# Edmund A. Walsh School of Foreign Service
# Faculty Go-To Guide
## Spring 2011

| IF YOU NEED HELP WITH OR HAVE QUESTIONS ABOUT . . . | GO TO . . . | EXT. | IF NOT AVAILABLE, GO TO . . . | EXT. |
|---|---|---|---|---|
| APPOINTMENTS/CONTRACTS | ERNEST PEGRAM (pegrame) | 7-2181 | | |
| BENEFITS | HUMAN RESOURCES (HR) | 7-2500 | benefitshelp@georgetown.edu | |
| BOARD OF VISITORS (BOV) | CLARE OGDEN (ogdenc) | 7-1060 | | |
| BOOKS | PROGRAM ADMINISTRATOR* | | ERIN CURTIS (err) | 7-7774 |
| BUDGET – GENERAL | SUSAN LIM (bcl6) | 7-1990 | MARGARET HALPIN (halpinm) | 7-8017 |
| BUDGET – INSTRUCTIONAL | ERIN CURTIS (err) | 7-7774 | MARGARET HALPIN (halpinm) | 7-8017 |
| CAREER DEVELOPMENT CENTER | ANNE STEEN (ams276) | 7-7084 | LISA KEATHLEY (lak39) | 7-8010 |
| COMPENSATION (FACULTY) | ERIN CURTIS (err) | 7-7774 | MARGARET HALPIN (halpinm) | 7-8017 |
| COMPUTERS – EQUIPMENT | PROGRAM ADMINISTRATOR* | | ERIN CURTIS (err) | 7-7774 |
| COMPUTERS – SERVICE | UIS HELP DESK (uishelpdesk) | 7-4949 | PROGRAM ADMINISTRATOR* | |
| CONFERENCE ROOMS – CCAS | CCAS | 7-5793 | | |
| CONFERENCE ROOMS – ICC 305A and 305E | MELISSA MILLER (mjm329) | 7-9267 | sfsfrontdesk@gmail.com | |
| CONFERENCE ROOMS – MORTARA | ADAM OLSZWOKA (ao262) | 7-5644 | | |
| CONFERENCE ROOMS – MSFS | GINA HART (hartg) | 7-8016 | | |
| COURSE and CLASSROOM SCHEDULING | PROGRAM ADMINISTRATOR* | | ERIN CURTIS (err) | 7-7774 |
| CURRICULUM – GRADUATE | JIM REARDON-ANDERSON (reardonj) | 7-5696 | | |
| CURRICULUM – UNDERGRADUATE | MITCH KANEDA (kanedam) | 7-5696 | | 7-5696 |
| DEAN LANCASTER | CLARE OGDEN (ogdenc) | 7-1060 | | |
| DEVELOPMENT | AGNES SOLATAN (ads48) | 7-4193 | | |
| DIRECTORY, ONLINE | DIRECTORY COORDINATOR** | | MELISSA MILLER (mjm329) | 7-9267 |
| EXECUTIVE (SCHOOL) COUNCIL | CLARE OGDEN (ogdenc) | 7-1060 | | |
| FACILITIES/MAINTENANCE | PROGRAM ADMINISTRATOR* | | WORK MANAGEMENT | 7-3432 |
| FACULTY CHAIR | | | | |
| FELLOWS IN FOREIGN SERVICE PROGRAM | CHANCELLOR DENNISON (scd25) | 7-8407 | | |
| GEORGETOWN (HISTORIC) CLUB | CLARE OGDEN (ogdenc) | 7-1060 | | |
| GEORGETOWN JOURNAL OF INT'L AFFAIRS | CHANCELLOR DENNISON (scd25) | 7-8407 | | |
| GEORGETOWN LEADERSHIP SEMINAR (GLS) | CHANCELLOR DENNISON (scd25) | 7-8407 | | |
| GRANTS – RESEARCH | SUSAN LIM (bcl6) | 7-7889 | | |
| GRANTS – TRAVEL | SUSAN LIM (bcl6) | 7-7889 | | |
| HR/PERSONNEL | ALLISON ADCOCK-MELGOSA (ama42) | 7-5850 | MARGARET HALPIN (halpinm) | 7-8017 |
| KEYS | MELISSA MILLER | 7-9267 | ALLISON ADCOCK-MELGOSA (ama42) | 7-5850 |
| LEAVE REQUESTS | ERNEST PEGRAM (pegrame) | 7-2181 | | |
| LUMP SUM PAYMENTS | ALLISON ADCOCK-MELGOSA (ama42) | 7-5850 | MARGARET HALPIN (halpinm) | 7-8017 |
| MAIL | PROGRAM ADMINISTRATOR* | | MELISSA MILLER (mjm329) | 7-9267 |
| McGHEE LIBRARY | MELISSA MILLER (mjm329) | 7-9267 | sfsfrontdesk@gmail.com | |
| OFFICE ASSIGNMENTS | ALLISON ADCOCK-MELGOSA (ama42) | 7-5850 | JIM REARDON-ANDERSON (reardonj) | 7-5696 |
| PARKING | TRANSPORTATION MGMT (OTM) | 7-4372 | otm@georgetown.edu | |
| PAYROLL | ALLISON ADCOCK-MELGOSA (ama42) | 7-5850 | MARGARET HALPIN (halpinm) | 7-8017 |
| PETTY CASH | PROGRAM ADMINISTRATOR* | | MELISSA MILLER (mjm329) | 7-9267 |
| RANK AND TENURE | ERNEST PEGRAM (pegrame) | 7-2181 | | |
| REIMBURSEMENTS | SUSAN LIM (bcl6) | 7-7889 | | |
| RESEARCH ASSISTANTS | SUSAN LIM (bcl6) | 7-7889 | | |
| SABBATICALS | ERNEST PEGRAM (pegrame) | 7-2181 | | |
| SEARCHES | ERNEST PEGRAM (pegrame) | 7-2181 | | |
| SPONSORED RESEARCH APPROVAL – BUDGET | MARGARET HALPIN (halpinm) | 7-8017 | | |
| SPONSORED RESEARCH APPROVAL – NARRATIVE | JIM REARDON-ANDERSON (reardonj) | 7-5696 | | |
| SUPPLIES, OFFICE/ FURNITURE | PROGRAM ADMINISTRATOR* | | ERIN CURTIS (err) | 7-7774 |
| TEACHING ASSISTANTS | ERIN CURTIS (err) | 7-7774 | | |
| TECHNOLOGY, CLASSROOM | CETS | 7-7491 | | |
| TELEPHONES – EQUIPMENT | PROGRAM ADMINISTRATOR* | | ERIN CURTIS (err) | 7-7774 |
| TELEPHONES – SERVICE | UIS HELP DESK (uishelpdesk) | 7-4949 | PROGRAM ADMINISTRATOR* | |
| UNDERGRADUATE PROGRAM (BSFS) | MELISSA MILLER (mjm329) | 7-9267 | KENDRA BILLINGSLEA (kpb2) | 7-5849 |
| WEBSITES | BEAU BOUGHAMER (dbb29) | 7-5113 | | |
| WEEK-IN-PREVIEW | BEAU BOUGHAMER (dbb29) | 7-5113 | | |

*Your program administrator is the administrator of the program or center in which you are housed.

**To determine the name of your directory coordinator, go to Access+, log in to Faculty & Staff services, select Directory services, and view your directory entry.

**SFS GUIDE TO HR AND FINANCIAL DOCUMENT APPROVAL AND PROCESSING**
**as of November 24, 2010**

| Document | Submit to* | Supporting documentation required | Order of approvals required** | Estimated processing time*** |
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| **Human Resource Transactions** | | | | |
| Faculty Appointment Form | Erin Curtis | all documents listed on appointment form | Dean/SBM, MCFO, OFRA | 1-2 weeks |
| AAP Appointment Form | Allison Adcock-Melgosa | all documents listed on appointment form, GU offer letter | Dean/SBM, MCFO, OFRA | 1-2 weeks |
| Staff Hiring Documents | Allison Adcock-Melgosa | PTF, GU application and data form, resume, I-9, tax forms, direct deposit, GU offer letter | Dean/SBM, MCFO, HR | 1-2 weeks |
| Personnel Transaction Form (PTF) | Allison Adcock-Melgosa | documents supporting specific transaction | Dean/SBM, MCFO, HR or OFRA | 1-3 weeks |
| Affiliated Non-Employee Transaction Form | Allison Adcock-Melgosa | memo of explanation | Dean/SBM, HR or OFRA | 2-3 business days |
| Recruitment Request (staff and AAP positions) | Allison Adcock-Melgosa | justification form^, classification memo, letter of resignation, job announcement | Dean/SBM, MCFO, HR | 1-3 weeks |
| Position Description/Reclassification | Allison Adcock-Melgosa | justification form^ | Dean/SBM, MCFO, HR | 3-4 weeks |
| Special Check Request | Allison Adcock-Melgosa | memo of explanation | Dean/SBM, MCFO, HR or OFRA | 1-2 business days |
| Employee Termination Form | Allison Adcock-Melgosa | letter of resignation or other supporting documentation | Dean/SBM, MCFO, HR or OFRA | 3-4 business days |
| AAP Leave Report | Allison Adcock-Melgosa | | | not applicable |
| Time Sheets (if regular supervisor is away) | Allison Adcock-Melgosa | e-mail request from supervisor to Allison to sign in his/her absence | | same business day |
| | | | | |
| **Applications and Access Requests** | | | | |
| Procard Application | Erin Curtis | | Dean/SBM, MCFO, Financial Affairs | 1-2 weeks |
| Signature Authorization Form | Erin Curtis | list of applicable cost centers | Dean/SBM, MCFO, Financial Affairs | 1 week |
| Financial Access Request | Erin Curtis | | Dean/SBM, Financial Affairs | 2-3 business days |
| Peoplesoft Access Request | Erin Curtis | | Dean/SBM, Financial Affairs | 2-3 business days |
| Genesys Access Request | Erin Curtis | | Dean/SBM, MCFO, HR | 1 week |
| | | | | |
| **Financial Transactions** | | | | |
| Contract Transmittal Form | Erin Curtis | signed GU contract, sole-source justification, quotes | Dean/SBM, Financial Affairs^^ | 1 week |
| Expense Voucher (above $2,500) | Susan Lim | invoice and/or receipts | Dean/SBM, Financial Affairs^^ | 1 week |
| Payroll Reimbursement - faculty grants only | Erin Curtis | receipts and/or credit card statements, currency exchange rates | Dean/SBM, Financial Affairs | 2-4 weeks |
| Payroll Reimbursement - all others | Susan Lim | receipts and/or credit card statements, currency exchange rates | Dean/SBM, Financial Affairs | 2-4 weeks |
| Wire Transfer | Susan Lim | e-mail justification | Dean/SBM, MCFO, Financial Affairs | 1 week |
| Purchase Order | Susan Lim | quotes and/or invoices | Dean/SBM, Financial Affairs^^ | 1 week |
| Lump Sum Pre-Approval Request | Susan Lim | budget revision, justification form^, honoraria agreements | Dean/SBM, MCFO | 1-2 weeks |
| Lump Sum Payment Form | Susan Lim | budget revision, justification form^, honoraria agreements, pre-approval form | Dean/SBM, MCFO, HR or OFRA | 1 week |
| Sponsored Programs Action Notice | Erin Curtis | | | not applicable |
| Gift Transmittal Form | Erin Curtis | | | not applicable |
| Budget Revision (email) | Susan Lim | | Dean/SBM, MCFO | 1 week |
| Position Budget Revision (email) | Susan Lim | | Dean/SBM, MCFO for salary adjustments | 2-3 business days |
| Journal (email) | Susan Lim | hard copy required for SFS Dean's Office cost centers | | 2-3 business days |
| CSR Reconciliation - monthly checklist (paper) | Erin Curtis | supporting documentation | | not applicable |
| CSR Reconciliation - all activity (email) | Susan Lim | | | not applicable |
| Cost Center Maintenance Form | Erin Curtis | gift agreements, contracts | Dean/SBM, Financial Affairs | 1 week |
| Petty Cash Reconciliation | Susan Lim | receipts with justification | Dean/SBM, Financial Affairs | not applicable |
| Check Stop Payment Form | Susan Lim | justification | Dean/SBM, Financial Affairs | 1 week |
| Reissue Check Request | Susan Lim | check stop payment form, void check if available | Dean/SBM, Financial Affairs | 1-2 weeks |

*With the exception of position descriptions, the Dean's Office generally will return documents to the center/program for further approvals and processing.
**Dean/SBM = SFS Dean (or designee) and SFS Senior Business Manager; MCFO = Main Campus Finance Office (Provost's Office); HR = University Human Resources; OFRA = Office of Faculty Records & Appointments (Provost's Office)
***Estimate assumes that documents are complete and correct with required supporting documentation attached upon submission to the Dean's Office. Note that documents requiring MCFO approval are subject to a scheduled weekly review and may be prioritized at the discretion of the Provost. Items submitted to MCFO by 3:00 p.m. on Tuesday generally will be reviewed on Thursday, but may be held until the following week or weeks depending upon various factors. For additional information on MCFO policies and procedures, visit http://provost.georgetown.edu/MCFO.
^Also called Supplemental Information Form
^^Requires MCFO approval if above $50,000