JAN 2016

STAFF SENATE

www.scranton.edu/staffsenate

Staff Development Committee

Employee Resource Document

Employee Resource Document

Prepared and maintained by the Staff Senate Development Committee

The Staff Senate of The University of Scranton welcomes you to the University Family!			

Resources are grouped by operative category. Many of the resources you will use are found on the University website known as my.scranton. You can access this site by typing my.scranton.edu into your browser's URL address box. During your orientation training, you will receive your username and set your password to access my.scranton. Any staff member needing computer assistance to access this document, contact: Julie Brackeva-Phillips, Information Technology Training Specialist, x4026, julie-brackeva-phillips@scranton.edu. Any staff member needing individual ESL assistance to improve conversational and/or computer skills needed to access this document, contact: Marie Karam, Director Language Learning Center, x4296, Marie.karam@scranton.edu.

Subject	Area	Website	Description
E M E R G E N C Y			
Campus *Emergency*	University Police		**For emergency calls from campus phone, dial 7777. From a local cell phone dial 941-7777. Out of the area cell phones call 570-941-7777.**
Campus Non-emergency	University Police	USPD	Campus phones call x7888. Non campus phones call 570-941-7888.
Emergency Desk Reference	University Police	Emergency Desk Reference Document	This document contains recommended protocol for fires, evacuations and campus threats. All University employees should be familiar with this information managed by the Health and Safety Officer. Hard copies of this document can be obtained by contacting the University of Scranton Police Department at x7888 or email healthandsafety@scranton.edu.
Academic			
Academic Calendar	Registrar	Calendar	This webpage contains the 2015-2016 fall/spring academic calendar, along with links to the special term calendars.
Catalog	External Affairs	http://catalog.scranton.edu	The University of Scranton's Undergraduate Catalog is available online at catalog.scranton.edu.

Employee Resource Document
Prepared and maintained by the Staff Senate Development Committee

Subject	Area	Website	Description
Classroom Reservations	Registrar	[Classroom Reservation Form](#)	Classroom scheduling and reservations are handled by the Registrar's office. The request form can be found on my.scranton.edu, University Links and requires you to sign in to access it. Questions, call x7721.
New Course Required Forms	Provost	http://www.scranton.edu/academics/provost/index.shtml	This link brings you to the Office of the Provost/Academic Affairs. Click on Curriculum Information, then from the drop down box, choose Curriculum Review Process.
Snow Delay or Cancellation	Provost	[Snow Delay](#)	In the event of severe inclement weather, please check local tv/radio stations. A link to the compressed schedule and the local media announcements is provided here. If you have submitted your cell phone number to the University's notification system, you will receive either a phone call or a text message notifying you when classes are delayed or canceled.
Communication			
Email/Calendar Training	IT Services	[Email-Calendar Training](#)	Information Technology Services (IT) offers training in various programs and applications used daily. Visit the website for the class schedule and registration information.
Phone	Network Infrastructure	[VoIP User Training](#)	Contact Network Infrastructure at x6181.
Royal Bboard	External Affairs	[my.scranton.edu](#)	An electronic Bulletin Board is available for staff to post work related and personal announcements. Starting from my.scranton.edu, select the News tab for Royal Bboard.
Royal News	External Affairs	[Royal News](#)	Royal News is a weekly online newsletter that comes out on Tuesday. Submit announcements to royalnews@scranton.edu by Friday at 5 pm for inclusion in the next week's issue.

Subject	Area	Website	Description
Website (CMS) Training	IT Services	[CMS Training Sessions](#)	CMS (Content Management System) is a software program that allows departments and offices to update their websites. Training for this program will be offered by Julie Brackeva-Phillips. Click link for more information. Call x4026 for updates and to schedule training.
Employment			
Benefits	Human Resources	[Benefits](#)	Located on the Human Resources website, this links you to the Benefits summary page. There are several other links available related to benefits on their site. You can also refer to the Employee Handbook also located on the HR site.
Bus Services-Free to Employees	Community Relations	[COLTS Bus for University Employees and Students](#)	Find information on the transportation agreement the University has with the Lackawanna County bus service and bus schedules.
Department Directory	External Affairs	[my.scranton.edu](#)	List of University Departments and their general numbers.
Dress Code for Staff	Human Resources	[Staff Handbook](#)	On the left navigation bar of the Employment and Employee Relations page, click on Staff and Administrator Handbook. Your my.scranton login may be required.
Email/Calendar Training	Information Technology	[Email-Calendar Training](#)	Information Technology Services (IT) provides training for live@edu and the calendar.
Employee Directory	Human Resources	[my.scranton.edu](#)	Starting from my.scranton.edu, look under the Employee tab for directory of Staff/Faculty. Directories for Student, Department/Division and Main/Emergency Telephone Numbers can be found under the Home tab.

Employee Resource Document

Prepared and maintained by the Staff Senate Development Committee

Subject	Area	Website	Description
Employment Opportunities	Human Resources	www.universityofscrantonjobs.com	Position vacancies at the University of Scranton are listed here. Use this website to upload your resume and apply for a new position.
Ergonomics	University Police	Workplace Safety Committee	If you would like an ergonomic assessment of your work station and work habits, please contact the Health and Safety Officer at healthandsafety@scranton.edu or x4277. This webpage contains links to the minutes of the Workplace Safety Committee and a list of committee members. If you have difficulty opening the links, use the Mozilla Firefox browser.
Excel and Word Mail Merge training	Tech Support	Software Training	Handouts can be downloaded from this website. Software includes; Excel, PowerPoint, Publisher, SharePoint, Word, Mail Merge, Royal Drive and Oracle Calendar. From here staff can click on the menu Quick Tips to review past tips and see a flash video pertaining to the title. There is also a link for Computer Training from where you can register or print out what sessions are being offered for that month. For more information call x4077.
Faculty Search Training	Provost/Office of Equity and Diversity		The Offices of the Provost, Equity and Diversity, and Human Resources work in conjunction to assist with the faculty search process. Search training is offered by OED. Call x6645 to schedule.
Flexible Spending Account	Human Resources	MVP Enrollment and Claim Forms	Visit this site to create an account, manage your healthcare flexible spending account, and file a claim. User access requires this information: Employer ID = MVP708988; Employee ID: = Social Security Number.
Health and Safety Incident Report	University Police	Incident Report Form	Online form provided to report health and/or safety incidents witnessed on campus involving any students, employees or community members. In an emergency situation refer to **EMERGENCY** section at the top of this document.

Employee Resource Document

Prepared and maintained by the Staff Senate Development Committee

Subject	Area	Website	Description
Human Resources	Human Resources	www.scranton.edu/hr	Employee handbooks, training services, benefit summaries and links to health insurance, flexible spending account and more.
Human Resources Forms	Human Resources	Common Forms	Links to many of the employment and benefit forms can be accessed here, including alternate work schedule, direct deposit, W-4, mission leave, etc.
Leave Balances	Payroll	my.scranton.edu	Starting from my.scranton.edu, click on Self Service, then Employee Menu, then Leave Balances.
Log Vacation Time	Human Resources	my.scranton.edu	Exempt staff log time online. Starting from my.scranton.edu, click on Employee tab. In the Payroll channel click on Staff Time Sheet. Non exempt staff fill out a paper timecard, have it signed by supervisor and submit to the Payroll office (St. Thomas, first floor) by noon on Fridays.
Mission Leave	Human Resources	Mission/Community Leave Request Form and Policy	The University encourages its employees to live out service to others and to reflect on questions of value and meaning. The purpose of the Mission/Community Service Leave policy is to allow employees to voluntarily participate, with pay, in University-sponsored spiritual retreats or in approved mission-related or community-service related activities that occur during regularly scheduled work hours.
Parking	University Police	USPD	Parking policies, maps and permit renewal forms can be found on this site. Permit renewals can also be done online. Starting from my.scranton.edu, click on the Public Safety/IT Security tab. Look under Parking Services channel.
Performance Management/ Appraisal Forms	Human Resources	my.scranton.edu	Starting from my.scranton, click on University Links, in the Human Resources channel, click on Performance Management.

Subject	Area	Website	Description
Special Compensation Vouchers	Payroll		Special Compensation Vouchers are used for compensating an employee (staff or faculty) for work performed outside of their regular work and is not considered overtime i.e. a faculty member attends a seminar such as, Junior Faculty Seminar. Contact Payroll at x4066 for these.
Staff and Administrator Handbook	Human Resources	Staff Handbook	On the left navigation bar, click on drop down arrow on the Employment and Employee Relations button, then click on Staff and Administrator Handbook. Your my.scranton login may be required.
Staff Senate	Staff Senate	www.scranton.edu/staffsenate	Staff Senate business, minutes, upcoming events and the electronic version of this document can be found on the Staff Senate website. To find this document with active links, on the left navigation bar, click on Employee Resource Document.
Wellness Program for Employees	Employee Wellness	Wellness Program	Offers educational and fitness classes and programs throughout the year for all faculty and staff. Contact chew@scranton.edu or x4253 for more information.
Work Study Staff Requests	Financial Aid	Work Study Information	To request students for work study in your department, contact the Financial Aid work study office at x4107. The office is located in St. Thomas Hall, Rm. 401. Information for supervisors and student workers may be found here.
Event Planning			
Alcohol at Events	Provost		If alcohol is going to be served at an event that students will attend, an Alcohol Registration form must be obtained from Dining Services, filled out, then submitted to the Provost in Academic Affairs or the Vice President of Student Affairs for approval. Call Dining Services at x6328.

Employee Resource Document

Prepared and maintained by the Staff Senate Development Committee

Subject	Area	Website	Description
Catering	Dining Services	www.uofscatering.catertrax.com	ARAMARK has exclusive rights to all food service on campus including catering. If you do not have a catertrax password call the Catering Services Office x6328. Facilities are to be booked prior to planning a menu through the Coordinator of Facilities Scheduling at x7952.
Event/Meeting Facilities	External Affairs	scranton.edu/reservation handbook	Provides room specifications such as available equipment, capacity, internet hookup, and more.
Hotels Reservation	Purchasing	my.scranton.edu	Starting from my.scranton.edu, click on University Links tab, scroll down to Purchasing channel, click on Hotel Contract Rates for information on local vendors, rates and contact information.
Master Calendar	External Affairs	University Master Calendar	Use this link to submit events to appear in the master calendar. Contact External Affairs at x7669 or email questions to the Administrator at calendar@scranton.edu.
OIT (Office of Instructional Technology) Equipment Request Form	Tech Support	Log in here to access OIT request Form	For rooms that need projectors, computers or other electronic equipment that is not provided: Starting from my.scranton.edu, select University Links tab, then Events & Facilities, then select OIT (Office of Instructional Technology) request. Requests must be made at least 24 hours in advance.
Parking	University Police	USPD	If you plan to host non university guests, or are hosting a large event, contact Parking Services to discuss the circumstances at x7888. On the left navigation, click on the Parking Services drop down arrow.
Printing/Posters Invitations	Printing Services	my.scranton.edu	Starting from my.scranton.edu, Printing Services can be found on the University Links under the Administrative Links channel. You can call Printing Services at x4198 with questions or email at printing@scranton.edu.
Room Reservations	External Affairs	my.scranton.edu	Starting from my.scranton.edu, click on University Links, under Events and Facilities click Non-Instructional Events System to check for meeting room availability, and request space. External Affairs at x7952.

Subject	Area	Website	Description
Royal Ambassadors	Admissions	my.scranton.edu	Starting from my.scranton.edu, click on the University Links, under the Events and Facilities channel click on Royal Ambassadors Request Form. Royal Ambassadors are students who can help your organization in greeting and seating guests as well as providing tours of campus. To request assistance from the Royal Ambassadors for an event or tour, please complete the form.
Royal News	External Affairs	Royal News	Royal News is a weekly online newsletter that comes out on Tuesdays. It is delivered to your email account. Submit announcements to royalnews@scranton.edu by Friday at 5 pm for inclusion in the next issue.
Work Orders	Facilities Operations	my.scranton.edu	Starting from my.scranton.edu, select University Links, under Events & Facilities, and select Physical Plant Work Order Request Form. Use this electronic form to submit requests for maintenance repairs or room set-ups. Work orders should be submitted a minimum of 7 days prior to event. For assistance, contact the Work Order Administrator at x7416.
Finances			
Budget # Clarification	Budget Office	my.scranton	For authorized personnel only: While in Banner, type FTVACCT for a complete listing of account codes, or FTVORGN for a complete listing of Organization Codes. Both of these lists can be downloaded by using the "extract data no. key" function on the Help menu.
Budget Signature Authorization	Purchasing	my.scranton.edu	Starting from my.scranton.edu, click on the University Links tab, under the Purchasing channel, click on the Authorization Signature Form. This form is used to designate rights and responsibilities to listed individuals with regard to department budget and spending.

Employee Resource Document

Prepared and maintained by the Staff Senate Development Committee

Subject	Area	Website	Description
Check Vouchers	Accounts Payable	[Accounts Payable Check Voucher](#)	Check Vouchers are used to issue payments to guest speakers, presenters, or suppliers that do not accept the department purchasing card or purchase orders to, or reimburse employees for department services over $50. To complete the form by typing online, open this link in Internet Explorer, complete form then print before closing. all check vouchers must be submitted with appropriate contract and/or related receipts. All travel expenses must be submitted with the Travel Expense Report and cannot be reimbursed by check voucher or petty cash. Check vouchers and Travel Expense Forms are submitted to Accounts Payable in St. Thomas 111. For more help: Accounts Payable Office x6361 or Purchasing x6214.
Competitive Bids on Purchases	Purchasing	[Purchasing Policies](#)	On left navigation, click on the Purchasing Policies drop down menu. For questions, call Purchasing x6214.
Department Purchasing Card	Purchasing	[Works](#)	Refer to the training packet provided by Purchasing Department. The Department purchasing card should be reconciled weekly. Purchasing will provide a packet and training for anyone authorized to use and/or reconcile the account. Contact Purchasing at x4276 with any questions.
Deposit Slip	Bursar	[Bursar Forms](#)	Deposit tickets may be printed by clicking this link and printing the desired form, or by visiting the Bursar's office, St. Thomas 103 and completing the carbon copy form.
Expenses/ Contracts	Purchasing	[my.scranton.edu](#)	The University has contracts with specific vendors. Starting from my.scranton.edu, click on University Links and scroll down to Purchasing Contracts and Forms channel to find contracts. For specific information contact purchasing x6214.

Employee Resource Document
Prepared and maintained by the Staff Senate Development Committee

Subject	Area	Website	Description
Mileage Reimbursement	Treasurer's Office Accounts Payable	my.scranton.edu	Login to my.scranton, click on University Links, under Financial Links, click on Travel Expense Report. The Mileage allowance for business use of a personal automobile is located on the Travel Expense Report form or at gsa.gov.
Petty Cash Vouchers	Bursar		A form available at the Bursar's window of the Treasurer's Office (St. Thomas 103). Used to reimburse employees (in cash) for personal funds used to make allowable department purchases totaling less than $50. For more help: Treasurer's Office x7411.
Purchasing Card Transaction ID Reports	Purchasing	Works	Cardholder Monthly Statements are due by the 15th of the month for all purchases from previous month. Contact Purchasing at x4276 with any questions.
Special Compensation Vouchers	Payroll		Special Compensation Vouchers are used when we are compensating an employee (staff or faculty) for work performed outside of their regular work and is not considered overtime i.e. a faculty member attends a seminar such as Junior Faculty Seminar.
Tax Exempt #	Accounts Payable	my.scranton.edu	Starting from my.scranton, click on University Links, scroll down to Purchasing Contracts and Forms and click on Sales and Use Tax Exemption Form for the official Pennsylvania Exemption Certificate, and tax exemption number.
Wire Transfers	Treasurer's Office		Fill out the Bank Requirements for International Wire Transfers Form and a Check Voucher. Send the Wire Transfer Form, the Check Voucher and the original invoice to the Treasurer's office. Wire transfers are currently made by the Comptroller's office, St. Thomas 103, at x4073. Please contact for information.

Subject	Area	Website	Description
Travel Expense Reports	Accounts Payable	my.scranton.edu	Click on University Links, under Financial Links click on Travel Expense Report. Travel Expense Reports with all related receipts, boarding passes, itineraries and mileage calculations, should be submitted to the Accounts Payable office, St. Thomas 111, within 10 business days after return from trip. Use gsa.gov for per diem rates which vary for different cities.
Mailing and Packages			
Delivery Service Request	Printing and Mailing Services	Delivery Service Request Form	Mailing Services operates an intra-campus delivery service for large articles and packages that are too large to send through normal campus mails but are small and light enough (40 pounds or less) to be loaded by an unassisted driver into a box van. Questions, call x7492.
Mailing Services	Printing and Mailing Services	Mailing Services	Visit the Printing and Mailing Services website to find services and hours of operation. Mailing Services information appears on the right navigation bar. Questions, call x7492.
UPS Tracking		UPS Tracking	Track packages shipped through UPS.
Mission			
Counseling Center	Student Formation and Campus Life	Counseling Center	The Campus Counseling Center, located on the 6th floor of O'Hara Hall, is an important resource for the health and well-being of our students. This website contains information on when and how to refer students to the center as well as other resources for students who may be in crisis or have mental health needs. Questions or referrals may be directed to x7620.
International Service Programs	University Ministries	International Service Programs	Our International Service trips provide opportunities for our students, faculty, and staff to be immersed in cultures and experiences in developing countries of our world. The program revolves around simple living, community, generosity, and faith-based reflection. Questions: x4841.

Employee Resource Document

Prepared and maintained by the Staff Senate Development Committee

Subject	Area	Website	Description
Jesuit Center	University Ministries	The Jesuit Center	The Jesuit Center is committed to helping all who work at the University of Scranton understand and integrate their faith and their work in the context of our living tradition. It serves as a resource for all employees and provides educational programming related to the Catholic and Jesuit tradition. Questions may be directed to x6480.
Mission Leave	Human Resources	Mission/Community Leave Request Form and Policy	The University encourages its employees to live out service to others and to reflect on questions of value and meaning. The purpose of the Mission/ Community Service Leave policy is to allow employees to voluntarily participate, with pay, in University-sponsored spiritual retreats or in approved mission-related or community-service related activities that occur during regularly scheduled work hours. Questions: x7767.
Mission Sponsored Programs	Jesuit Center	University Sponsored Programs	The Jesuit Center sponsors and cooperates with a variety of programs designed to offer employees of the University the opportunity to deepen their understanding of the Jesuit and Catholic educational traditions and to hone their skills in articulating and living out that understanding. Questions: x6480.
Mission Statement	Campus Ministries	Mission Statement	For more information call x7419, or the Jesuit Center at x6480.
Campus Ministries	Campus Ministries	Campus Ministries	As a Jesuit and Catholic University, we are committed to a Faith that does Justice. There are many possibilities of linking one's faith with service to others here in Scranton and across the globe. Questions: x7419.
Offices and Buildings			
Campus Map		Campus Map	2-D and 3-D versions available.
Copier Codes	Printing Services	Printing Services	To request a department access code for the copier in your area, please call Printing Services at x4198.

Employee Resource Document

Prepared and maintained by the Staff Senate Development Committee

Subject	Area	Website	Description
Furniture	Purchasing	[Purchasing Policies](#)	Contact Purchasing about authorized vendors and more information at x6214.
Keys	Facilities Operations	[my.scranton.edu](#)	Starting from my.scranton.edu, click on University Links, under Events and Facilities, click on Key Request Form. This online form should be used to submit requests for keys to offices or buildings, not for requesting keys to cabinets or file drawers. To request these types of keys, contact the locksmith at x4729.
Maintenance	Facilities Operations		Call x7416 for non-emergency building matters. Starting from my.scranton.edu, click on University Links. Under Directories, click on Department/Division. You can find individual building numbers in the employee/department directory online.
Physical Plant Sign Work Order	Facilities Operations	[my.scranton.edu](#)	For desk or door name plates: Starting from my.scranton.edu, click on University Links. Look under Event & Facilities - Click on Physical Plant Sign Work Order.
Work Orders	Facilities Operations	[my.scranton.edu](#)	Starting from my.scranton.edu, select University Links. Under Events & Facilities, select Physical Plant Work Order Request Form. Use this electronic form to submit requests for maintenance repairs or room set-ups. Work orders should be submitted a minimum of 7 days prior to event. For assistance, contact Work Order Administrator at x7416.
Office Supplies			
Ordering Supplies	Purchasing	[Office Max Solutions](#)	OfficeMax is the contracted office supplies vendor. Delivery is made direct to requestor's office every MWF. Contact Purchasing at x6214 for initial set-up instructions for ordering from OfficeMax.
Ordering Copier Toner	Printing Services		Call Printing Services x4198 to order.

Subject	Area	Website	Description
University Supplies	Printing Services	[Printing Services](#)	To order University business cards, letterhead and envelopes, and other print items, visit the Printing Services website. To complete these forms by typing online, open this link in **Internet Explorer**, type in the form and print it to submit to Printing Services. On the left navigation bar, click on the drop down menu Online Ordering to choose an item. Questions, call x4198, or email printing@scranton.edu.
Technology Support			
Banner Training	IT Services	[my.scranton.edu](#)	Banner is a University database that stores information on students, staff, faculty and more. Access is restricted and must be authorized by your supervisor. If it is determined that you have a need to use Banner, contact IT Services and/or Julie Brackeva-Phillips at julie.brackeva-phillips@scranton.edu or x4026.
Computer Trouble or Request Technology Services **FOOTPRINTS**	Technology Support Center	[my.scranton.edu](#)	To report a problem or request computer, phone CMS or Royal Driver services: Starting from my.scranton.edu, scroll down and click on **Footprints** and click on the appropriate option. A second sign in may be required. All computer trouble should be directed to the Technology Support Center (TSC) in Alumni Memorial Hall (AMH), x4357 (HELP), techsupport@scranton.edu. Tech support can assist you with navigating Footprints.
Phone	Technology Support Center	[VoIP User Training](#)	Phone operation and troubleshooting questions may be found on this website. Questions or phone issues may be directed to the Technology Support Center at x4357 or techsupport@scrantonl.edu.
Royal Drive	Technology Support Center	[Royal Drive Training](#)	Royal Drive is an online web storage for documents. Starting from my.scranton.edu, on the top right of your screen you will see a Royal Drive "folder" icon. Click on the Royal Drive icon to access your web-based storage. Royal Drive training classes are offered by IT services: julie.brackeva-phillips@scranton.edu or call x4026. Royal Drive troubleshooting is available through Tech Support x4357.

Subject	Area	Website	Description
Website (CMS) Training	IT Services	Website Management Training	CMS (Content Management System) allows you to edit and build departmental websites. This website contains training handouts to get you acquainted with the basics of CMS. Questions may be directed to x4357, or x4026.
Training Services for Employees			
Computer Training	IT Services	Computer Program Training	Computer training in a variety of common software programs used on campus, is available to all employees of the University of Scranton community. Contact julie.brackeva-phillips@scranton.edu or x4026 with any questions.
Desire2Learn (D2L)	CTLE	D2L Information	The Center for Teaching and Learning Excellence provides training sessions for faculty, staff and students in the use of the D2L course and communication network. Contact aileen.mchale@scranton.edu or x4365 for more information.
Diversity and Multicultural Competence	Office of Equity & Diversity	Workplace Harassment and More	OED offers multicultural competence training sessions both as special events and as requested. Visit www.scranton.edu/diversity for more information or contact jennifer.pennington@scranton.edu or x6645. Manager training also available.
Driver Certification for Employees	University Police		All employees and students who will drive University vehicles or will rent vehicles for University business purposes are required to view this driver's education training video. Please contact University Police at x7880 to schedule the training and receive your certificate.
Faculty and Staff Search Committee Training	Office of Equity & Diversity		OED offers necessary training for all hiring mangers and search committees, in conjunction with the Provost Office and Human Resources. Contact OED to schedule training at jennifer.pennington@scranton.edu or x6645.
Faculty Training Services	Center for Teaching and Learning Excellence	CTLE	Training and tutoring available for all faculty, staff and students. Faculty to faculty exchange workshops also offered here. Questions: call x4038.

Employee Resource Document
Prepared and maintained by the Staff Senate Development Committee

Subject	Area	Website	Description
Phone	Technology Support Center	VoIP User Training	Phone operation and troubleshooting questions may be found on this website. Questions or phone issues may be directed to the Technology Support Center at x4357 (HELP).
SANS	IT Services	Computer Security Training	This important training will assist all computer users on campus to understand how we, as individuals, can be the target of identity thieves or other malicious actors. Contact julie.brackeva-phillips@scranton.edu or x4026 with any questions.
Sexual Harassment Prevention Training / Title IX Compliance	Office of Equity & Diversity	Workplace Harassment Prevention	Essential training for all employees to prevent and report workplace and sexual harassment. For more information contact OED at x6645 or jennifer.pennington@scranton.edu
Website (CMS) Training	IT Services	Website Management Training	CMS (Content Management System) allows you to edit and build departmental websites. This website contains training handouts to get you acquainted with the basics of CMS. Questions may be directed to x4357, or x4026.
Travel			
Car Rental /Transportation	Purchasing	my.scranton.edu	Starting from my.scranton.edu, click on University Links, scroll down to Purchasing Contracts and Forms, click on Vehicle Rental Contract Rates for information on local vendors, rates and contact information. *All University employees who are renting vehicles for University business are required to take the driver's training course given by University Police. Contact x7880 to schedule training and obtain your certificate.*
Hotels Reservation	Purchasing	my.scranton.edu	Starting from my.scranton.edu, click on University Links, scroll down to Purchasing Contracts and Forms, click on Hotel Contract Rates for information on local vendors, rates and contact information.

Employee Resource Document

Prepared and maintained by the Staff Senate Development Committee

Subject	Area	Website	Description
Mileage Reimbursement	Accounts Payable	my.scranton.edu	Starting from my.scranton.edu, click on the University Links, under the Financial Links channel, click on Travel Expense Report. The mileage allowance for business use of a personal automobile is located on the Travel Expense Report form or at gsa.gov.
Travel Expense Reports	Accounts Payable	my.scranton.edu	Starting from my.scranton.edu, click on the University Links, under the Financial Links channel, click on Travel Expense Report. Travel Expense Reports should be submitted to the Accounts Payable located in St. Thomas Hall 111, office 10 business days after return from trip. Dated original receipts or invoices for expenses must be included with the expense report. Questions: call x6363.
Travel Policy	Purchasing	my.scranton.edu	Starting from my.scranton.edu, click on University Links, under Financial Links, click on Travel Policy to review University policies for travel.