

## **GENERAL INFORMATION**

### **Orientation Materials**

Are available online: <https://exsc.byu.edu/graduate-forms-handbook> under Orientation Info; also contains info on accessing websites.

### **Office Space**

MS / PhD students will automatically have access to a carrel in 86 SFH – MATs, if you need a carrel because of TA or RA responsibilities, check with me to see if there is space available.

### **Mail Boxes**

All MS / PhD boxes will be in 86 SFH. All MAT Folders will be in 228 SFH. Please get in the habit of checking your box or folder every day – some things are time sensitive!

### **Contact Info**

I send out a form for you to update your contact info with me in August every year – get in the habit of making any changes to that form and then also update it in AIM (persumm in Campus Links Quick URL).

### **Confidentiality (FERPA)**

Don't toss student work in the trash or leave in boxes or other locations for students to pick up (use confidential recycle bin – available in 106 SFH) and use student secretaries (106 SFH) as a location for students to pick up work. If you are not familiar with FERPA rules, please complete the FERPA training at [ytrain.byu.edu](http://ytrain.byu.edu).

### **Websites**

Instructions to Locate Frequently Used Department Forms / Grad Studies Forms (make sure forms are COMPLETELY filled out).

### **Handbooks**

There is a separate Handbook for MS / PhD students and for MAT students. Read these FIRST when you have questions; if you can't find an answer, contact me or your committee chair.

### **Graduate Studies Deadlines**

These are contained in the GSH Handbook (MS/PhD) as well as in a separate document on the website (MS / PhD), but MAT will need to be familiar with some of these dates, too (mostly graduation and applying for graduation).

### **GradProg**

Your progress is tracked through the website GradProg, so become familiar with the requirements (this includes your committee, your program of study, and most other progress points).

### **LSGradTracker**

This is the website you will use to report your progress and be evaluated at the end of Fall and Winter semesters (e-mails will be sent when the system is ready for you to enter information). Once you enter in your information, an e-mail is sent to your chair/advisor (from the system), and then I record the outcome (Satisfactory, Marginal, Unsatisfactory) for the University. The university requires two evaluations each year for every student.

## EMPLOYMENT

I-9 must be completed with Student Employment office before beginning any employment.

- **Hourly Pay.** Master's students are paid \$17.50 per hour. Second-year BS/MAT students in the "master's" portion of their degree should contact Cami to request a pay increase from the undergrad rate.
  - New hire form (all but PhD) must be completed and turned in to Cami.
  - **DO NOT WORK UNTIL "APPROVAL TO WORK" EMAIL HAS BEEN RECEIVED AND YOU ARE ABLE TO CLOCK IN.** The department will be *fined* if paid work is performed before hire is complete.
  - Clock In and Clock Out for all shifts: Timesheet errors can be corrected by emailing [exscoffice@byu.edu](mailto:exscoffice@byu.edu).
- **Contract Employment:** PhD students
  - Contracts are for 16 weeks during Fall & Winter
  - Contracts are for 8 weeks during Spring & Summer
    - If you work all semesters/terms that is 48 weeks paid per year, 4 weeks "off"
  - Contracts **MUST** be accepted before you receive any paychecks.

## Enrollment Requirements / Hourly Limits

- **US Citizens**
  - Fall/Winter:
    - Must be enrolled in 2 credits
    - Cannot exceed an average of 28 hours per week. Average hours are calculated from October–September. You can check your average at [hrms.byu.edu](http://hrms.byu.edu) under ACA Employee Hours.
      - You may work 28 hours year-round **OR** up to 40 hours during Spring/Summer and 20 hours during Fall/Winter
  - Spring/Summer:
    - 1 credit during Spring OR Summer if not enrolled in Fall courses.
    - No credit requirement IF enrolled for at least 2 credits for Fall semester.
    - May work up to 40 hours per week **if** average hours worked remains under 28 per week. Average hours are calculated from October–September.
- **International Students**
  - Fall/Winter:
    - Must be enrolled in 9 credits
    - Must not exceed 20 hours per week BY ANY AMOUNT (even 1 second)
      - Any violation of this policy may result in termination and loss of future employment authorization. It is recommended to limit hours to 19.75 hours per week to avoid problems.
  - Spring/Summer:
    - Must be enrolled in 4.5 credits over Spring AND Summer combined
  - International students that are graduating may not work after graduation day.

## TRAVEL

- Some travel to conferences/data gathering trips may be paid by the department. Work with your faculty advisor to obtain authorization to travel
- A travel authorization request must be submitted prior to travel
  - DO NOT PAY FOR TRAVEL prior to authorization being approved.
  - If you book hotel/flights/rental, etc., prior to receiving authorization, you may not be reimbursed for those items.
- Your professor may book travel on their BYU purchasing card. They **MAY NOT** give you cash to pay for your expenses
- **SAVE ALL RECEIPTS** (either those paid with a BYU purchasing card or personal payment methods) from your travel and bring them to the EXSC office. You may request reimbursements if you used your own funds for travel expenses. Credit card statements cannot be accepted as receipts.
- **Lodging:** Students must sleep in a separate room from faculty. You may be asked to share a room (with separate beds) with a student of the same gender.

- Airfare: You MUST book your airfare with the Travel Office (801-422-3872). You must have a preauthorization number prior to booking airfare.
  - If you find a good deal on airfare, still call the travel office. They will match it, find a better rate, or give you authorization to purchase it through an external site.
- Lodging: you MUST consult with the Travel Office (801-422-3872) prior to booking lodging. They may authorize you to book that separately or they may book the room for you.
- COVID-specific travel policy – **does not currently apply**: Prior to booking travel, you must choose whether or not to disclose your vaccination status to your supervisor (or Cami). If you choose not to disclose or if you choose to disclose that you are not vaccinated, you may be required to submit to COVID testing before AND after travel. Consult the CDC travel planner found here <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-planner/index.html> to verify that you are in compliance with any travel restrictions applicable to your travel.
- University Travel Policies: <https://purchasing.byu.edu/travel>

## PURCHASING

- You must receive permission from a professor before making purchases for a lab/class/study that will be paid for by the university
- **Methods of purchasing**
  - Check out department card from 106 SFH
    - On-campus: Campus Card
    - Off-campus: Purchasing Card (Visa or MasterCard)
  - Use faculty purchasing card: If you are purchasing online or the faculty member will be with you. Faculty purchasing cards should not be “borrowed” out of the cardholder’s sight.
  - Email the office ([exscoffice@byu.edu](mailto:exscoffice@byu.edu)) a link for an online purchase and describe the item to be ordered, why it needs to be ordered, and the name of the faculty member approving the order. They will order the item and have it shipped to the office under your name and the professor’s name.
  - University Purchasing: items over \$2500 MUST be ordered through the university purchasing department. Send a quote, explanation, and faculty name to Cami.
    - BE AWARE PURCHASING THESE ITEMS WILL TAKE AT LEAST 2 WEEKS.
- **RECEIPTS REQUIRED.** A good receipt is CLEAR and contains the following:
  - Vendor Name
  - List of items purchased
  - Utah Sales Tax (if applicable)
  - Tip Amount (if applicable)
  - Total Amount
- **BUSINESS PURPOSE.** In addition to providing a receipt, you must explain the following:
  - WHO: who is making the purchase and who will be the primary user of the product or service.
  - WHAT: a description of what the product or service is (that can be understood by an accountant/nonscientist)
  - WHY: an explanation of what class/lab/study requires the item or service.
  - WHERE: If the item cost is over \$1000 please indicate where it will be stored.
- **FEEDING STUDENTS:** Any event involving student meals MUST be approved by the Dean Bridgewater. You may not use any university purchasing methods without Dean approval

## PRINTS/COPIES

- The office specialists in 106 SFH can help with basic prints and copies. Specialty printing and copying can be done at university Print and Mail.
- Prints/Copies for your TA/RA position will be paid for by the department (if you work for Student Wellness, you should get copies at their office (112 RB) or pay for these copies yourself.
- Personal prints/copies MUST be paid for (class assignments for classes you take, thesis, dissertation, personal documents, or documents for a campus job with a different department).
  - KEEP TRACK OF YOUR PRINTS ON A DEPARTMENT COPIES SHEET
    - 5 cents per single-sided black & white copies
    - 10 cents per single-sided color copies/prints
    - 5 cents per page of cardstock or specialty paper