

## Twenty Things New Employees Should Know About iSchool Accounting Procedures

The administrative services staff is here to help you. They include:

- Eileen Allen, Research Administrator
  - Office: 232, Phone: x5692, Email: [eeallen@syr.edu](mailto:eeallen@syr.edu)
- Ellen Hobbs, Financial Aid Manager
  - Office: 343-D, Phone: x4521, Email: [ejhobbs@syr.edu](mailto:ejhobbs@syr.edu)
- Maureen O'Connor Kicak, Budget Analyst for Human Resources and Payroll
  - Office: 343-C, Phone: x5605, Email: [mokicak@syr.edu](mailto:mokicak@syr.edu)
- Jennifer Pulver, Budget Analyst for General Accounting
  - Office: 343-G, Phone: x5446, Email: [jlpulver@syr.edu](mailto:jlpulver@syr.edu)
- Stephen Block, Assistant Dean for Administration
  - Office: 343-F, Phone: x6148, Email: [scblock@syr.edu](mailto:scblock@syr.edu)

- 1) Sponsored Proposal Development: please see Eileen Allen.
- 2) All things related to Human Resources or Payroll: please see Maureen O'Connor Kicak.
- 3) Questions regarding Financial Aid: please see Ellen Hobbs.
- 4) General Expense processing and Travel issues: please see Jennifer Pulver.
- 5) Steve Block welcomes questions on any and all issues related to the school's finances.
- 6) You cannot sign an agreement or contract on behalf of the university.
- 7) Need to purchase or to order something: *don't do it yourself*. Please see anyone in the budget office to complete this.
- 8) Travel assistance and expense reimbursements: please see Jennifer Pulver.
- 9) SU VISA credit cards are issued on a "need only" basis and must be requested and approved through Stephen Block, Assistant Dean for Administration.
- 10) Lubin House in New York City is available for meetings and overnight accommodations to full time staff/faculty traveling on university business.

<http://lubinhouse.syr.edu/>

11) Greenberg House – Washington, DC is available for meetings.

<http://greenberghouse.syr.edu/index.html>

12) The university has discount pricing with the Syracuse University Sheraton, the Genesee Grand and the Crowne Plaza for visitors to Syracuse. Also, direct bill is available.

a. Reservation assistance: please see Jennifer Pulver.

13) The university has a discount rental agreement with Enterprise Car Rental

[http://purchasing.syr.edu/Purchasing/display.cfm?content\\_ID=%23\(!\)%0A](http://purchasing.syr.edu/Purchasing/display.cfm?content_ID=%23(!)%0A)

14) Hertz #1 Club Gold offers free membership to SU employees.

15) Employees driving on university business must complete the Driver's Safety Training program offered through Public Safety/Risk Management.

[http://eho.syr.edu/EHO/display.cfm?content\\_ID=%23%28%28%2D%20%0A](http://eho.syr.edu/EHO/display.cfm?content_ID=%23%28%28%2D%20%0A)

16) The university provides International SOS travel assistance membership

<http://www.internationalsos.com/en/> (membership # 11BCPA000177)

17) Travel advances are available to faculty/staff traveling on SU business. Advances must be requested at least 2 weeks before departure.

18) Direct deposit for expense reimbursements is encouraged and can be requested through MySlice.

[http://administrativeforms.syr.edu/administrativeforms/display.cfm?content\\_ID=%23%28%28%2D%2E%0A](http://administrativeforms.syr.edu/administrativeforms/display.cfm?content_ID=%23%28%28%2D%2E%0A)

19) SU is tax exempt in NYS and several other states. Please note that when requesting expense reimbursement, sales tax is not reimbursable when incurred in states where the university is tax exempt.

[http://purchasing.syr.edu/Purchasing/display.cfm?content\\_ID=%23\(--%0A3](http://purchasing.syr.edu/Purchasing/display.cfm?content_ID=%23(--%0A3)

20) SU employees can receive discounts on cell phone service from Verizon, AT&T and Nextel/Sprint.