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New Psychology & Neuroscience Faculty/Staff Checklist

Within your first few days at Duke

- Get your Duke ID
- Attend Duke's Orientation or Faculty Orientation
- Get [parking pass](#)
- Get your email set up
- Meet people in the department
- Create your name plate for your door using this [http://psychandneuro.duke.edu/uploads/assets/PandNDoorTags\(1\).doc](http://psychandneuro.duke.edu/uploads/assets/PandNDoorTags(1).doc)

Within Your First 30 Days

- Sign up for Health, Dental, Vision insurance. <http://www.hr.duke.edu/benefits/index.php>
- Required Training & Policy Review
- <http://www.hr.duke.edu/jobs/orientation/index.php>
- Severe Weather & Emergency Conditions Policy http://www.hr.duke.edu/policies/expectations/severe_weather/index.php
- Fire/Life Safety <http://www.safety.duke.edu/>
- Ergonomics Overview <http://www.safety.duke.edu/Ergonomics/>
- HIPAA Privacy and Security Training <http://irb.duhs.duke.edu/>
- Lab Staff: Please speak with your PI about which training you may need to be in compliance with regulations regarding HIPAA.
- Compliance Update Training
 - Log in here to complete required modules: <https://shib.oit.duke.edu/idp/Authn/UserPassword>

Within 60 Days of your Hire Date

- Learn about professional development opportunities
- Learning and Organization Development <http://www.hr.duke.edu/train>
- Professional Development Institute <http://www.hr.duke.edu/pdi>
- Learn about HR Policies and Procedures <http://www.hr.duke.edu/policies>

Psychology and Neuroscience

Administrative Staff 2014-15

Clarice Montgomery

Receptionist for Department
Fax & Copier refills & maintenance
Mail, Copies, Supplies
Maintenance and Housekeeping Calls
Special Events

Room 229

660-5716

clarice@duke.edu

Cynthia LaMaster

Financial and administrative management
Annual budgets
Facilities and space planning
Human Resources

Room 231

660-5718

cynthia.lamaster@duke.edu

Pam Smith

Administrative support for graduate student program
Graduate School budget
Liaison with the Graduate School
Liaison with the Graduate Students
Online Travel & Reimbursement

Room 246

660-5668

pamela.d.smith@duke.edu

Jane Utley

Administrative support for clinic
Key Manager
Telephones

Room 312

660-5770

jane.utley@duke.edu

Robin Dunn

Human Subjects Coordinator (credit & paid)
Undergraduate Subject Pool
DPP Database
Human Subjects Recruitment
Short Term Cash Fund for Human Subjects

Room 245

660-5793

robin.dunn@duke.edu

Murray Wickwire

Administrative support for GSRB II
WebCentral
Online Travel & Reimbursement
Buy@Duke

Room 3007 GSRB-II

660-5725

murray.wickwire@duke.edu

Matt Mielke

Computers
Printers
Computer Lab

Room 022

660-5651
mielke@duke.edu

Peggy Morrell

Assistant to the Chair
Graduate School budget
Liaison with the Graduate School
Administrative oversight of undergraduate and graduate programs

Room 250

660-5715
morrell@duke.edu

Natalia Silva Harwood

Administrative support for undergraduate student program
Departmental projector and laptop reservations
Room reservations

Room 242

660-5719
ns13@duke.edu

Stella Powell

Grant preparation and monitoring
Grant purchases & travel
Research funds
Start-up funds

Room 226

660-5752
stella.powell@duke.edu

Meghann Koffi

Payroll
Departmental purchases & travel
Short Term Cash Funds
Visas/Documentation

Room 228B

660-5640
meghann.koffi@duke.edu

April Lehman

Grant monitoring
Grant purchases & travel
Online Travel & Reimbursement
Buy@Duke
Corporate Card Receipts

Room 228A

660-5713
april.lehman@duke.edu

Ute Wittmann Pair

Administrative Assistant for Drs. Caspi and Moffitt
Online Travel & Reimbursement
Buy@Duke

Grey Building

684-6679
utew@duke.edu

Getting Started

Important Links

Psychology and Neuroscience Website

<http://psychandneuro.duke.edu>

Human Resources:

<http://www.hr.duke.edu/jobs/>

Main office

<http://maps.duke.edu/search?q=psychology>

The main office for Psychology & Neuroscience is located in room 229 of the Sociology / Psychology Building. The office is open from 8:00 AM to 5:00 PM, Monday through Friday.

Physical Address:

417 Chapel Dr. Room 229

Durham, NC 27708

Phone: (919) 660-5716

Fax: 919-660-5726

E-Mail

Our payroll clerk, Meghann Koffi, will send you your NET ID and DUKE UNIQUE ID. Once you have that information you can request an email account and a temporary password. Call [OIT](tel:684-2200) at: 684-2200.

Matt Mielke, our IT Tech, can help you with questions you may have about your Duke email account. His number is: 660-5651; email: mielke@duke.edu.

Duke ID:

The DukeCard provides students, faculty and staff with an identification card that provides access to buildings, residences and parking areas. It also lets you purchase food from vending machines and all the places to eat on and off campus, movies, laundry, books, and more!

Main Office: Meghann Koffi, our Accounting Specialist, will provide a letter and an interdepartmental requisition for the new employee to take to the Duke Card Office to have their photo taken.

GSRB2: Those working at GSRB2 will not use the regular Duke ID. Your ID will be an iCLASS ID. Please contact Murray Wickwire murray.wickwire@duke.edu.

Departmental staff ID cards are paid for by the department. Others must be paid for by the hiring lab. Please ask April Lehman april.lehman@duke.edu if a COST OBJECT is required in order to obtain your Duke ID.

For further information and location of the Duke Card office go to: <http://dukecard.duke.edu/>

Parking

<http://parking.duke.edu/parking/index.php>

Once you have received your NET ID and DUKE UNIQUE ID you can go to Parking and Transportation Services to apply for a parking permit. For your first permit, you must go to the office on campus, but renewals can be made online. While you are at the Parking and Transportation Site, you might want to check out the many commuting alternatives – carpooling, van pooling, bicycles...

Keys

Main Office Staff and New Faculty: Please contact Jane Utley jane.utley@duke.edu to request a key.

Lab Staff, please ask your PI if he or she has a key for you. If a new key is needed, please have your PI or Lab Manager contact Jane Utley jane.utley@duke.edu.

GSRB2: Please ask your PI if he or she has a key for you. If not, please have your Lab Manager or PI contact Murray Wickwire murray.wickwire@duke.edu to request a key.

LSRC: Keys are issued by Emily Carter in room 203 of the LSRC. Faculty members and Principal Investigators and lab managers are issued keys. However, undergraduate assistants are not.

Getting Paid

Duke hourly and monthly pay schedules can be found in the Appendix of this handbook or at:

Bi-weekly - <http://www.payroll.duke.edu/schedules/BiWeekly.pdf>

Monthly - <http://www.payroll.duke.edu/schedules/paydates.php#monthly>

Duke requires direct deposit of your paycheck to your specified financial institution. If you have not already completed the form, please do so right away. Go to: <http://www.hr.duke.edu/selfservice>. Click “Duke at Work” and then log in. Click “My Pay” and fill in the form so that the process of direct deposit can start immediately.

Duke pay statements are now “paperless.” You will receive an email the day before payday notifying you that your pay statement can be viewed. Please follow the link in the email you receive and log in. Employees must use Multi-Factor Authentication now when checking Duke@Work pay statements. This protects against hackers. *Duke will not guarantee the recovery of a stolen pay check unless MFA is used. Link below to enroll in MFA:*

<https://oit.duke.edu/net-security/security/multi-factor-authentication.php>

International Citizens: Visa Services will continue to process I-9s for all international students and employees and will use the electronic I-9 process. The electronic I-9 duplicates the paper I-9 and Section 1 must be completed by the international employee. When the iForm is created, an email will be sent to the employee with a web link to Section 1 of the I-9. Visa Services website can assist international students and employees in completing Section 1 of the I-9: http://www.visaservices.duke.edu/I9_Instructions.html.

Please complete Section 1 **BEFORE** reporting for registration with Visa Services but **AFTER** you arrive in the U.S. and reports to our office because key information required to complete Section 1 and 2 of the I-9 and the iForm will not be available until after legal entry to the U.S.

Students and employees who do not have social security numbers at the time the I-9s are processed will still submit the numbers to the appropriate departmental administrators after receipt so the E-Verify requests can be processed.

Meghann Koffi meghann.koffi@duke.edu can answer your payroll related questions.

Bi-Weekly employees

Time cards are completed on line by employees and by the employee's supervisor for accuracy and accountability. Time cards must be submitted on line no later than 3:00 PM on the DAY time cards are due. For those who work over the weekends, time cards are due the following Monday by 10:00 AM. If a holiday falls on the date that time cards are due, it is imperative that they are turned in on the alternate day. You can see this schedule at: <http://www.payroll.duke.edu/schedules/BiWeekly.pdf>. If you have a time card question, please contact Meghann Koffi meghann.koffi@duke.edu.

Monthly employees (non-faculty) are expected to complete a time card which is approved by his/her supervisor. Complete a monthly record of your time at Duke@Work . If you have questions, please contact Meghann Koffi meghann.koffi@duke.edu.

Communication

Telephone and Long Distance

As soon as administrative staff or faculty members are hired, telephones will be ordered. The work order can take several weeks to be filled depending on the time of the year. Patience is a virtue.

All other phones must be requested by Principal Investigators or Lab Managers.

To report problems with your telephone, please email Jane Utley jane.utley@duke.edu.

GSRB2: Murray Wickwire murray.wickwire@duke.edu sets up telephones and computers via med center's televid. Please let him know if you are having telephone related technical difficulties.

Mail and Deliveries

All departmental mailboxes are in room 229. Mail deliveries and pick-ups occur each weekday around 2:00 PM. Incoming mail is sorted and distributed to the mail boxes by the main office staff. If you wish to have a mailbox, please contact Clarice Montgomery at clarice@duke.edu.

Mail that arrives in the main office that is destined for the LSRC or GSRBII is bundled daily and sent to the LSRC by interdepartmental mail.

Mail can be sent directly to personnel using the box numbers below.

Main Office	GSRB II	LSRC
Duke University Psychology and Neuroscience Attention: Name of recipient Box 90086 Durham, NC 27708	Duke University Psychology and Neuroscience GSRB II Attention: Name of recipient Box 91050 Durham, NC 27708	Duke University Psychology and Neuroscience LSRC Attention: Name of recipient Box 90999 Durham, NC 27708

FedEx Deliveries and caterers require a location rather than a box number for delivery.

Main Office	GSRB II	LSRC
Duke University Psychology and Neuroscience Attention: Name of recipient 417 Chapel Dr. Room 229 Durham, NC 27708	Duke University Psychology and Neuroscience GSRB II Attention: Name of recipient 210 Research Drive Durham, NC 27710	Duke University Psychology and Neuroscience LSRC Attention: Name of recipient 308 Research Drive Durham, NC 27708

There is a small bookshelf in room 229 for outgoing mail and interdepartmental mail. Envelopes for interdepartmental mail can be found under the small table near the desk.

Your Website / Directory Information

Staff/faculty/postdocs are responsible for updating their own info at <https://fds.duke.edu>.

Matt Mielke will create an account for you and upload your photograph. You will be responsible for updating your information to keep it current.

Resources

Computers

Departmental staff will be provided with a desk top computer.

Incoming faculty should contact Matt Mielke mielke@duke.edu about computer and software purchases as detailed in your offer letter.

Photocopying

Our copiers are located in the hallway outside of the main office and across from the elevator on the second floor. There is also one available on the third floor. Use your unique ID (without the first zero) as your copier code. If your unique ID is not programmed in our copiers, please contact Cynthia LaMaster cynthia.lamaster@duke.edu.

LSRC: Each lab has its own printer. There is a central copier/scanner and a fax machine available.

GSRB2: There is a central photocopier available. Please ask Murray Wickwire murray.wickwire@duke.edu about copier use.

FREE E-Printing

You can print from your own computer (on the Duke network or off-campus on a computer connected to the network by VPN) to any OIT or Duke Library printer. OIT's 25 computer labs are spread throughout campus, with other printers available in the quads and libraries. Many are available 24/7.

Just follow the directions on the OIT site to set up your free e-print account.

<http://www.oit.duke.edu/comp-print/printing/index.php>

Office supplies: Main Office: Basic office and mailing supplies can be found in room 228.

Room reservations for events other than regular classes

Rooms 224, 237 and 319 can be reserved for meetings and functions by the Psychology and Neuroscience faculty and staff.

1. To view room availability go to <http://psychandneuro.duke.edu/resources> and select the room you would like to use.
2. To reserve rooms 319 and/or 237 click on the link for the room and follow instructions. For help contact ns134@duke.edu
3. To reserve room 224 email: ns134@duke.edu
 - a. In the email please include:
 - Event name
 - date
 - start time/end time and number of attendees
 - Please remember that Classes, Brownbags and Faculty meetings take priority over one-time events.

Equipment reservations: laptop, laser pointer, or projector

1. To view equipment availability, go to: <http://psychandneuro.duke.edu/resources>
2. Click on “[Reserve Room 224, Department's Projector, or Laptop](#)”
3. Choose the equipment you wish to reserve and check the calendar for availability
4. Email: ns134@duke.edu to request the equipment you wish to reserve.
 - a. In the email please include:
 - the type of event
 - date
 - start time / end time
5. Natalia Silva Harwood will confirm availability and pick up time for the equipment.

Corporate Visa Cards – a.k.a Corporate Card

Many faculty and departmental staff will receive a Duke Corporate Card, a Visa card that may be used to pay for legitimate University-related expenses (e.g., travel, meals). If you purchase something with your corporate card, please be sure to attach your receipts to the Corporate Card Purchase Documentation form and turn them in to April Lehman april.lehman@duke.edu, Murray Wickwire murray.wickwire@duke.edu, or Ute Wittmann Pair utew@duke.edu so they can be matched with the monthly statement and corresponding cost code.

A form for Corporate Card Purchase Documentation can be found on the bulletin board by room 231 in the Sociology/Psychology building. It is also available here:

http://psychandneuro.duke.edu/uploads/media_items/corporate-card-submission-form.original.pdf

If you lose or do not receive a receipt for purchases made with your corporate card, please complete the Missing Corporate Card Receipts form which is found on the bulletin board by room 231 in the Sociology/Psychology building. It is also found here:

http://psychandneuro.duke.edu/uploads/media_items/corporate-card-missing-receipt-form.original.pdf

The Corporate Card manual can be found at: http://finance.duke.edu/resources/docs_sec/card-manual.pdf

Reimbursements:

If you are to be reimbursed for expenses, please turn in your receipts to April Lehman april.lehman@duke.edu, Murray Wickwire murray.wickwire@duke.edu, or Ute Wittmann Pair utew@duke.edu

Security, Inclement Weather and Emergencies

Security

The Sociology/Psychology building is locked between 5:00 PM and 7:00 AM Monday through Thursday and from Friday 5:00 PM until 7:00 AM on Monday. During closed hours the building is accessible with a student or Employee ID card. **Please make sure that all office and lab spaces are locked when unoccupied.** Loss of personal, departmental or university property should be reported immediately to the Duke Police and our administrative manager, Cynthia LaMaster cynthia.lamaster@duke.edu

LSRC: Permissions to access the building can be gained via Linda Watkins: watkins2@duke.edu. If staff require access to this building after hours on a regular basis, please have your Lab Manager or PI request permission.

GSRBII: Please contact Murray Wickwire murray.wickwire@duke.edu about access to GSRB II.

Inclement weather

Hurricanes, ice, snow? Find out if Duke is open and if YOU should be at your desk.

http://www.hr.duke.edu/policies/expectations/severe_weather/index.php

Emergency numbers

To contact the Duke Police via a campus phone dial 911.

To contact the Duke Police on your cell phone dial 919-684-2444.

Emergency situations

Duke's goal is to send alert messages within 30 minutes of officials being notified of an emergency situation.

While other means may be used, the primary methods of alerting people include the following:

Outdoor warning system

Phone / Text messaging

Web / email

Direct contact

Find out more at: <http://emergency.duke.edu>

Maintenance & housekeeping issues

Please report any maintenance or housekeeping issues during working hours to Clarice Montgomery

clarice@duke.edu. In the event she is not here, please contact Cynthia LaMaster cynthia.lamaster@duke.edu.

If there is something that you can't clean up after housekeeping leaves, please call 919-382-4515.

Maps - You are WHERE?

Duke

<http://maps.duke.edu/>

PSY /Neuroscience

<http://maps.duke.edu/search?q=psychology>

Genome Sciences Research Building II (GSRBII)

<http://labanimal.duke.edu/modules/ffa/index.php?id=7>

Levine Science Research Center (LSRC)

<http://maps.oit.duke.edu/building/36>

The Lighter Side

Lounges

The lounge in room 229 has a sink, microwave and filtered hot and cold water service. A coffee maker is available, however, if you wish to have coffee, you would make it yourself and clean the coffee maker when you are finished using it.

LSRC: The lounge area is located on the main CCN hallway (B wing; 2nd Floor) right across from the mail room. There is a fridge, microwave, toaster oven, coffee machine, etc.

GSRB2: The kitchen in room 3024 includes 2 microwaves, a sink, a coffee pot, a refrigerator and a water filtration system.

Food and entertainment

There are many eateries on campus. For when and where to dine, go to:

<http://dining.duke.edu/where/index.php>

There are lots of places in Durham to eat not too far away from campus.

Check out the Dining and Shopping link on Durham's official visitor's page.

<http://www.durham-nc.com>

Be sure to check out 9th Street and Brightleaf Square for some extraordinary dining options and the site's other links for entertainment, museums, sports and other offerings in our area.

The Triangle's free newspaper, The Independent, provides up-to-date calendars of what is happening locally.

You can pick up the paper at many locations around town and at the Bryan Center on Duke's West Campus.

The Independent can also be found at: <http://www.indyweek.com>

Discounts

<http://www.hr.duke.edu/benefits/discounts/index.php>

Duke employees get discounts at many establishments in the Triangle. The list is ever changing, so be sure to check the website regularly. You can sign up to be notified by email as new discounts become available.

Stay Fit

LIVE FOR LIFE, Duke's employee wellness program, offers a variety of programs and services, such as health assessments and education, smoking cessation programs, fitness activities and nutrition activities, to help eligible faculty, staff and family members reach their health and fitness goals.

<http://www.hr.duke.edu/about/departments/liveforlife/index.php>

Wilson and Brodie Recreation Centers

<http://www.hr.duke.edu/benefits/wellness/fitness/facilities/wilson.php>

DukeList

Looking for something, a place to live, part-time job, want to sell something, buy something, post an announcement on DukeList. DukeList is a free classifieds marketplace for the Duke community to use. You need an active Duke NetID to view listings, post an ad or reply to an ad. For information and to view listings go to: <http://dukelist.duke.edu/>