

ECE FAQs FOR ADMINISTRATION

1. How do I get a key?

You can obtain a **Key Request/Refund Form** on the ECE Website <http://www.ece.uic.edu/> (General Informaiton/Admistrative Links/FAQs and Forms/Forms/Key Request, Building Access, Key Return , Refund of Deposit Form) Fill it out completely and have your advisor sign it; return it to Mona Hurt in the main office, 1020 SEO.

The key will be ordered for you; please allow at least 2 weeks for its arrival. When it arrives you will be sent email to pick it up.

A key deposit of \$50/per key will automatically be charged to your Student Acct. (staff & faculty are not charged).

2. How do I get my refund after returning the key?

You can obtain a **Key Request/Refund Form** on web: on the ECE Website <http://www.ece.uic.edu/> (General Informaiton/Admistrative Links/FAQs and Forms/Forms/Key Request, Building Access, Key Return , Refund of Deposit Form) Fill it out completely and sign it; return it with the keys to Mona Hurt in the main office, 1020 SEO.

Upon verification, your student account will be credited for the amount due per key. Please allow 2 weeks for this credit to be posted to your account.

3. I lost my key, what do I do?

You really need to find it. This is university property and it is your responsibility to take care of it. If not, you will be charged for the lock change and all keys out on that lock. This could add up to a lot of money.

4. How do I get a Red Car Access?

You can obtain a Red Car Access Form on the ECE Website <http://www.ece.uic.edu/> (General Informaiton/Admistrative Links/FAQs and Forms/Forms/Red Car Access Authorization) Fill it out completely and return it to Barbara Sykes, 1025 SEO for her signature.

5. How do I get a building access?

You can obtain a **Building Access Form** on the ECE Website <http://www.ece.uic.edu/> (General Informaiton/Admistrative Links/FAQs and Forms/Forms/Key Request, Building Access, Key Return , Refund of Deposit Form) Fill it out completely and have your advisor sign it; return it to Mona Hurt in

the main office, 1020 SEO. Access can be obtained the same day, if you bring the completed form to 1020 SEO with your UIC ID Card. You will be issued an access card to take over to the Police station in the Physical Plant building (Morgan and Taylor). The Police office will activate your ID card immediately. Access is granted for only one year at a time.

For SEO access: you can obtain it only if you have an office; for ERF access: only if permitted by your advisor for use of his/her lab or for use in the ICL lab if you have a related class. There is no card access to SEL.

6. How do I get an office?

Upon availability, and if a TA, you will be assigned an office at the beginning of the Fall semester. You may continue to keep that office as long as you continue as a TA for ECE.

Once your appointment ends, you must remove your belongings from the office. Because of limited space, offices for RAs, PhDs, and other students will be assigned, as they are available.

7. How do I hire a visiting scholar/post doc?

If you are interested in hiring a VS or PD, you need to complete a **Visiting Scholar/Post Doc Form**: on the ECE Website <http://www.ece.uic.edu/> (General Informaiton/Adminstrative Links/FAQs and Forms/Forms/Visiting Scholar/Post Doc Form) Please fill out the form completely and bring all information that you have to Barbara Sykes in 1025 SEO. She will set up a file on the person and send him/her the necessary paperwork to begin the processing. The hiring request must be in writing (email is acceptable).

If you intend to pay this person on a grant, you must first complete a **Visiting Scholar/Post Doc Form** bring it to 1020 SEO. This allows us to check that there are indeed funds available to hire the person. The Department Head only approves VS/PDs for one year at a time. Extensions after that one year are done on a per needed basis. Please allow at least 3 months for Chinese visitors and at least 2 months for other foreign visitors to arrive. The process is lengthy and cannot be rushed.

8. How do I hire a student employee?

The hiring request must be in writing (email is acceptable). Please state the employment period and what grant you would like charged. The student should see Mona Hurt in the main office, 1020 SEO. She will set up a file to begin the processing. Ugrads are paid \$6.28/hr; grads are paid \$7.70/hr (subject to change). The Student Employment office sets these rates and departments can not deviate from them. The student's employment will automatically be terminated at the end of each semester unless notified by the faculty to continue the employment.

9. Can I get a TA for my class? Can I get a grader for my class?

If the class has at least 45 enrolled or the class has a lab section, you are automatically entitled to a TA. Graders are assigned on a per need basis and if there are no TAs available.

10. How do I get a Physical Plant or Telecom request?

Please contact Mona Hurt at 996.2618. She will make the necessary inquiries to get your needs met. At times, Physical Plant and Telecom take more than a while to complete projects, please be patient...it will get done.

11. How do I request for Photo ID?

You can obtain Photo ID From on the ECE Website <http://www.ece.uic.edu/> (General Informaiton/Adminstrative Links/FAQs and Forms/ Forms/Request for Identification Card. Fill it out completely and return it to Mona Hurt or Harriet Kosarek, 1020 SEO.

12. Calling in and Time off (Staff)

- ◆ If you're RUNNING LATE - the easiest thing to do is to call Mona or Harriet in the Main Office at 996.3423. They arrive, the earliest, at 8300am. Let one of them know you're running late and when you plan to arrive. This way, they can contact your offices via email and let your co-workers know you will be here and that you're just a bit late. All email will be cc'd to Barbara Sykes.
- ◆ If you are SICK (i.e. really sick) or need to take a unexpected personal day (i.e. your basement floods, power outage, caught in the snow, etc.), please call me. 413-1391. I will notify your co-workers via email that you will not be in.
- ◆ For OTHER TIME OFF*:
 - Vacation - a minimum week's notice via email to me
 - Floaters - a minimum month's notice via email to me
 - Sick - (i.e. doctor's appointment, etc.) a minimum 3 days notice via email to me
 - Jury Duty - a minimum 3 days notice via email to me

*(Schedules should be worked out with your office mates to ensure the offices are open during all normal business hours of 8:30-4:45pm. If this is followed, it will save you the time and energy trying to reach everyone that should know of your unavailability, and it will allow for less guess work on the other staff as to when you'll be here.

(*EIL - please contact Harold Sosa directly. Harold will email me. Thanks.)