**Notes/ Tips – ASI/SAREP Orientation (**updated June 14, 2016)

***Phone***

* Please identify your name and program when answering the phone (and in your outgoing phone message)
* If you will be out of the office for at least one day, please leave both voice and email messages with this information. If you will be out for at least a week, please direct callers to another staff member who may be able to help.
* Phone line forwarding: \*70, wait for beeps, enter phone number to forward. Undo forwarding: \*80, wait for beeps. (Note that if you don’t answer a forwarded phone call, it will go back to your voice mail.)
* Establish voicemail system settings at <https://voicemail.ucdavis.edu>
* Voicemail phone number: 754-0054. You can program this into your phone.
* Voicemail user map: Available at ASI.ucdavis.edu under Resources/Internal Documents or at N:\\_ ASI General Information\Phone Lists\Single Line Phone User Map\_May 2015.pdf
* We recommend setting up Enabled Voicemail (EVM) which sends you an email with a sound file of each message left on your voicemail, so that you can access your message directly from your email. Directions/guide: <http://cr.ucdavis.edu/commsrv/voice/atrguide/evm.cfm>
* While on a phone call, you can forward the call to another campus phone line AND/OR you can add another campus phone line to the call.
* ASI Master Phone List, including all ASI employees and affiliated faculty is located at: N:\\_Core Support Functions\Phone + Birthday Lists\ Let Exec Analyst know if you see any errors.
* Dean’s Office support for phone issues: Joyce Boulanger

***Computer use & support guidelines***

* Please make sure that you allow your computer to get the periodic Microsoft and other program updates. To do this, either leave the computer docked and on overnight, or occasionally (once a week or so) make sure to Shut Down your computer instead of allowing it to Sleep or Hibernate. (It isn’t necessary to shut down each day.) Make sure the updates happen either way.
* The Dean’s Office Computing Resource Unit provides our support: <http://computing.caes.ucdavis.edu/>
* You can submit requests for support through their web site (above) or send an email request ticket to [support@caes.ucdavis.edu](mailto:support@caes.ucdavis.edu)
* It’s most effective to provide plenty of descriptive information, and only include one issue per ticket (unless it seems to be a related problem).
* To request the installation (and/or purchase) of any software (even if free) will need your supervisor’s approval prior to the request to CRU.
* At the end of the day, please make sure your computer either goes to sleep or shuts down; monitors should not stay “on” overnight.
* Be aware of Microsoft updates…look for symbol on the Shut Down button. Second Tuesday of the month is usual time for new updates.
* Reminder – please don’t keep anything on your desktop that you wouldn’t want to lose – it is not backed up.
* Laptop users: recommend that you configure your X drive so that these files are “always available off-line.”
* Laptops should not be left docked in clear view during non-business hours; they can be placed in a drawer or cabinet if you aren’t taking it with you.
* When printing, default should be double-sided on black and white printer. (Even black cartridges on our color printers are VERY expensive; please only use Rhubarb or Cocoa when color is needed.)
* If printer doesn’t work, please check with others, then submit a support ticket (CC Exec Analyst) if usual trouble shooting doesn’t resolve issue.
* Cool tricks…see <http://computing.caes.ucdavis.edu/guides>.

***Outlook calendar and email***

* We use the Outlook calendar to facilitate ease of collaboration. (e.g. Who in the Dean’s Office is avail to answer my urgent question? ***or*** What time works for 5 dif staff members to meet?)
* Use File tab – Options – Calendar to set basic work times and days and permission levels (recommend at least including subject & location).
* Please use calendar to note meetings, travel, vacation, out sick. (You can mark personal appointments as private.)
* If you are working from home for any reason, please note on your calendar, and provide phone number of how you can be reached.
* Use Outlook to view other staff and Dean’s Office schedules; you can request permission to view.
* Use Outlook to reserve ASI car, Annex conference room, ASI Parking Meter Permit (Open Calendar – From Room List – see list of ASI resources). After viewing if resource is available, you will probably need to “invite this resource” from your calendar. If you reserve directly on the resource calendar, please put the name of the event, followed by your name (either in the title or location field). If there are any conflicts or questions about the reservation, we need to know who is responsible for the reservation.
* Recommended that you check out tutorials here: <https://support.office.com/en-us/learn/office365-for-business> Scroll down a bit, and start with the section entitled “Your first days with Office 365.”
* You can access your email and calendar from the web on any computer at: <https://www.outlook.com/ucdavis.edu>
* There are ASI email groups that you can use (access on TO.. button in new email):
  + ASI – Annex
  + ASI – Robbins
  + ASI – Student Farm
  + ASI – Russell Ranch Sustainable Ag Faciltiy
  + ASI – Staff
  + ASI – GSRs and Students (actually – this list is our student reps)
  + ASI - All

***SAREP car***

* Before using SAREP or Fleet services car, please complete the UCD on-line Safe Driver Awareness class (18 minutes): [www.Lms.ucdavis.edu](http://www.Lms.ucdavis.edu) (Find Activity Search bar in top left corner, enter Safe Driver, click on green Start button on Safe Driver Awareness class.) Other optional safe driver classes available.
* Available to reserve for business use. When there’s a conflict, we usually give preference to out of town needs; discuss with Exec Analyst or person who reserved car. (No parking permit needed for Univ vehicles)
* Key is kept in basket in file cabinet in Robbins Hall. (Ask Exec Analyst to show you where.)
* Returning car keys off hours; Robbins Hall exterior building key is kept inside the grey cabinet in the Annex supply room. Please be sure to return the building key back immediately.
* Record name, trip mileage, destination, and purpose in trip log (on clipboard in the car).
* Fill with fuel at Fleet Services whenever possible; use scan thing on key chain. Try to avoid leaving car with under 1/3 tank of gas. (There is also a free car wash; please use if car is dirty following your use.)
* Fleet Services hours: 7 am – 5 pm, M-F; 7 am – 12:30 pm, Sat; 10 am – 1 pm Sun
* If fuel needs to be purchased while out of town, use credit card in key chain sleeve.
* If you have car trouble while traveling, contact Fleet Services directly: 530-752-7171 or look on key chain.
* If you have an accident while using university vehicle, contact Fleet Services 530-752-0789 (and your supervisor, when appropriate).
* Good to review overall policies - <http://fleet.ucdavis.edu/Dispatch/vehiclePolicies>
* Gate pass (electronic) to drive on interior campus: use special campus permit and electronic pass to deliver heavy packages, etc. to campus buildings. Not allowed to drive during passing period between classes. These are also kept in Robbins Hall basket in file cabinet.

***Mail***

* Due to budget cutbacks, campus mail is picked up and delivered to the Robbins Hall ASI office on Tues & Thursdays only. ***Please check for and pick up your mail there.*** If timeliness is an issue, we recommend scanning and sending via email.
* Your formal postal mail address is:

**Name**

**Agricultural Sustainability Institute (ASI) at UC Davis [or Unit Name here]**

**One Shields Ave.**

**Davis, CA 95616**

* For campus mail, it is:

**Name**

**ASI (or full Agricultural Sustainability Institute) or unit name – SAREP, Student Farm**

(no need to put physical location)

* For delivery services, (UPS, Fed Ex) it is:

**Name**

**Agricultural Sustainability Institute (ASI) at UC Davis**

**Robbins Hall, Rm 3**

**Davis, CA 95616**

***Business cards (if necessary)***

Order online at <http://reprographics.ucdavis.edu/stationery/businesscards/> After reading this page, click on the box on the upper right that is labeled “UC Davis business card sample images.” This will get you in to the ordering process.

* Using the order form, create a draft of your business card and show your supervisor for approval; he/she will tell you the account to charge. Billing contact is Stephanie Macey-Gallow, 530-754-8407, [smaceygallow@ucdavis.edu](mailto:smaceygallow@ucdavis.edu) , ASI.
* See samples – include both your unit (**Sustainable Agriculture Research & Education Program (SAREP), Student Farm, or Russell Ranch Sustainable Agriculture Facility)** and **Agricultural Sustainability Institute (ASI)**.
* Order the smallest box available.
* We generally suggest that you use your working job title, not formal position title on your card. Also, please update your UC Davis directory entry with your working job title. <http://directory.ucdavis.edu/PeopleSearch.htm>

***Travel***

* Please carefully read through the policy guidelines:

<http://manuals.ucdavis.edu/ppm/300/300-10.pdf> ; <http://travel.ucdavis.edu/policy/G28_Travel_Januray2014.pdf>

* If you will be travelling frequently, it may be appropriate to request a UCD Corporate Card (credit card). Please discuss first with your supervisor, then complete the application form (link at the bottom of <http://travel.ucdavis.edu/corpcard/overview.cfm>) and return to Program Manager (by scanned email or hard copy) to be signed by our department head (Penny Herbert) and forwarded to UCD Accounting. The credit card will be sent to your home address, as will the bills. You will be responsible for completing the appropriate MyTravel reports in a timely manner – within 21 days or less. By signing up for the corporate card, you are confirming that you **understand and agree that this Travel & Entertainment Card is for business-related expenses only and that *failure to comply may result in disciplinary action*.**
* File travel and entertainment expense reports online at MyTravel, <https://mytravel.ucdavis.edu> Please assign Dianne Stassi as a delegate so that she can assist you with completing expense reports. Upper right hand corner, click on icon for My Info. From there, choose Delegates from the links near the top of the page. Please confirm with your supervisor the appropriate account to use for your travel.

***Timesheet***

* <https://trs.ucdavis.edu/trs/>
* Work hours – generally required to take at least 30 min. lunch break (unpaid) if working 6 hours. Fifteen minute break in morning and afternoon. E.g. normal work hours might be 8:30 – 5:00 pm
* Sick leave - use for personal illness, or caring for ill family member. (Not interchangeable with vacation.)
* Vacation – need approval from supervisor prior to vacation plan.
* Jury duty – separate designation…doesn’t use SKL or VAC.
* Review calculation of holiday time for those working less than 100% time.

***Ergonomics***

* Please review ergonomic guidelines <http://ehs.ucdavis.edu/ps/ebm/office-ergonomics-1/computerWorkstation> and adjust your workstation as needed to prevent injuries or discomfort.
* More resources: <http://ehs.ucdavis.edu/ps/ebm/office-ergonomics-1/office-ergonomics>

***ASI information***

* ASI templates, logos, other info on INTERNAL WEB PAGE: ***asi.ucdavis.edu*** Menu bar: Resources – Internal Documents; Login Name **ASIstaff** Password **staff**
* ASI Master Phone List is available at N:\\_Core Support Functions\Phone + Birthday Lists\ASI Master Phone List 061416
* ASI Org Chart is available at N:\\_Core Support Functions\Org Charts\
* ANR Directory: <http://ucanr.edu/sites/anrstaff/Staff_Directory/> ( useful to search by specialty)
* ANR Portal: <https://ucanr.edu/portal/>
* (Note that supervisors should request that Exec Analyst adds new employees to org chart, ASI master phone list, and ANR directory.)

***Campus wellness resources (a sampling)***

* If you ride your bike or use alternative transportation to work at least 3 days a week, check out <http://goclub.ucdavis.edu/> to sign up for benefits such as free parking permits (24/year!).
* Check out the vast resources available through UCD’s Staff Development and Professional Services. <http://sdps.ucdavis.edu/index.html> Resources include classes, on-line courses, and Books 24x7 (an amazing catalog of business, strategy, leadership, communication, and IT books that are available to you (free) on your computer or mobile device.
* If you enjoy yoga, you might be interested in signing up for the weekly (free) staff hatha yoga class taught at noon on Fridays. <http://sdps.ucdavis.edu/course_catalog/worklife_wellness/hatha_yoga.html>
* MoveMail - a daily (~ 10am and 2pm) email message program from team of movement experts to encourage you to get up and move around during your daily routine as much as possible. Messages will keep your ideas and approaches “fresh” and support your commitment to moving often and moving well, towards positive health! (This is a UCLA Healthy Campus Initiative, open to all UC employees.)

<http://healthy.ucla.edu/blog/move-mail>

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