Expenses  
Faculty Field Trips

### **Calendars**

Chris Zappe ..... Amy Smith x6833  
Jack Ryan ..... Kara Flythe x6821  
Jennifer Bloomquist ..... Kara Flythe x6821  
Julie Hendon ..... Kara Flythe x6821  
Kris Stuempfle ..... Linda Miller x6825  
Maureen Forrestal ..... Paula Baer x6354 or Provost's Office x6820  
Rhonda Good ..... Linda Miller x6825

### **Committees**

APPC	<i>Academic Policy and Program Committee</i>	Jack Ryan / Kara Flythe
COLA	<i>Committee on Learning Assessment</i>	Kris Stuempfle / Linda Miller
ETC	<i>Educational Technology Committee</i>	Jennifer Bloomquist / Kara Flythe
EPACC	<i>Events Planning and Programming Committee</i>	Rhonda Good / Joyce Sprague x6788
FPC	<i>Faculty Personnel Committee</i>	Chris Zappe / Amy Smith
FC	<i>Faculty Council</i>	Chris Zappe / Amy Smith
FGC	<i>Faculty Governance Committee</i>	Rhonda Good / Linda Miller
FF	<i>Faculty Finance Committee</i>	Chris Zappe / Rhonda Good / Amy Smith
FDC	<i>Faculty Development Committee</i>	Jennifer Bloomquist / Kara Flythe
IACUC	<i>Institutional Animal Care and Use Committee</i>	Kris Stuempfle / Linda Miller
IRB	<i>Institutional Review Board for Human Subjects</i>	Kris Stuempfle / Linda Miller

# The Provost's Office

## Staff Responsibilities by Topic continued . . .

<b>Celebration</b>	Maureen Forrestal / Paula Baer
<b>Central Pennsylvania Consortium</b>	Jennifer Bloomquist / Kara Flythe
<b>Consortium for Faculty Diversity</b>	Jack Ryan / Suzanne Gockowski
<b>Evaluation of Faculty (quadrennial and annual)</b>	Chris Zappe / Amy Smith
<b>Evaluation of Administrators and Staff</b>	Chris Zappe / Amy Smith
<b>Program, Events, and Groups</b>	
Commencement (Provost's Office responsibilities only)	Amy Smith
Commencement (departmental receptions)	Suzanne Gockowski
Celebration	Maureen Forrestal / Paula Baer
Department Chairs (agenda, minutes, meetings)	Jennifer Bloomquist / Kara Flythe
Departmental Reviews	Jack Ryan / Kara Flythe
Emeriti Faculty	Suzanne Gockowski
Faculty Meeting (agenda, minutes, set-up)	Amy Smith
Friday Faculty Luncheons	Suzanne Gockowski
FASH	Suzanne Gockowski
First Year Seminars (FYS)	Jack Ryan / Kara Flythe
New Faculty Orientation	Jennifer Bloomquist / Kara Flythe
Honorary Degrees	Maureen Forrestal / Linda Miller
Honors Days — Fall and Spring	Suzanne Gockowski
Opening Activities	Jennifer Bloomquist / Kara Flythe
Opening Convocation (Provost's Office responsibilities only)	Suzanne Gockowski
Research and Professional Development Grants	Jennifer Bloomquist / Kara Flythe
<b>Student Scholarly Engagement</b>	Maureen Forrestal / Paula Baer
<b>Student Fellowships, Scholarships, Undergraduate Research, and Creative Activities</b>	Maureen Forrestal / Paula Baer
<b>Tenure / Pre-Tenure / Promotions</b>	Chris Zappe / Amy Smith
<b>VISA Applications Faculty — H1B</b>	Rhonda Good / Kara Flythe
<b>VISA Applications Faculty — J1</b>	Jack Ryan / Kara Flythe
<b>Webpage Updates (faculty landing page and Provost's Office)</b>	Suzanne Gockowski

# The Provost's Academic Division

## **Division 1 — Arts & Humanities**

*Dean of Division, Jack Ryan*

Art and Art History  
Cinema & Media Studies  
Classics  
East Asian Studies  
English  
History  
Languages -- French, German, Italian, Spanish  
Philosophy  
Religious Studies  
Sunderman Conservatory  
Theatre Arts

## **Division 2 — Social Sciences**

*Dean of Division, Jennifer Bloomquist*

Anthropology  
Economics  
Education  
Management  
Political Science  
Sociology

## **Interdisciplinary Programs**

*Dean of Programs, Jennifer Bloomquist*

Africana Studies  
Civil War Era Studies  
Globalization Studies  
Interdepartmental Studies  
International Affairs  
Judaic Studies  
Latin American, Caribbean, and Latino Studies  
Middle Eastern Islamic Studies  
Public Policy  
Women, Gender, and Sexuality Studies

## **Division 3 — Natural Sciences, Mathematics, and Computer Science**

*Dean of Division, Kris Stuempfle*

Biology  
BioChemistry / Molecular Biology  
Chemistry  
Computer Science  
Environmental Studies  
Health Sciences  
Mathematics  
Physics  
Psychology

# Links on the Provost's Webpage

[www.gettysburg.edu/about/offices/provost](http://www.gettysburg.edu/about/offices/provost)

## Offices, Centers, and Institutes in the Provost's Division

**Faculty Resources**     <http://www.gettysburg.edu/faculty/>

### *Teaching and Advising*

[Gettysburg Curriculum](#)  
[Course Catalog](#)  
[Honor Code](#)  
[Johnson Center for Creative Teaching](#)  
[EPACC](#) Events Planning and Coordinating Committee  
[CARE](#) Report Concerns for a Students  
[Course Proposal Forms](#)  
[Funds for Academic Field Trips](#)  
[Funds for First-Year Intellectual Life](#)

### *Governance*

[Faculty Handbook](#) *PDF Updated 2015.*  
[Department Chairpersons and Administrative Assistants List](#) *PDF*  
[Calendar of Dates Important to Chairpersons](#) *PDF*  
[Cycle Chart](#) *PDF*  
[Committees of the Faculty](#) *PDF*

### *Research*

[External Funding](#)  
[Internal Funding](#)  
[Institutional Review Board](#) IRB  
[Animal Research](#) IACUC  
[Research and Professional Development Grants](#)  
[Professional Papers Fund](#)

### *Faculty-Student Opportunities*

[Fellowships & Scholarships](#)  
[Undergraduate Research Funding](#)

**Calendars**     <http://www.gettysburg.edu/about/offices/provost/calendars/>

*Academic calendars, faculty meetings, Department Chairs meetings, Friday Faculty Lunch, and Friday Afternoon Social Hour.*

**Forms**     <http://www.gettysburg.edu/about/offices/provost/forms/>

*You will find Faculty Resources; Personnel; Funding Resources for Research, Teaching, and Faculty-Student Collaboration; and Promotion/Tenure/Pre-tenure.*

# Event Planning on Campus

## Reservations for Rooms/Locations

College Union Building / x6302 / Box 399

<https://www.gettysburg.edu/events>

**ACADEMIC YEAR.** Rooms and locations on Gettysburg College campus during the academic year are reserved through the Scheduling Coordinator and the 25Live reservation system, such as events, lectures, review sessions, meetings, and outdoor events.

**IMPORTANT NOTE:** Courses/classrooms are scheduled by the Registrar's Office. Changes to these room assignments must be made by contacting the Registrar's Office at [registrar@gettysburg.edu](mailto:registrar@gettysburg.edu). Additional review sessions, movie nights, etc. beyond regular course days/times are scheduled through the 25Live system.

- **Set Up an Account in 25Live.** Contact Cathy Zarrella, Scheduling Coordinator, at [czarrell@gettysburg.edu](mailto:czarrell@gettysburg.edu) for a profile form. Complete the form and return it to Ms. Zarrella. NOTE: Once you identify your password for the 25Live, it remains the same. It is not the same as your Gettysburg log-in, and you will not be asked to change it, so please be sure to remember it. After processing your account request, Ms. Zarrella will send you a confirmation that includes How-To Instructions. She also runs frequent training workshops.
- **Using 25Live for Reservations.** Once you are able to access the system, you can use 25Live to check room availability and make reservations. You can get to the 25Live portal by clicking on the word EVENTS on the Gettysburg College landing page or 25 Live Portal on the employee landing page. Once you submit your reservation request, you will receive a confirmation usually within 24 business hours.
- **Event Reference #.** On all requests and confirmations, your paperwork will show a reference number. EXAMPLE: 2016-AALMMZ. You will be asked to reference this number for any changes to your reservation or for such things as Catering requests or Facilities requests.
- **Catering Requests.** Should you wish to include some type of food (a meal, or just appetizers, or snacks), you can check a box on your form during the request process. However, it is your responsibility to contact Catering Services to order the food. See the CATERING section on page 13 of this guide for instructions.
- **Facilities Needs.** Should you need things beyond the realm of the room/location you have reserved (such as extra trash cans, a table for a large food set up, extra tables/chairs), it is your responsibility to contact the Facilities Department to arrange for these extra items to be delivered and to be picked up. See the FACILITIES section on page 13 of this guide for instructions.



**SUMMER SCHEDULING.** Starting immediately after Commencement and running through the summer months, reservation approvals are turned over to our Conference Office. They make reservations for summer conferences and therefore approve all reservations for rooms/locations on campus during those summer months. You still use 25Live to reserve rooms/locations, but the approval will come from a conference staff member, not from the Scheduling Coordinator. These reservation confirmations usually process within 48 business hours.

## Catering & Dining Options

<http://www.gettysburg.edu/about/offices/fa/dining/>

Gettysburg College's award-winning Dining Services is on hand to provide delicious food for events. Catering Services can deliver directly to the on-campus event location, or use e-pickups from the Bullet Hole, or reserve a room/table at Specialty Dining for a group.

- **Catering Services.**  
Catering Services has a variety of food options for events, as listed on their website. Contact Dean Anthony and Ali O'Brien ([danthony@gettysburg.edu](mailto:danthony@gettysburg.edu); [aobrien@gettysburg.edu](mailto:aobrien@gettysburg.edu)) to place catering orders or for help in planning and pricing events.  
<http://www.gettysburg.edu/about/offices/fa/dining/catering/>
- **Reserve Space.** Use 25Live to reserve room 19 or 20 at Specialty Dining. Room 19 with tables/chairs seats up to 25 people and room 20 seats 10-12. If those options are already reserved, contact Dean or Ali (see Catering Services above) to reserve a table/section in Specialty Dining.



## Transportation Services

Central Energy Plant / x6923 / Box 2457

<http://www.gettysburg.edu/about/offices/fa/transportation/>

Transportation Services provides members and guests of Gettysburg College with transportation for activities related to academics, administration, College-sponsored student activities, cultural events, lectures, campus visits, and travel for College-related and personal business. Online reservations can be made by going to the Transportation website. A Gettysburg College account number must be provided. Reservations will be confirmed and charges will appear on your department's ledger. For more details, see the Transportation section of this guide.

[http://www.gettysburg.edu/about/offices/fa/financial\\_services/procurement/eprocurement-portal/](http://www.gettysburg.edu/about/offices/fa/financial_services/procurement/eprocurement-portal/)

## Facilities Services

Central Energy Plant / x6700 / Box 431

<http://www.gettysburg.edu/about/offices/fa/facilities/>

It may be necessary to request extra tables, chairs, garbage cans, cleaning, moving items for various events. Dates for delivery and pick up can be requested online through Facilities Services Center.

<https://www.webtma.net/login.aspx>

# Offices on Gettysburg College Campus

## *How Your Work May Intersect with These Offices*

### Academic Advising

2nd floor, College Union Building / x6579 / Box 414  
[www.gettysburg.edu/about/offices/provost/advising/](http://www.gettysburg.edu/about/offices/provost/advising/)

Academic Advising offers support in many areas of academic life. The Deans work in conjunction with students' faculty advisors to help students make educational plans and solve academic problems. The staff provides support and oversees the following:

- **Academic Advisors.** Academic Administrative Assistants work with the Academic Advising staff to re-assign academic advisors to students whose faculty advisors are going on leave or retiring.
- **Honor Code.** I affirm that I will uphold the highest principles of honesty and integrity in all my endeavors at Gettysburg College and foster an atmosphere of mutual respect within and beyond the classroom.
- **CARE.** Concern Assessment Response Evaluation team. If members of our campus community observe student behaviors that cause concern for the health, safety, and well-being of others, it is important to immediately report these concerns to the CARE team. [www.gettysburg.edu/about/offices/college\\_life/care/](http://www.gettysburg.edu/about/offices/college_life/care/)
- **Peer Learning Associates (PLAs).** The Peer Learning Associate program provides funding to pay for a PLA to work closely with faculty in their classes in a variety of ways. Academic Administrative Assistants will work with the faculty, the PLA, and Academic Advising to set up time sheets for PLAs. Faculty may make requests for PLAs in the spring of the prior academic year.
- **Student Services.** Provides services for students with disabilities; oversees academic progress and deficiency reports; oversees the incomplete course process; supports the grade appeal policy; processes student withdrawals, leaves of absence, re-admissions, and reinstatements; prepares Dean's Lists and Course Commendations.

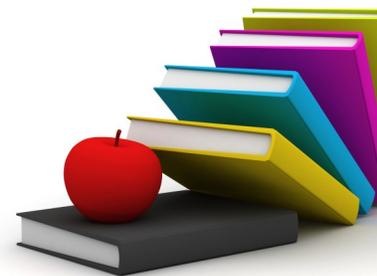
### College Bookstore

1st floor, College Union Building / x6363 / Box 429  
<http://bookstore.gettysburg.edu/>

- **Textbook Requisitions.** Faculty are contacted by the Bookstore throughout the year requesting textbook requisitions. Academic Administrative Assistants may be asked to help secure desk copies and textbooks for faculty (some departments have faculty place their own textbook and desk copy orders). *Returning textbook requisitions in a timely manner is critical.*

Assistants or faculty members can go to the Bookstore website and click on the For assistance contact the Course Materials Manager,

**Michael Lippincott**  
x6379, [mlippinc@gettysburg.edu](mailto:mlippinc@gettysburg.edu).



**For Faculty** icon.

## Bookstore continued . . .

- **Department Charges.** The Bookstore maintains a list of departments and the names of faculty, staff, and students who are authorized to charge to the department accounts. This authorized charge list can be amended/updated at any time during the school year. Your department will receive a monthly invoice of charges made to the account. Questions can be directed to the Accounting Systems Coordinator,

**Stacy Winemiller**

x6366, [swinemil@gettysburg.edu](mailto:swinemil@gettysburg.edu)

- **Gift Cards.** Gift cards can be obtained from the Bookstore and charged to the department account. Provide the name, amount, and account to be charged. Allow two to three business days for processing. Email this information to the Accounts Payable Coordinator,

**Ruby Shy**

x6330, [rshy@gettysburg.edu](mailto:rshy@gettysburg.edu)

- **Academic Apparel for Commencement and Fall Convocation.** Regalia order forms are distributed to Faculty and Administrators mid-February with a mid-March due date. Payment is required at the time of ordering. Following Commencement and Convocation, regalia is returned to the Bookstore. New faculty members receive an order form in July for Opening Convocation. Faculty and Administrators can contact the General Merchandise Coordinator,

**Tammy Strawsburg**

x6239, [tstrawsb@gettysburg.edu](mailto:tstrawsb@gettysburg.edu)

## Center for Career Development

53 W. Stevens Street / x6616 / Box 425

[http://www.gettysburg.edu/about/offices/college\\_life/career/](http://www.gettysburg.edu/about/offices/college_life/career/)

- **Student Employment on Campus.** Many College offices function with the help of student employees. The student hiring process is run out of Career Development, from advertising to paperwork and time sheets. See the Center's link for step by step details on the hiring process.

[http://www.gettysburg.edu/about/offices/college\\_life/career/student-employment/supervisor-information.dot](http://www.gettysburg.edu/about/offices/college_life/career/student-employment/supervisor-information.dot)

- **Student Career Advice and Experiences.** Center for Career Development offers assistance to students who are trying to choose their career paths. They offer career-interest surveys, advice on selecting a major, internships, externships, job search strategies, graduate-school information, job and internship fairs, and a variety of resources to help students pursue a career direction with skill and confidence.



## Center for Global Education

2nd floor, College Union Building CUB 290 / x6866 / Box 421

[http://www.gettysburg.edu/about/offices/provost/off\\_campus/](http://www.gettysburg.edu/about/offices/provost/off_campus/)

The Center for Global Education offers semester and year-long, culturally-immersive, credit-bearing, College-affiliated programs all over the globe for students in every field and major.

- **Study Abroad Lists by Semester.** The Administrative Services Assistant will receive a list of students who are studying abroad by major and minor. These lists are useful in knowing what majors and minors are off campus for the semester, as well as provide opportunities to highlight these students on bulletin boards, newsletters, and websites.
- **Approving Student Courses for Studying Abroad.** Faculty Chairs and Advisors are required to approve courses that students are taking at abroad institutions. CGE will instruct Chairs and Advisors on how to approve these courses using the Faculty Center on the Gettysburg College website.
- **Travel Insurance.** CGE provides *at no cost* medical evacuation and repatriation travel insurance to those faculty members who are attending conferences or planning research in foreign countries.

## Center for Public Service

2nd floor, Plank Building / x6490 / Box 2456

[http://www.gettysburg.edu/about/offices/college\\_life/cps/](http://www.gettysburg.edu/about/offices/college_life/cps/)

The Center for Public Service engages students, community members, faculty, and staff to facilitate partnerships, education, critical thinking, and informed action. Through these alliances, CPS aims to foster social justice by promoting personal, institutional, and community change.



- **Faculty Engaging Students in Community.** Faculty who are interested in having community-based components in their courses can work with CPS to connect with community agencies in a variety of ways.

## College Life

2nd floor, College Union Building 220 / x6921 / Box 399

[http://www.gettysburg.edu/about/offices/college\\_life/](http://www.gettysburg.edu/about/offices/college_life/)

The College Life Office and division provide support for students' personal and interpersonal growth, development, and learning. The divisional offices include Center for Career Development, Center for Public Service, Counseling Services, Experiential Education, Greek Life, Health Services, Intercultural Advancement, International Student Services, LGBTQA Advocacy and Education, Public Safety, Religious and Spiritual Life, Resident and First Year Programs, Student Activities, Student Rights & Responsibilities, the Women's Center, and the Garthwait Leadership Center.

- **CARE.** Concern Assessment Response Evaluation team. When members of our campus community observe student behaviors that cause concern for the health, safety, and well-being of others, it is important to immediately report these concerns to the CARE team.  
[www.gettysburg.edu/about/offices/college\\_life/care/](http://www.gettysburg.edu/about/offices/college_life/care/)
- **Student Handbook.** College Life provides resources for students such as the Student Handbook which states students' rights and responsibilities, code of conduct, and policies on academic conduct, alcohol and drug use, anti-discrimination, anti-hazing, bias-related conduct, computer network use, harassment, sexual misconduct and relationship violence, defining of consensual sex and romantic relationships, etc.

## Communications & Marketing

2nd floor, Pennsylvania Hall / x6800 / Box 422

<http://www.gettysburg.edu/about/offices/ees/communications/>

- **Department Websites.** Communications oversees the content of the department websites. Department Administrative Assistants act as web liaisons for their departments and are responsible for keeping content updated and following guidelines established by the Web Presence Committee.
- **CMS Training.** Content Management System is the software of record for the Gettysburg College website. Training for web liaisons is provided on a regular basis. Refer to the Communications website for training dates/locations.
- **Communication Resources.** The Communications Office provides design services. Their website contains photo galleries and policies on branding standards when using the Gettysburg College logo and colors.

## Counseling Services

Health Center / x6960 / Box 424

[http://www.gettysburg.edu/about/offices/college\\_life/counseling/](http://www.gettysburg.edu/about/offices/college_life/counseling/)

Counseling Services is committed to creating a safe and comfortable environment for all students and aiding the exploration of personal, social, and academic concerns. They provide free confidential counseling, emergency services, psychiatric services, consultations, self-help resources, educational programs, and workshops to help students gain the skills and insights they need to overcome adversity and thrive in their life and learning.

- **Reporting an Emergency or Concern. CARE.** Concern Assessment Response Evaluation team. If members of our campus community observe student behaviors that cause concern for the health, safety, and well-being of others, it is important to immediately report these concerns to the CARE team.  
[www.gettysburg.edu/about/offices/college\\_life/care/](http://www.gettysburg.edu/about/offices/college_life/care/)

## Department of Public Safety (DPS)

51 W. Stevens Street / x6911 emergency x6912 non-emergency / Box 2442

[http://www.gettysburg.edu/about/offices/college\\_life/safety/](http://www.gettysburg.edu/about/offices/college_life/safety/)

DPS is committed to providing safety patrolling and security services designed to provide a safe and secure environment where community members can work, live, and pursue their academic and professional endeavors.

- **Emergency Situations. Contact x6911.**
- **Emergency Mass Notification System (EMS).** Gettysburg has installed emergency systems on campus for notification to campus members in the event of an emergency situation. Notification comes in the form of emails, texts, voice messages to cells, and an audible warning siren. Set your emergency notification settings at [http://www.gettysburg.edu/about/offices/college\\_life/safety/emergency\\_preparedness/emergency-mass-notification-system-ems.dot](http://www.gettysburg.edu/about/offices/college_life/safety/emergency_preparedness/emergency-mass-notification-system-ems.dot).
- **Bike and Vehicle Registration.** Registrations are free, but required, for parking in campus lots. Log into CNAV, click on My Place drop-down menu, click on My Forms and choose the appropriate registration.
- **Field Trip Registration.** All College-sponsored field trips must register the trip and attendees with DPS. Please do so within 72 hours of the trip's departure using this link.  
[http://www.gettysburg.edu/about/offices/college\\_life/safety/college\\_tripnotification.dot](http://www.gettysburg.edu/about/offices/college_life/safety/college_tripnotification.dot)

## Dining Services

2nd floor, Pennsylvania Hall / x6800 / Box 422

<http://www.gettysburg.edu/about/offices/fa/dining/>

Gettysburg College's award-winning Dining Services is constantly working to provide delicious, nutritious meals at several locations on campus.

**Dining Locations.** Specialty Dining, Bullet Hole, The Dive, Commons Café, and Student Dining Center.

### Payment Options at Campus Locations.

Gettysburg College makes it easy to pay for food on campus.

- **Cash or Credit.** Cash or credit can be presented at any of the Dining locations.
- **Dining Dollars.** Money can be placed on an employee's ID card by adding funds with the use of a credit card or through a bi-weekly payroll deduction. Both options can be found on the Dining Services site.

[http://www.gettysburg.edu/about/offices/fa/dining/id\\_office/add-to-your-dining-or-vending-accounts.dot](http://www.gettysburg.edu/about/offices/fa/dining/id_office/add-to-your-dining-or-vending-accounts.dot)

See the Events Planning section of this handbook for guidance on how to place food orders for events.



## Diversity & Inclusion

2nd Floor, Pennsylvania Hall / x6375 / Box 2994

<http://www.gettysburg.edu/about/offices/president/inclusion/>

The mission of the Office of Diversity & Inclusion is to assist Gettysburg College in the development of an integrated and sustainable strategy for creating an inclusive learning and working environment. In addition, the Office provides leadership for the College's initiatives to enhance the intercultural competence of faculty, staff, and students.

## Employee Information

- **Campus ID.** All Gettysburg College employees should obtain a Gettysburg College employee ID card. The card office is located in the Dining Center and is open M-F from 8:00-1:00 and 2:00-4:00. ID cards are needed to access the Fitness Center, reserve Library materials, and enter 24-hour buildings after operating hours. Employees can also place funds on their cards for purchases at all Dining locations on campus. Dependents of full-time and retired employees can also obtain a card for access to campus locations. LINK TO ID OFFICE. [http://www.gettysburg.edu/about/offices/fa/dining/id\\_office/](http://www.gettysburg.edu/about/offices/fa/dining/id_office/)
- **Parking Permit.** On-campus parking permits are available to employees free of charge. The permit must be displayed while parking in College lots. The Borough of Gettysburg monitors street parking and meters — read street signs carefully to avoid Borough parking tickets. The College assumes no liability for personal property left in vehicles. Special parking permits may be issued to employees with permanent or temporary disabilities, or for visiting guests. Employees may register their vehicles through CNAV / My Place / Public Safety Forms / Vehicle Registration.
- **Fitness on Campus.** Gettysburg College offers its employees a host of wellness activities — physical fitness, nutrition counseling, wellness programs, and much more. An employee ID card provides access to the Center for Athletics, Fitness, and Recreation. Employees will discover a climbing wall, state-of-the-art fitness equipment, pool with competition lanes, warm up pool, food/juice bar, recreation equipment, and work out sessions led by campus professionals. LINK TO FITNESS CENTER. <http://www.gettysburgsports.com/> Choose the Campus Rec tab.

## Employee Information continued . . .

- **ATM Machines on Campus.** ATM machines owned by PNC Bank are located on campus — in the Bullet Hole area and outside the front of the College Union Building.
- **Employee Landing Page.** The employee landing page on the Gettysburg College website contains links to employee support, campus services, and resources. <http://www.gettysburg.edu/staff/>
- **Support Staff Council.** The Council consists of nine rotating staff members, elected yearly by the support staff of Gettysburg College. They support a yearly awards dinner, an all-campus picnic, various brown bag lunches, as well as development grants. [http://www.gettysburg.edu/staff/support\\_staffcouncil/](http://www.gettysburg.edu/staff/support_staffcouncil/)

## Employee Opportunities & Perks

- **On-Campus Events -- FREE.** Athletic events, lectures, programs, concerts, art exhibits, student shows/performances.
- **On-Campus Discounts.** Receive a 10% discount at the Bookstore using your campus ID. Place Dining Dollars on your ID for a 10% discount at dining locations on campus (use payroll deduction or provide ID Office with cash or check). See link for payment options under DINING SERVICES on page 18.
- **Support Staff Council.** Take advantage of the Support Staff brown bag lunches, advertised in the Digest. The Council provides financial assistance to Support Staff for purchasing textbooks, materials, fees when enrolled in courses at both Gettysburg College and other colleges or universities, as well as seminars, workshops, and educational programs that promote and foster professional and personal growth. [http://www.gettysburg.edu/staff/support\\_staffcouncil/development\\_grant\\_program.dot](http://www.gettysburg.edu/staff/support_staffcouncil/development_grant_program.dot)
- **Musselman Library.** Employees are invited to use the library spaces and collections — use Ancestry link, fiction, non-fiction, books on CDs, various CD and DVD rentals, view exhibits, and attend special events.
- **Experiential Education.** Participate in day trips or expeditions through Experiential Education -- kayaking, climbing, backpacking, trekking. They also host summer camps for children ages 7-14. [http://www.gettysburg.edu/about/offices/college\\_life/grab/](http://www.gettysburg.edu/about/offices/college_life/grab/)
- **Employee Benefits.** Visit the Employee Benefits webpage to review the host of benefits available to all Gettysburg College employees, which include volunteer time off, computer purchase program, financial planning, daycare at the Growing Place, discounts on cell phone plans, education and tuition exchange/aid, and the types of leaves (holiday, sick, disability, family and medical, maternity, parental, adoption, military, jury duty, and bereavement). <http://www.gettysburg.edu/about/offices/president/hr/benefits/>
- **Freedom Transit Fares.** Ride Gettysburg's Freedom Transit for free by showing your College ID.
- **Tickets at Work.** Receive discounts and special access to theme parks and attractions, including Walt Disney World Resort, Universal Studios, Las Vegas and New York City shows, Cirque du Soleil, and others. <http://www.gettysburg.edu/about/offices/president/hr/ticketsatwork.com/ticketsatwork.com-program.dot>
- **Shopping Discounts.** Gettysburg College employees are eligible for discounts at over 250 retailers. <https://corporateshopping.com/employee-discounts/gettysburg-college> As well, shops and eateries in town offer discounts to Gettysburg College employees (Antica Napoli, One Lincoln). Be sure to ask!

## EPACC Funding

The Events Planning and Coordinating Committee administers funds for artistic and intellectual events that enrich the academic and cultural life of the college community. Their charge is to produce a diverse program of special events, concerts, lectures, and arts presentations. They sponsor major events each year that appeal to a broad spectrum as well as smaller events connected to particular programs, departments, and topics. Visit their website for proposal guidelines and additional information about EPACC funding.

[www.gettysburg.edu/about/offices/provost/support\\_for\\_teaching/funds/epacc/](http://www.gettysburg.edu/about/offices/provost/support_for_teaching/funds/epacc/)

## Facilities Services

Central Energy Plant / x6700 / Box 431

<http://www.gettysburg.edu/about/offices/fa/facilities/>

Facilities Services maintains campus buildings and grounds, and houses custodial services, moving crew, conference planning, and transportation services. It also supports the growth of the College by playing an active role in project management and master planning.

- **Service Response Center.** The Service Response Center serves as a primary contact for requesting work orders and coordinating the personnel to respond to those requests. Requests can be placed by calling x6700 or by submitting a request through the Facilities helpdesk system.

[http://www.gettysburg.edu/about/offices/fa/facilities/service\\_responsecenter.dot](http://www.gettysburg.edu/about/offices/fa/facilities/service_responsecenter.dot)

- **Types of Requests.**

Locksmith and key requests, carpentry, heating and air condition issues, moving services, lighting issues, electrical issues, plumbing problems, building/room signage, broken furniture, used furniture inquiries, and event set ups.



## Financial Services

Pennsylvania Hall / Box 437

[http://www.gettysburg.edu/about/offices/fa/financial\\_services/](http://www.gettysburg.edu/about/offices/fa/financial_services/)

Financial Services houses accounting services, accounts payable, cashiering, payroll, procurement, and student account services. Their website includes links to forms, procurement & expense guidelines, Whistleblower Policy, Conflict of Interest Policy, and sales tax exemption.

- **Accounts Payable, 2nd floor Pennsylvania Hall x6290** EML: [accountspayable@gettysburg.edu](mailto:accountspayable@gettysburg.edu)  
Responsible for processing vendor payments for goods and services as well as reimbursements to individuals for expenses incurred while conducting College business. The link below provides information on methods of payment and reimbursements, tax exempt purchases, payments to foreign vendors, employee reimbursements, mileage reimbursements, and requesting travel advances.

[http://www.gettysburg.edu/about/offices/fa/financial\\_services/accounts-payable/accounts-payable-information.dot#Requesting](http://www.gettysburg.edu/about/offices/fa/financial_services/accounts-payable/accounts-payable-information.dot#Requesting)

## Financial Services continued . . .

- Accounting, 1st floor Pennsylvania Hall x6220** EML: [accounting@gettysburg.edu](mailto:accounting@gettysburg.edu)  
 Records the financial transactions of the College, coordinates financial reporting process, and assists with the development and support of internal control processes over financial reporting.



**FISCAL YEAR.** The fiscal year runs June 1 to May 31. Name of the fiscal year is determined by the calendar year in which May 31 falls.

*Example: fiscal year 2018 or FY18 = June 1, 2017 — May 31, 2018*

**ACCOUNTING RESOURCES.** The general ledger processes a record of College financial transactions for the fiscal year. Summary reports of general ledger activity is available on CNAV by permission of the Senior Accountant. Please review the Accounting Resources website for helpful information on account structure, transfer instructions, journal codes, frequently-used account numbers, and understanding CNAV budgets.

[http://www.gettysburg.edu/about/offices/fa/financial\\_services/accounting/accounting-resources.dot#Summary](http://www.gettysburg.edu/about/offices/fa/financial_services/accounting/accounting-resources.dot#Summary)

**CHART OF ACCOUNTS.** The Chart of Accounts consists of many different funds that allow the College to track certain activities. Requests for new accounts should be made through the Accounting Office.

XXXXX (5 digits) <i>Account</i>	XXXXX (5 digits) <i>Fund</i>	XXXXX (5 digits) <i>Department</i>	XX (2 digits) <i>Program</i>	XXXXX (5 digits) <i>Class</i>	XXXXXXXX (7digits) <i>Project/Grant</i>
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**Account.** Represents what type of expenditure incurred or type of revenue generated, such as travel, lodging, registration, food, honorarium.

**Fund.** Represents the funding source where the money resides, such as operating or plant funds.

**Department.** Represents the name of the operating entity (departments, offices, programs, events), such as German Department (department), College Life (office), First Year Seminars (program), Commencement (event).

**Program.** Represents an area in which a department resides, such as instructional, academic support, or student services.

**Class.** Represents a way of tracking multiple one-time initiatives under a certain department number. Used on a limited basis.

**Project/Grant.** Represents a special grant received from inside or outside sources or a project that may be tracked separately, such as a construction project. The term of projects or grants are usually for a limited period of time, such as one to three years.

- Cashiering, 1st floor Pennsylvania Hall x6221**  
 Collects, deposits, and records monetary receipts including funds received from academic and administrative departments, as well as student organizations. Additional services include wire and electronic funds transfers, as well as notary services.

[http://www.gettysburg.edu/about/offices/fa/financial\\_services/cashiering/](http://www.gettysburg.edu/about/offices/fa/financial_services/cashiering/)

## Financial Services continued . . .

- **Procurement, 1st floor Pennsylvania Hall x6225**  
Assists the College community with the acquisition of goods and services, and provides guidance for conducting business as agents of the College when purchasing and contracting through purchase orders, purchasing cards, and contractual agreements.

[http://www.gettysburg.edu/about/offices/fa/financial\\_services/procurement/](http://www.gettysburg.edu/about/offices/fa/financial_services/procurement/)

- **Forms and Guidelines**

[http://www.gettysburg.edu/about/offices/fa/financial\\_services/forms-guidelines/](http://www.gettysburg.edu/about/offices/fa/financial_services/forms-guidelines/)

*Check Request/Reimbursement Form*

*Travel Advance*

*Wire Request*

*Contractor Agreement*

*Expense and Procurement Guidelines*

*Event Agreement Form*

*Cash Transmittal*

*Transfer and Journal Entry Form*

*Purchasing Card Application & Guide*

## Human Resources

**1st floor, Pennsylvania Hall / x6202 / Box 2443**

<http://www.gettysburg.edu/about/offices/president/hr/>

Human Resources provides resources for the well-being of employees on the Gettysburg College campus.

- **Employment Opportunities.** Advertises employment opportunities and assists departments in hiring staff and administrators. (Provost's Office hires faculty.)
- **New Employee Orientation.** Provides the opportunity for new employees to become acclimated to the campus culture by sharing information that will be useful in transitioning to their positions, departments, and Gettysburg College.
- **Employee Benefits.** Works closely with and provides information to employees with regard to various benefits: medical, dental, life insurance, flex spending, retirement, education/tuition, vacation, holidays, disability, leaves, and wellness program.  
<http://www.gettysburg.edu/about/offices/president/hr/benefits/>
- **Compliance and Policy.** Tracks compliance requirements on the state and College level. New employees are subject to a criminal background check, and further checks will be conducted for those working directly with minors. All employees must complete annually a conduct and harassment- and discrimination-free workplace training. Track motor vehicle reports for those who are asked to drive College vehicles. Maintains policies on employee conduct, computer usage, animals on campus, casual dress for Fridays and summers, and emergency procedures.  
[http://www.gettysburg.edu/about/offices/president/hr/guidelines\\_procedures/](http://www.gettysburg.edu/about/offices/president/hr/guidelines_procedures/)
- **Performance Appraisals.** Works with supervisors to conduct annual performance appraisals of support staff and administrators.
- **Forms.** Website contains such forms for Personnel Action (hires, rehires, transfers, promotions) and Termination/Retirement.

# Information Technology

West Building / x7000 / Box 2993

<http://www.gettysburg.edu/about/offices/it/>

Information Technology provides support to all components of technology on campus — offices, classrooms, computers, cell phones, tablets, equipment.



## IT Helpdesk. <https://servicedesk.gettysburg.edu/>

The Helpdesk is the central location for solving technology problems for faculty, staff, administrators, students, and in classrooms. OPEN Monday—Friday, 8:00 am—5:00 pm. Submit service requests to the helpdesk using the link above, or call x7000 during the hours of operation.

- **Data Systems.** Responsible for the planning, management/operations, life cycle support, and new development IT web/applications capabilities. Supported systems are PeopleSoft (records management), CMS (website management), 25Live (events scheduler), Moodle (learning management), College Navigation (CNAV), and various ancillary systems.
- **Infrastructure & Computing.** Serves as the customer service unit of the IT division. Resolves computer and telecommunications problems, and provides support for hardware, computer networks, computational engines, Unix workstations, computer labs, and g-tech (student version of the helpdesk, which serves the student population).
- **Educational Technology.** Provides services to enhance teaching and learning. Enhanced classrooms are equipped with computers, projectors, DVD units, and internet access. Moodle is an online tool used to post lectures, quizzes, classroom discussions, group activities, and submission of work assignments. Loaner equipment is available, such as video equipment, screens, and laptops.
- **Telecommunications.** Provides support for telephone and voicemail, including conference calls.

### IT Quick Links & How To's

*Check out these IT Quick Links and  
How To's on the IT website.*

[Change Password](#)

[Email via the Web](#)

[Wireless Registration](#)

[Moodle Training](#)

[Connect Mobile Device to GC Email](#)

[Web Browser Information](#)

[Check out AV Equipment](#)

[Install Employee Printers](#)

[Telephone Information](#)

## The Johnson Center for Creative Teaching and Learning (JCCTL)

x6354 / Box 2960

<http://www.gettysburg.edu/about/offices/provost/jcctl/mission.dot>

The JCCTL provides faculty with opportunities to hone their pedagogical skills, explore collaborative and experiential learning techniques, and incorporate technological innovations. Behind its programs lies the beliefs that learning must occur both within and beyond the classroom and that faculty, staff, and students have much to teach one another.

The JCCTL supports the teaching activities of Gettysburg College faculty through teaching grants and fellowships; by coordinating speakers, programs, and workshops related to teaching; providing teaching-related services for individual faculty members, departments, and programs; and serving as a resource center for teaching-related materials.

## Language Resource Center (LRC)

Breidenbaugh Hall / x6340 / Box 2998

<http://www.gettysburg.edu/about/offices/provost/lrc/>

The Language Resource Center supports and promotes foreign languages, cultures, and literatures within the Gettysburg College community in accordance with Gettysburg College's broad mission to help students realize their full potential as responsible citizens by cultivating both sensitivity to the human condition and a global awareness.



Resources available at the LRC include a language computer lab; books and games in various languages; language software available on computers; a listening comprehension collection; online resources; equipment that students and faculty can borrow; project area where groups can meet; and an opportunity to connect with language Peer Learning Associates.

## Multicultural Engagement and International Student Services

Intercultural Resource Center / x6311 / Box 2448

[http://www.gettysburg.edu/about/offices/college\\_life/irc/](http://www.gettysburg.edu/about/offices/college_life/irc/)

The Office of Multicultural Engagement promotes an inclusive campus culture, one where students are encouraged to engage through participation in initiatives and programs that stress the value of diversity at Gettysburg College. Through campus programming, student engagement, and cultural immersion, the office seeks to create distinctive opportunities for health discourse, allowing students to feel empowered.

**Specific information for international students can be found at**

[http://www.gettysburg.edu/about/offices/college\\_life/international/index.dot](http://www.gettysburg.edu/about/offices/college_life/international/index.dot).

# Musselman Library

Musselman Library Building / x7024 / Box 420

<http://www.gettysburg.edu/library/>

Musselman Library empowers our community of learners to discover and engage with the world's collected knowledge, to explore creative and intellectual pursuits, and to actively participate in research and scholarship. They are dedicated to encouraging critical and imaginative thinking, promoting lifelong learning, and supporting teaching and learning through partnerships and collaboration.

Assistants aid faculty in obtaining interlibrary loans, putting items on reserve, and scheduling instruction sessions. Each academic department has a Librarian Liaison who can answer questions about the Library and its services, as well as help with individual faculty research. The Liaison contacts can be found at <http://libguides.gettysburg.edu/liaisons>. In addition, employees are invited to use the library spaces and collections personally — fiction, non-fiction, books on CDs, various CD and DVD rentals, view exhibits, and attend special events.

- **Interlibrary Loan**

Gettysburg College participates in an extensive network of libraries in the United States and abroad. This network allows members of the campus community to borrow books and other items such as articles that are not found at Musselman Library. Due dates are automatically assigned and renewals are often possible. *Books borrowed through Interlibrary Loan may not be placed on reserve.*

<http://www.gettysburg.edu/library/services/ill/index.dot>

- **Course Reserves**

Reserve items are intended to serve as supplemental course readings and should not be viewed as an alternative to purchasing texts. Please review Reserves Guidelines on this page.

<http://www.gettysburg.edu/library/services/faculty/library-reserves-home.dot>

- **Circulation**

A list of borrowing privileges for books, CDs, DVDs, loans, and reserves can be found at the link below. Be sure to access the information for your patron group for details on borrowing policies, renewals, searches, holds, returns, and scanning.

<http://www.gettysburg.edu/library/services/borrowing/loanpolicies.dot>

- **Copyright**

Find guidance on the use of copyrighted materials in relation to Musselman Library's services.

<http://www.gettysburg.edu/library/copyright/>

- **Media Services**

Media Services acquires new videos and DVDs; maintains the DVD, video, and CD collections; helps patrons use the microform readers/printers; provides film reference help.

[http://www.gettysburg.edu/library/information/departments/coll\\_dev/media.dot](http://www.gettysburg.edu/library/information/departments/coll_dev/media.dot)

- **Support for Classes**

Faculty members can request librarian instruction sessions for courses. A two-week advanced notice is required for such sessions. *Nancy Bernardi* [nbernard@gettysburg.edu](mailto:nbernard@gettysburg.edu)

- **Other Information**

Check out the Faculty and Staff Services section for information about The Cupola: Scholarship at Gettysburg; digital collections; special collections and archives; and the College Authors' Reception.

<http://www.gettysburg.edu/library/services/faculty/>

## Payroll

Pennsylvania Hall / x6220 / Box 2458

[http://www.gettysburg.edu/about/offices/fa/financial\\_services/payroll/](http://www.gettysburg.edu/about/offices/fa/financial_services/payroll/)

The Payroll Office processes the bi-weekly student and employee payrolls. View their website for time sheet, payroll, and tax information.



- **Pay Schedules**
- **Pay Stub**
- **Tax Information**
- **Time Sheet Training Manual and Deadlines**
- **Changes to Tax Withholding**
- **Changes to Direct Deposit**

## Postal Services

College Union Building / x6450

[http://www.gettysburg.edu/about/offices/fa/ikon/post\\_office/](http://www.gettysburg.edu/about/offices/fa/ikon/post_office/)

The Gettysburg College Post Office is run by Ricoh, an international services and technology company. This is a full-service station providing services and supplies. **Mailroom window open 12:00—4:00 pm, Monday through Friday.**

- **Department Mail — Pick Up and Deliveries**

*The Gettysburg College street address is 300 N. Washington Street, Gettysburg, PA 17325.*

Each department is assigned a campus box. Each employee should use that box number for incoming and outgoing mail. There is a central location in each building from where the mail is picked up and delivered on business days. Be aware of the mail carrier's pick up and delivery schedule for your building. This will determine if an item gets sent that day or the next.

Departmental mail is metered and charged to the department's general account. When sending mail to be metered, please be sure that your department's name appears on the envelope(s) so that the PO knows which department to charge.

- **Mailing Tips**

- When sending large mailings, please contact the mailroom for appropriate tubs and mail trays.
- Personal mail must be stamped by the sender.
- Campus mail over ten pieces should be sorted by box number.
- On-campus mail envelopes can be obtained free of charge from the mailroom.

- **Services & Supplies**

- Express, Certified, and Priority Mail
- Delivery confirmations
- Postage stamps, metering, and insurance
- International mail & COD
- Postal supplies such as boxes, envelopes, packing materials

- **UPS & FedEx**

- Both carriers have (or can) set up accounts directly for individual departments. You will receive waybills attached with your department's name and account number.
- Parcels for these carriers must be delivered to the mailroom by 2:30 pm, for pickup at 3:00 pm.
- The mailroom is the pick up and delivery point for the entire campus. These carriers will not deliver directly to your building. The deliveries are then made by our campus mail carrier.

## Printing Services

West Building / x6455

<http://www.gettysburg.edu/about/offices/fa/ikon/index.dot>

The Gettysburg College Print Shop is run by Ricoh, an international services and technology company. It provides services including general photocopying, color copying, letterhead, envelopes, business cards, graphic design services, brochures, programs, business cards, labels, exam books, and wide format posters. Finishing options include collating, stapling, folding, tape and spiral binding, laminating, and booklet stitching.



- **Printing Requests**

Print requests for color, non-color, and design can be submitted in hardcopy or via email. Access the printing website (above) to find an electronic request form and contact details.

- **Bulk Mailings**

Printing Services can help you with bulk mailings, which can be sent either first or third class. An address list in an Excel document is required. Contact Printing Services for more details.

- **Copier Repair of Quality Copier/Printer**

Should your department copier need repairs or cleaning, Quality provides technicians to do so. To place a service call, contact Quality at 717-741-4894 or 1-800-258-9657, or email service requests to [ServiceCalls@qualitydot.com](mailto:ServiceCalls@qualitydot.com).

- **Copier Supplies**

To order supplies for your Quality machine (toner, waste toner bottles, or staples), please contact Rob Tracy at 717-741-4894 x 107 or 717-577-3064, or email to [rtracy@qualitydot.com](mailto:rtracy@qualitydot.com). As part of our contract with Quality, there are no charges for our supplies.

## President's Office

Pennsylvania Hall / x6011 / Box 418

<http://www.gettysburg.edu/about/offices/president/>



President Janet Riggs

*Gettysburg College, a national, residential, undergraduate college committed to a liberal education, prepares students to be active leaders and participants in a changing world. Our mission statement is grounded in the core values of the institution.*

- The worth and dignity of all people and the limitless value of their intellectual potential;
- The power of a liberal arts education to help students develop critical thinking skills, broad vision, effective communications, a sense of the inter-relatedness of all knowledge, sensitivity to the human condition, and a global perspective, all necessary to enable students to realize their full potential for responsible citizenship;
- The enrichment of the traditional liberal arts and sciences curriculum with the most promising intellectual developments of the age;
- The free and open marketplace of ideas and the exploration of the ethical and spiritual dimensions of those ideas, both indispensable to helping students learn to determine which have lasting values;
- The value of a lifelong commitment to service, and the role of the College in both providing an example of public service to students and fostering a commitment to service among our young people; and
- A belief that a residential college is the most effective means of promoting the personal interaction between student and professor, and student and student which develops the community that is the heart of a liberal arts education.

Approved and Revised by the Faculty Council on 10/30/02. Adopted by Board of Trustees, January 2003.

## Registrar's Office

College Union Building / x6240 / Box 419

<http://www.gettysburg.edu/about/offices/provost/registrar/>

The Office of the Registrar is responsible for maintaining the academic records of all current and former students, including grades, majors, minors, degrees, and graduation honors. They track all students' progress toward the completion of their degrees. They schedule the courses each academic year and provide information on the Gettysburg curriculum, major/minor requirements, final exam schedules, and reports on historical information.

- **Course Schedules**

The Registrar's Office and the Provost's Office work together to prepare in advance for the upcoming year's course schedule. Work on the schedules usually begins the prior November, culminating in the request for the full schedule in February. Students begin to register for the next academic year in April. The Registrar's Office will send detailed information to the Chairs and Administrative Assistants with regard to this process. They will also provide chances to make changes/corrections to the academic schedule.

- **Forms**

The Registrar's Office provides a host of forms which are used by students and faculty. It is recommended to keep a supply of these forms in the department for convenience. Such forms include Declaration of a Major/Minor/Double Major, Drop/Add a Course, Individualized Study, Change of Major, Request a Fifth Course, Major/Minor Check Sheets, and Course Cluster. Some can be printed off their webpage and some can be picked up off the rack at the Registrar's Office.

- **PeopleSoft aka Faculty Center**

PeopleSoft is the database used for Student academic records, course schedules, rosters, grading, etc. Below are ways in which Admin Assistants interact with PeopleSoft.

- **Access.** Access to PeopleSoft (PS) can be found on the College webpage / Employees landing page / PeopleSoft Self Service.

- **Review a Student Record.** Log into PS / Self Service / Search / Student Search. In each student record, you can find their schedules, grades, transcripts, academic and major/minor requirements. These various things can be found by clicking on the tabs at the top of the screen or by clicking on the pull-down menu above a student's photo.

- **Default Settings.** Review the menu on the left side of the screen and click on Set Up SACR. Choose User Defaults. Here you can set up the subject area to which your PS views should default, as well as the current term.

- **Catalog/Class Rosters and Searches**

- **Searches.** Review the menu on the left side of the screen and click on Curriculum Management. There you will find COURSE CATALOG on which you can search by subject or number. You will also find Schedule of Classes where you can do a CLASS SEARCH on which you can search by term, subject, course number, and instructor.

- **Class Rosters.** Review the menu on the left side of the screen and click on Curriculum Management. There you will find CLASS ROSTER on which you can search by term, subject, number, and section. You can email all the students from this screen, or select certain students. You can also see if there is a waitlist for this course by accessing the pull-down menu beside Enrollment Status. To print a course roster, highlight the text and copy it into a Word document or download to Excel.

- **Reports**

- ***Majors/Minors Reports for Department.*** Review the menu on the left side of the screen and click on SELF SERVICE. Choose FACULTY CENTER. Review the tabs, where you can pull a list of majors/minors for your department or do a class search. Under the Majors/Minors tab, you can check or uncheck various boxes to specialize your report. The report can contain majors, minors, concentrations, GPAs, class ranking, contact information, advisor names. You can sort the report by clicking on the headings or download it to Excel for further manipulation.

- ***Department Reports.*** Review the menu on the left side of the screen and click on GBC SR CRYSTAL REPORTS. Here you can find reports that show course status for the entire department. Click on ENROLLMENT and choose from the lists of reports. The report you will use the most will be CLASS TALLY SUBJECT, which is a course enrollment report showing course name and number, location, # of students enrolled and waitlisted. *Below are the steps to run this report.*

### **PS Course Enrollment Report**

- Log into PeopleSoft.
- Choose GBC Menus.
- Choose GBC SR Crystal Reports.
- Choose Enrollment.
- Choose Class Tally Subject.
- *For the first report you run, click on the Add a New Value tab and create a title for the report. EX: ENG\_Enrollments. From then on, you can enter that title under the Find an Existing Value tab.*
- Click SEARCH (*Find an Existing Value tab*) or ADD (*Add a New Value tab*).
- Check to be sure the term and subject areas are correct. If not, make those changes.
- Click RUN.
- Check to be sure Web appears under \*Type, and PDF appears under \*Format.
- Click OK.
- Click Process Monitor.
- Hit REFRESH. You may have to click it a few times until *Run Status = Success and Distribution Status = Posted.*
- Hit DETAILS beside Posted status.
- Choose VIEW LOG/TRACE and select Portable Document Format.

# Transportation Services

Central Energy Plant / x6923 / Box 2457

<http://www.gettysburg.edu/about/offices/fa/transportation/>



Transportation Services provides members of Gettysburg College with transportation for activities related to academics, administration, College-sponsored students activities, cultural events, campus visits, and personal use. In addition, they provide students and parents with transportation to and from mass transit locations.

## Types of Services

- Shuttle service to specific mass transit locations. *Scheduled times only.*
- Charter service to mass transit locations, departing Gettysburg College.
- College-owned rental vehicles for business purposes.
- College-owned vehicles and drivers for field trips, student activities, and cultural events.

## Costs of Services

- Costs for shuttle, charter, and rental vehicles can be found on the Transportation webpage.
- Estimated costs for rental vehicles and drivers for field trips should be obtained from the Transportation staff so that those estimated costs can be included in funding requests. Field trips usually include expenses for rentals, driver fees, driver meals, gas, and tolls.

## Reserving Transportation

- RESERVATIONS. Online reservations can be made on the Transportation website. A Gettysburg College account will be needed. Reservations will be confirmed and charges will appear on your department's ledger.
- TIMELINE. Reservations for shuttle services should be placed within 5 business days of travel. Reservations for charter service, College-owned vehicles, and field trips should be made at least 2 weeks in advance — the sooner, the better.
- CANCELLATION POLICY. A 24-hour notice must be given to cancel a trip.

## Certification to Drive a College-Owned Vehicle

- Employees who wish to drive a College-owned vehicle for business or academic purposes must successfully complete online certification training and submit to a Motor Vehicle Report (MVR). Those wishing to drive the eleven- or twelve-passenger vans must also successfully complete a road evaluation. Review the **Policy and Procedures for the Use of College Vehicles** on the HR website.
- The College uses an outside vendor to process MVRs. These reports can take about 10 working days to get back and may be longer for out-of-state licenses.
- Please allow the appropriate amount of time for processing the MVR (taking the training and/or the road evaluation) before placing a request for a College-owned vehicle.

## Mass Transit Locations

Harrisburg Airport  
Harrisburg Amtrak/Bus  
BWI Airport  
BWI Amtrak  
IAD Dulles Airport  
Shady Grove Metro

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