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Absences/Leaves/Holidays

All salaried employees must report their days of leave (sick day, vacation day, etc.) by following the procedures below. If an employee is not able to take a step themselves, the supervisor must take care of it for them.

Faculty
1) Submit the form located at http://psych.umn.edu/intranet/chair/forms/travel.html (prior to leave)

Staff (Labor Represented, Civil Service)
1) Report the day(s) to supervisor (prior to leave)
2) Notify the Central Office one of the following ways (prior to leave)
   - Email psych@umn.edu
   - Call (612) 625-2818
   - Submit the form located at www.psych.umn.edu/intranet (select Staff, Forms for Staff, Staff Leave)
     The Central Office will attach an out of office sign to your door if none already exists.
3) Submit an absence card to supervisor (throughout or after leave)
Cards located in Central Office N218

Staff (P&A)
1) Report the day(s) to supervisor (prior to leave)
2) Notify the Central Office one of the following ways (prior to leave)
   - Email psych@umn.edu
   - Call (612) 625-2818
   - Submit the form located at www.psych.umn.edu/intranet/staff/forms/leave.html
     The Central Office will attach an out of office sign to your door if none already exists.
3) For vacation days, submit Faculty/P&A Vacation Leave Reporting (throughout or after leave) located at www.psych.umn.edu/intranet/staff/forms/
4) For sick days, submit an absence card (throughout or after leave)
Cards located in Central Office N218

University of Minnesota Leave Policies:

All Employees
Campus and Building Closing: Twin Cities
http://policy.umn.edu/Policies/Operations/Safety/EMERGECYCLOSING.html
Employee Absences for Religious Holidays
http://policy.umn.edu/Policies/hr/Leaves/RELIGIOUSHOLIDAYS.html

Family and Medical – FMLA Leave
http://www.policy.umn.edu/Policies/hr/Leaves/FMLA.html

Undergraduate Students
Student Employment (see Authorized Leave of Absence)
http://policy.umn.edu/Policies/hr/Hiring/STUDENTEMPLOYMENT.html

Graduate Assistants
Paid and Unpaid Leaves of Absence for Graduate Assistants
http://policy.umn.edu/prod/groups/president/@pub/@policy/@hr/documents/policy/gradstudentemployment_appf.pdf

AFSCME & Civil Service
Unit 6 AFSCME Clerical & Office, Article 18 Leaves of Absence
http://www1.umn.edu/ohr/policies/governing/unit6contract/article18/index.html

Unit 7 AFSCME Technical Contract, Article 18 Leaves of Absence
http://www1.umn.edu/ohr/policies/governing/unit7contract/article18/index.html

Civil Service Rules, Rule 11 Absences

Vacation Donation Program for Civil Service and Union-Represented Staff
http://policy.umn.edu/Policies/hr/Leaves/VACATIONDONATION.html

Postdoctoral Associates
Paid and Unpaid Leaves for Postdoctoral Associates (9546)
http://policy.umn.edu/Policies/hr/Hiring/POSTDOCAPPOINT_APPC.html

P&A & Faculty
Bereavement Leave for Faculty and Academic Professional and Administrative Employees
http://policy.umn.edu/Policies/hr/Leaves/BEREAVEPA.html

Faculty Development Leaves
http://policy.umn.edu/Policies/hr/Leaves/FACLEAVES.html

Military, Court Appearance, or Civil Duty Leaves
http://policy.umn.edu/Policies/hr/Leaves/MILCOURTCIVICLEAVE.html

Paid Medical Leave and Disability Benefits for Faculty and Academic Professional and Administrative Employees
http://policy.umn.edu/Policies/hr/Leaves/MEDICALDISABILITY.html

Parental Leave for Academic Employees
http://www.policy.umn.edu/Policies/hr/Leaves/PARENTALLEAVE.html
Professional Development Leaves for Academic Professional and Administrative Employees  
http://policy.umn.edu/Policies/hr/Leaves/PROTRANSLEAVE.html

Unpaid Personal Leaves for Faculty and Academic Professional and Administrative Employees  
http://policy.umn.edu/Policies/hr/Leaves/PERSONALLEAVES.html

Vacation Leave for Faculty and Academic Professional and Administrative Employees  
http://policy.umn.edu/Policies/hr/Leaves/ACADEMICVACATION.html

Contact (questions, to be placed on leave, etc.)  
Heidi Wolff (612-626-3171, hwolff@umn.edu, S248) – Staff Leaves  
Orbe Stricherz (612-625-7873, ods@umn.edu, N210) – Faculty Leaves

Academic Calendar

The U of M academic calendar (start/end dates of semesters and breaks, etc.) is located at www.umn.edu – select Academics and Research, Academic Calendar).

Annual Reviews

Each year, the Department’s Chair’s Office is required to submit a performance review for faculty and staff to the College of Liberal Arts. The Chair’s Office will notify you and your supervisor each year alerting you to the upcoming review due date and procedures to follow.

Unit 6 AFSCME Clerical & Office  
Article 8 Performance Appraisals  
http://www1.umn.edu/ohr/policies/governing/unit6contract/article8/index.html

Unit 7 AFSCME Technical  
Article 8 Performance Appraisals  
http://www1.umn.edu/ohr/policies/governing/unit7contract/article8/index.html

Civil Service  
Rule 9 Performance Appraisal  

Postdoctoral Associates  
Postdoctoral Appointments – see “Performance”  
http://www.policy.umn.edu/Policies/hr/Hiring/POSTDOCAPPOINT.html

P&A  
Performance Management for Academic Professional and Administrative Employees  
http://www.policy.umn.edu/Policies/hr/Performance/PAPERFORMANCE.html
Conducting Annual Performance Reviews of Academic Professional and Administrative Employees
http://www.policy.umn.edu/Policies/hr/Performance/PAPERFORMANCE_PROC01.html

Regents Policy – Employee Performance Evaluation and Development
http://regents.umn.edu/sites/default/files/policies/Employee_Performance_Eval.pdf

Faculty
Regents Policy – Faculty Tenure
http://regents.umn.edu/sites/default/files/policies/FacultyTenure1.pdf

Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure Track and Tenured Faculty
http://policy.umn.edu/Policies/hr/Contracts/TENURE_PROC01.html

Faculty Compensation: Twin Cities, Morris, Rochester
http://www.policy.umn.edu/Policies/hr/Compensation/FACULTYCOMPENSATION.html

Unit 7.12 Statements (old)
http://cla.umn.edu/intranet/faculty/CLAOld7.12Statements.php

Unit 7.12 Statements (new)
http://academic.umn.edu/provost/faculty/tenure/7_12approved.html

Joint Appointments Tenured & Tenure-Track Faculty
http://cla.umn.edu/intranet/faculty/JointAppointmentsRegFaculty.php

ATMs/Banks/Post Offices

ATM Machines
Coffman Memorial Union, Ground Floor & First Floor (TCF ATMs)
Walter Library, Basement (TCF)

Banks
TCF (Coffman Memorial Union, Ground Floor)
U.S. Bank (Dinkytown, 14th Avenue)
U.S. Bank (Stadium Village, Washington Avenue)

Post Offices
Coffman Memorial Union, Ground Floor
Dinkytown, 4th Street

Benefits

New employees must apply for benefits within 60 days from the start of their employment. Benefits include medical, dental, pharmacy, life insurance, tuition, employee discounts and perks, and more. Use the Benefits Enrollment self-service action to select your benefit choices at http://hrss.umn.edu/.
Benefit options are listed on the Employee Benefits website at http://www1.umn.edu/ohr/benefits/ (612-624-8647, benefits@umn.edu).

**Unit 6 AFSCME Clerical & Office**  
*Article 20 Insurance*  
http://www1.umn.edu/ohr/policies/governing/unit6contract/article20/index.html

**Unit 7 AFSCME Technical**  
*Article 20 Insurance*  
http://www1.umn.edu/ohr/policies/governing/unit7contract/article20/index.html

**Postdoctoral Associates**  
*OHR Fact Sheet: Benefits for Postdoctoral Associates (9546)*  
http://policy.umn.edu/prod/groups/president/@pub/@policy/@hr/documents/policy/postdocappoint_appa.pdf

**Break Periods**

Employees are entitled to one paid 15 minute break per 4 hours worked (two 15 minute breaks per 8 hours worked), as well as an unpaid lunch break of 30-60 minutes (no less than 30 minutes, no more than 60 minutes) for each 8 hours worked.

An employee’s work schedule - for example - may be 7:45 a.m. - 4:30 p.m. This employee would take one paid 15 minute break as well as a 60 minute lunch (combining a 45 minute unpaid lunch break with one of their 15 minute paid breaks).

**Breakrooms**

Employees are welcome to use the general department breakroom, as well as their area-specific breakroom (if one is available).

General Department Breakroom - N230  
Clinical Area Breakroom – N450  
Counseling Area Breakroom - N589  
Social Area Breakroom – N305

**Building Hours**

Elliott Hall is open/unlocked.  
**Monday** 7 a.m. – 7 p.m.  
**Tuesday** 7 a.m. – 7 p.m.  
**Wednesday** 7 a.m. – 7 p.m.  
**Thursday** 7 a.m. – 7 p.m.  
**Friday** 7 a.m. – 7 p.m.
Elliott Hall is locked. Doors may be opened by swiping your U Card.
Monday 6 a.m. – 7 a.m., 7 p.m. – 10 p.m.
Tuesday 6 a.m. – 7 a.m., 7 p.m. – 10 p.m.
Wednesday 6 a.m. – 7 a.m., 7 p.m. – 10 p.m.
Thursday 6 a.m. – 7 a.m., 7 p.m. – 10 p.m.
Friday 6 a.m. – 7 a.m., 7 p.m. – 10 p.m.

Elliott Hall is locked. Doors may be opened by swiping your U Card. This access must be added to your card by the Psychology Central Office.
Monday 10 p.m. – 6 a.m.
Tuesday 10 p.m. – 6 a.m.
Wednesday 10 p.m. – 6 a.m.
Thursday 10 p.m. – 6 a.m.
Friday 10 p.m. – 6 a.m.
Saturday All day
Sunday All day

Campus Maps, Parking, Transportation
Campus maps and parking & transportation information can be found at the Parking and Transportation website http://www1.umn.edu/pts/maps/.

Confidential Reporting - UReport
UReport is an anonymous way for University of Minnesota students, staff, and faculty to report violations of local, state, or federal laws, University policy, or conduct that is inconsistent with contract or grant requirements. You can access the system by phone (toll free number 1-866-294-8680) or via the web at www.ureport.ethicspoint.com. If you choose to report anonymously, you will still be able to communicate with those following up on the concerns you have reported via the UReport system. We all desire a University in which all of us fully comply with all applicable laws, policies, and codes of conduct, and we encourage all members of the department to use this system when they are not comfortable coming directly to departmental or collegiate leaders regarding their concerns. You can make a report anonymously, or you can elect to identify yourself. If you choose to remain anonymous, your identity cannot be traced.

Copiers
There are two copiers located in N206 Elliott Hall, and they require a copy code to operate. The room is open during Central Office hours (weekdays 8:00 a.m. – 4:30 p.m.). To inquire about obtaining a copy code or to check out a key for after-hours access, please see the Central Office N218.

Copy Codes
Research grants – A PI may be assigned one copy code, if the grant allows this type of expense. The PI may decide whether to share the code with the grant’s Co-PIs, GRAs, and UGRAs.
Courses – Each course will be assigned one copy code. As with codes for research grants, only course instructors will be given the code initially.

U of M Copy Centers/Printing Services
A Copy Center (five locations on campus) may be used instead of the Psychology copy room. Submit a Copy Center Order Form - download at the link below - to a Copy Center (in person or online, along with the materials to be copied). Request delivery to the Central Office N218. Allow 1-5 days for completion. Copy Centers:
http://www.printing.umn.edu/copycenters/locations.html

Data Security – Online Training
All faculty, staff, students, and volunteers who handle private data and/or human subjects are required under University policy to complete online data privacy training. An email will be sent to the new employee/volunteer from the people at the U who work with data privacy and security. The email will point the employee/volunteer to the first of three mandatory online trainings. In addition, the employee’s supervisor must review http://psych.umn.edu/intranet/it/services/security/privacy.html and contact Carla Bates in Psychology IT (N237, 624-7076, cbates@umn.edu) - once the employee has their X.500 - to find out what additional training the employee may need to complete.

Direct Deposit
Employees may sign up for direct deposit at http://hrss.umn.edu/ (select Direct Deposit, then sign in with your Internet ID and password). New employees who have not yet been assigned an internet ID must wait to sign up. Employees who do not sign up for direct deposit will receive a hard copy check mailed to their home address.

Email Announcements
Department emails intended for a wide audience will be sent from psyfyi@umn.edu or psyadmin@umn.edu (from the Chair’s Office). If you are interested in something being emailed to a large departmental list (graduate students, staff, faculty), please send your request to the Central Office at psymain@umn.edu.

Facilities Management

Facilities Management Call Center
624-2900 (Monday – Friday, 7:00 a.m. – 5:00 p.m.)
625-0011 (After Hours)

During Business Hours
Any maintenance problems in Elliott Hall (plumbing leaks, falling ceiling tiles, vermin problems, too hot/cold, etc.) should be reported to the Central Office (N218, 625-2818). The Central Office will report it to Facilities Management for you.

**After Business Hours**

Please report problems/emergencies that cannot wait until the next business day to the after-hours call center (following up with the Central Office to inform them of your call).

**Faxing**

Department Fax Number: (612) 626-2079

_The department has one fax machine, located in the Central Office N218._

**Incoming Faxes**

Incoming faxes will be delivered to your mailbox.

**Outgoing Faxes**

Complete a fax cover sheet (located in the Central Office), and attach it to your fax. Leave your fax in the outgoing fax tray on the Central Office front counter. Your fax – with confirmation page attached – will be left in your mailbox if you prefer not to wait.

**Furniture (New)**

**Option 1:** Use one of our University furniture vendors like Innovative or GFA Interiors. Knowledgeable reps make visits, take measurements, make suggestions, provide delivery & installation, etc. Please contact Heidi Wolff (hwolff@umn.edu, 612-626-3171, S248) for this option.

**Option 2:** Make a furniture purchase on your own using any vendor (example – making a purchase online or at a store).

**Furniture (Used - Acquiring or Disposing)**

**Option 1:** Send used furniture to the U of M ReUse Program Warehouse (this is free of charge). Leave furniture near the Elliott Hall loading dock door, inside the building. Attach a Reuse Program Asset Pickup Form (http://www.facm.umn.edu/about/central-services/reuse/routes/index.htm). Call the ReUse Program Warehouse to request the pickup (612-626-9152).

**Option 2:** Advertise or look for used furniture on the Minnesota Materials Exchange website (this is free of charge). The website links organizations that have reusable goods they no longer need to those who can use them.

www.mnexchange.org

Please set up your own account to use it.

**Option 3:** Visit the U of M ReUse Program Warehouse in person.
The Warehouse will deliver furniture to University building loading docks for a fee. Please check their website for current rates http://www.facm.umn.edu/about/central-services/reuse/policies/index.htm

Option 4: Use a professional moving company (the department currently uses Bester Brothers – who charges for their service). They can move furniture to and from Elliott Hall (this includes bringing you furniture you’ve reserved at the ReUse Program Warehouse), as well as within Elliott Hall. Please contact Heidi Wolff (612-626-3171, hwolff@umn.edu, S248) for help with this option.

IT

Department of Psychology IT
N211 Elliott Hall (weekdays 8:00 a.m. – 4:30 p.m.)
psyit@umn.edu (Email problem/request to this address. They will open a ticket and get back to you.)
(612) 626-7531

The U of M also has a Central IT Department – www.oit.umn.edu. They provide guidance to central and collegiate units and manage the system-wide IT enterprise.

Keys & Building Access

Keys
To request a key for an office or lab, either submit an online key request form at http://psych.umn.edu/intranet/central/keys.html, or submit a hard copy key request form, which can be found in the Central Office N218. The form will require the signature/authorization of your advisor, supervisor, or the department administrator. The Central Office will notify you when your key is ready to be picked up from them (may take up to two weeks if the key is not in stock and needs to be ordered). All students, staff, and faculty must check keys out in their own name. One person is not allowed to check out multiple copies of a key to lend out to others.

Building Access with U Card
Certain rooms and areas of Elliott Hall require an authorized U Card for entrance. Also, Elliott Hall’s outer doors require an authorized U Card for entrance after hours (U Card will override a locked door and allow you entrance into the building). To request that a particular access be added to your U Card, please see the Central Office N218. Supervisor approval will be required.

Mail/Packages

Outgoing Mail
Leave mail in one of the 2nd floor mailroom boxes for either mail going outside the University, or mail staying inside the University (considered “campus mail” and free of charge). Mail is picked up each
weekday a.m. If the mail needs postage (department business only), see the Central Office N218. You will need an account string.

**Incoming Mail**
Daily mail will be left in your 2nd floor mailbox. If you need a mailbox, see the Central Office.

**Outgoing Packages**
To mail or ship a package, see the Central Office. They keep some FedEx shipping labels and packaging in stock. You may use the department’s FedEx account number, in turn providing the Central Office with an account string to cover the cost. Otherwise, visit a post office or shipping provider directly (using your U of M procurement card, or using person funds and seeking reimbursement).

There is no automatic FedEx, UPS, etc. pick up from Elliott Hall. Bring your package to one of their pick up locations (closest to Elliott Hall is the FedEx drop box outside of Morrill Hall on Church Street), or call the shipping provider to arrange a pick up from the Central Office (there may be a charge).

Packages for the USPS (United States Postal Service) may be left in the outgoing mail bin in the 2nd floor mailroom, depending on the size. Check with the Central Office to know whether you can leave it in the bin or you will need to bring it to the post office.

**Incoming Packages**
Packages are left in the Central Office, and a notice will be left in your 2nd floor mailbox (provided it’s either too large for your mailbox or you need to sign for it). Retrieve your package from the Central Office.

**Personal Mail/Packages**
*The Central Office does not handle personal mail or packages, as per University Policy: “University interoffice mail services should not be used by employees for personal mail or solicitation of funds. Sending or requesting receipt of personal mail is an example of misuse of University interoffice mail services.” Since the Central Office cannot handle the sending or receiving of personal mail/packages, they will not be held responsible for them.*

**New Employee Orientation**
A New Employee Orientation session takes place once every month at the McNamara Alumni Center. Attending is mandatory for all new University of Minnesota employees (temp/casual employees excluded). To register, please visit [http://www1.umn.edu/ohr/newemployee/](http://www1.umn.edu/ohr/newemployee/) and click “sign up to attend” (will need your X.500/internet ID). You will be able to view upcoming sessions and are asked to sign up for the first available session following your start date.

**Police, University**
The University of Minnesota has its own a police department, which is dedicated to protecting the people and property of the University of Minnesota. For emergencies on campus, dial 911. For non-emergencies on campus, dial the University of Minnesota Police Department at 612-624-COPS (2677).
Probation/Tenure Period

Unit 6 AFSCME Clerical & Office
Article 7 Probationary Period
http://www1.umn.edu/ohr/policies/governing/unit6contract/article7/index.html

Unit 7 AFSCME Technical
Article 7 Probationary Period
http://www1.umn.edu/ohr/policies/governing/unit7contract/article7/index.html

Civil Service
Rule 7 Probationary Period and Orientation

P&A
Academic Professional Class Series, Job Codes, Titles, Appointment Types, and Promotions
http://www.policy.umn.edu/Policies/hr/Hiring/APPOINTPA_APPG.html

Faculty
Regents Policy – Faculty Tenure
http://regents.umn.edu/sites/default/files/policies/FacultyTenure1.pdf

Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure Track and Tenured Faculty
http://policy.umn.edu/Policies/hr/Contracts/TENURE_PROC01.html

Unit 7.12 Statements (old)
http://cla.umn.edu/intranet/faculty/CLAOld7.12Statements.php

Unit 7.12 Statements (new)
http://academic.umn.edu/provost/faculty/tenure/7_12approved.html

Procurement Card

University employees may be eligible to obtain a procurement card for business purchases. A procurement card is a University issued credit card in the employee’s name. To inquire about your eligibility and to apply for a procurement card, please see Terry Klosterman in accounting (612-626-7975, klost030@umn.edu, S256).

Regents Scholarship (Tuition Coverage for Employees)

The Regents Scholarship Program provides for all or a portion of tuition costs for eligible employees enrolled in the University’s credit-bearing courses.
Regents Scholarship Program
http://www.policy.umn.edu/Policies/hr/Benefits/REGENTSSCHOLARSHIP.html

To apply, submit a Request for Regents Scholarship form to Heidi Wolff (612-626-3171, hwolff@umn.edu, S248). Heidi will obtain the department head signature and return the form to you.

(Form Located Here) Applying For and Using a Regents Scholarship
http://www.policy.umn.edu/Policies/hr/Benefits/REGENTSSCHOLARSHIP_PROC01.html

Reimbursement

To be reimbursed for a business expense, submit an Employee Expense Worksheet with receipts attached (www.psych.umn.edu/intranet/accounting – select Forms) to the Document Drop Box outside of S252. Questions – contact Kamran Motevaze in accounting (612-626-8146, motev001@umn.edu, S252).

Reserving Rooms

The University has replaced their old room scheduling system (R25) with Astra Schedule. To view room options within Elliott Hall, visit http://psych.umn.edu/intranet/central/rooms.html. Rooms will either have a link to Astra Schedule (which you must use to schedule that room), a link to a Google form, or contact information for a Psychology staff member who will reserve the room for you. The room scheduling page also contains a guide to using Astra Schedule. If you have questions, please contact the Central Office (psymain@umn.edu, 612-625-2818, N218).

Signs

Requests for sign updates or repairs (office, lab, directional, directory) should be made to Heidi Wolff (612-626-3171, hwolff@umn.edu, S248).

Supplies (for Office/Lab)

The Central Office N218 keeps a small stock of general office supplies available. If you require a larger amount (a box of folders versus one or two folders), or the Central Office does not keep your item in stock, you will need to place an order. See the Central Office for instructions (orders will require an account string and signature from the account string’s PI).

Timesheets, Pay Days

Student and temporary/casual employees need to submit timesheets for time worked. Timesheets, paydays, and pay periods can be found online at
Timesheets can also be found in the Central Office N218. Timesheets should be left in the Document Drop Box outside of S252. They are due by Noon on Monday of the weeks we don’t get paid. For questions about payroll, contact Kamran Motevaze in accounting (612-626-8146, motev001@umn.edu, S252).

### Travel

Prior to travel, faculty members (whether seeking reimbursement for travel or not) must submit the department’s online faculty travel form (www.psych.umn.edu/intranet/accounting - select Forms). There is no form required for non-faculty prior to travel.

To be reimbursed after travel, submit an Employee Expense Worksheet with receipts attached (www.psych.umn.edu/intranet/accounting - select Forms) to the Document Drop Box outside of S252. Receipts are not required for meals and incidentals that are included in the daily per diem – please read section “Meals and Incidentals” in the travel policy below.

Please review the University’s travel policy prior to travel:

- Traveling on University Business
  http://www.policy.umn.edu/Policies/Finance/Travel/TRAVEL.html

Questions – contact Kamran Motevaze in accounting (612-626-8146, motev001@umn.edu, S252).

### International Travel

All travel by employees (faculty and staff) for University purposes outside of the United States must be registered in advance.

*Registering International Travel (Faculty and Staff)*
http://www.policy.umn.edu/Policies/Finance/Travel/TRAVEL_PROC04.html

*International Travel Registry*
http://global.umn.edu/travelregistry/

### U Card

All U of M students and employees should obtain a U Card (University picture I.D.). A U Card can be obtained by visiting the U Card Office at Coffman Memorial Union http://www1.umn.edu/ucard/, where your photo will be taken and your U Card will be issued during your visit. Your U Card gives you various eligibility & benefits, including services, discounts, computer lab access, sports facility access, library access, building security access, etc.

### Vending

There are snack and beverage vending machines located on Elliott Hall’s first floor in room S101 - “Vendoland”.
Volunteer Appointments

If you plan to offer anyone a volunteer appointment within our Department, please inform Guillermo De Paz (g-depa@umn.edu) or Heidi Wolff (hwolff@umn.edu). Due to University legality issues, completion of forms, and in some cases a background check, is required before volunteers may start work. The process - which Guillermo or Heidi will help you with - is detailed at http://cla.umn.edu/intranet/hr/VolunteerAgreements.php
Employee Name

ID Number

Position Title

Email Address

Phone Number

Room Number

Area
Choose One - Accounting, Administration, BP, CAB, Central Office, Counseling, CSPR, Graduate Student Services, I/O, Instructional, Lecturer, MCTFR, MMPI, PIB, Psych OIT, Quant/PsyM, Social, Undergraduate Student Services

I have received a copy of the Department of Psychology New Employee Handbook, and a staff member has reviewed it with me.

Signature of Employee

Date