WELCOME TO LAB 1! Pam, Julie, and AnnaLisa here to help you!

* Someone typically in their office 8:00-5:30, rooms 1018 and 1020 on the first floor of the office wing.
* Our primary role is evaluation processing and guest speaker, field trip, travel, and reimbursement forms
* Important to use lab1support@ and x6600 for contact. If send to our personal emails, will get caught in the sea of emails AND risk not being responded to for days if one of us is out.

Evaluations

* Online fob or smart phone app needed to access evaluations from off campus
* Due 3 weeks after last day of class; it is VERY important that evaluations are turned in on time
* Check my.evergreen consistently for messages from us until you know all of your evals have been processed.
* Turning them in does not equal processed. There are sometimes registration issues and problems with the eval that hold up processing. You are not done till your TO DO queue says “0.”

Guest speaker paperwork

* As soon as you have a date confirmed, email us at lab1support. We then email the guest speaker with a W-9 and use that completed form to fill out their honorarium paperwork, which we will get to you prior to the day they will be on campus, and requires their signature, as well as yours.
* Contact with your guest speaker(s)prior to their speaking engagement is **essential**. Please do not wait till the day of to let know about a guest speaker that requires payment.
* Getting your guest speaker to sign the paperwork **THE DAY THEY ARE ON CAMPUS is also ESSENTIAL**.

Field trips & ProFessionaL/Grant Travel

* Contact us as soon as you set the date(s). We will ask you some questions and use the answers to complete your TA.
* For an advance, contact Tina at x6868. She will also do your A-20 reconciliation upon your return.

Reimbursement paperwork

* As soon as you return from travel of any kind where you incurred and/or spend your money on a reimbursable expense, let us know
* We need the actual physical receipts; an invoice will not work
* **IMPORTANT CHANGE!** Expenses not turned in within 90 days will be seen as a fringe benefit and will be taxed. New IRS law - goes into effect soon! Please contact us **as soon as** you return from a trip or make a purchase so you will receive the full reimbursement you are entitled to.

Information Sheets (attached)

* Are used to complete your reimbursement paperwork, so it is important that you **fill them out completely and return them to us today**, *completed in their entirety*

Scan/copy request forms

* Student worker, or us, can help with scans and copying. Larger or more complicated jobs go to the Copy Center, and are charged to your program/graduate budget. Copy Center request form is attached.
* Please try to get in before 5:30 if you have a scan/copy job so you can complete the scan-copy form and we can give you an idea of when it will be done. Lab 1 Scan/Copy request form is attached.
* **PLEASE** give 2-3 days lead time on scan/copy jobs.