

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Department of Accountancy

College of Business
284 Wohlers Hall
1206 South Sixth Street
Champaign, IL 61820



DATE: October 21, 2005

TO: Recently hired Accountancy Faculty Members
and Accountancy Assistants

FROM: Karen E. Reitmeier
Accountancy Services Center

SUBJECT: Office Procedures for Accountancy Services Center (284 Wohlers Hall)

Greetings from the staff in the Accountancy Services Center.

I would like to welcome the new faculty and assistants to our department. We hope you will stop in and introduce yourselves to our office staff. The office staff consists of myself, Letha D. Barnhart, and usually one or two student workers. Please take the time to read the following information.

My office hours are from 8:00 a.m. to 12 noon, and 1:00 to 4:30 p.m., Monday through Friday. Letha's office hours are from 8:30 a.m. to 12 noon, and 1:00 to 5:00 p.m. The office is closed from noon through 1:00 p.m. and only faculty and staff are allowed in the office during this time. It is important that you do not give your 284 office key to your assistants, even if they are Ph.D. students. Any instances of unauthorized personnel being in 284 Wohlers Hall during off-hours will be reported.

The **MAILBOXES** for Accountancy faculty, Ph.D. students, TAs, RAs and NCTAs are located in 284 Wohlers Hall. Mailboxes for Master students (other than TAs, RAs and NCTAs), Beta Alpha Psi, Gamma Pi Alpha, Graduate Students Accounting Association, Masters Students Association, Minority Commerce Association, National Association of Black Accountants, Project Discovery Accounting Society, Tau Alpha Chi, and the VITA Program are in the mail cart located just outside the door to 284 Wohlers Hall. The orange name tags denote Ph.D. students; blue tags denote Master's students; green tags denote students from other departments, and white tags denote undergraduate students. Blue dots indicate Teaching Assistants, gold dots indicate Research Assistants and red dots indicate Non-Classroom Teaching Assistants. For inter-campus mail you may use the campus mail mailbox, located above the recycle bin. Campus Mailing Center will no longer pick up stamped, personal mail.

There is a **SUPPLY CABINET** in 284 which we keep stocked with pencils, pens, stationery, envelopes, message pads, etc. Please let us know if we are out of any items.

Work to be done by the Services Center must be accompanied by a **WORK ORDER**. These are located on the work table in the Services Center and on Letha's desk. Please familiarize yourself with this form and complete and attach this form to the work you wish to have completed. Work orders are to be placed in the work box on Letha's desk.

Access to the **XEROX MACHINE** is limited to faculty or to TAs whose professors have requested that their assistants be allowed to use the copy machine. We request that you please wait until the person using the copier is finished. Faculty members using the machine take priority over students. A user number is required to operate the copy machine and may be obtained from me. This machine should be used sparingly. This means that class handouts should be handed in to be copied by the Accy Service Center. To request larger volume copying, simply fill out a work order and place the work order in the work box located on Letha's desk. Please do not bring in students and allow them to use the Xerox machine as a personal favor to them. Please allow a **minimum** of 24 hours turnaround time. Of course, if it is a large job and you are requesting multiple copies, the turnaround time required would increase accordingly. **Personal copying** is not allowed by faculty or students on university equipment.

The priority system which we use for typing in the Accy Services Center is as follows:

Exams take priority over all other work. Next on the list are **syllabi**, **class handouts**, and finally **correspondence**. Professors have priority over Teaching Assistants, and Teaching Assistants will have the following priorities:

First, TAs who are in charge of their own course.

Second, TAs who are involved in a course which has no coordinator, but may be in charge of their own section.

Third, TAs who teach classes which have a course coordinator in charge of exams, syllabi, etc.

LEAD TIME for work to be done is extremely important if work is to be completed on time. One week lead time is required for exams and syllabi, and 2-4 days for correspondence.

The computers in the Accy Service Center are for our use. Faculty may use the front computer to run their diskettes, but please don't store any information on the hard disk drive system. If you have a personal computer and wish to put your syllabi, exams, etc., on your own computer, you may bring in floppy diskette, fill out a work order and leave it for us to run. We use the Microsoft Office Suite 2003 and also have access to WordPerfect 6.0.

Faculty members have access to two printers in 284. The HP LaserJet 5SiMX is a black and white printer and the HP Color LaserJet 4550N is a color printer. Ph.D. Students do not have access to the printers in 284, but may use the printers in the Survey Lab or in the computer lab in the basement of Wohlers Hall or David Kinley Hall.

TRAFFIC in the Accy Service Center is heavy at times. Please do not ask your students to pick up handouts or to pick up material from your mailbox. Instead, if you must leave material for a student, please give it to Letha or me and tell the student to ask us for this material. Many times there are sensitive materials such as grade reports, exam results, paychecks, etc., in your mailbox, and I am sure you do not appreciate students going through your mailbox and reading your confidential mail.

Please let us know should you have any questions.

KER:tp

