
MEMORANDUM

To:

From: Jimmy D. Bartlett, O.D.
Interim Chair

Subject: Items That May not be Covered During Orientation

Welcome to the Department of Optometry and the UAB School of Optometry.

The following is a list of things that might be helpful to you. Please let me know if you have any questions regarding any of these issues.

Orientation can be done on line. To utilize the ON-LINE ORIENTATION, the registration form can be found by going to the UAB Human Resource web site (www.hrm.uab.edu) then clicking onto the On-line Orientation/Toolkits located on the yellow sidebar. At the bottom of this site there is a blue "Register" link where the registration form is located. The completed registration form is **required** before a password will be issued for on-line orientation. Employees selecting this method of orientation should be aware that all paperwork must be printed, filled out completely, then mailed or hand-delivered to the different departments (i.e. Payroll, Benefits, etc.) or given to the department representative handling such paperwork. The employee will also be responsible for getting an ID photo made at the UAB Police Department. (**No** registrations will be accepted by e-mail or by telephone.)

If you do not wish to use on-line orientation, please let Debi know. This is scheduled on Monday's only and is an all-day event.

Parking Issues – You need to go to the Parking Dept, address 608 8th Street South, to get your necessary parking card. This card is necessary to open the gate to the parking area. The Parking Dept. will let you know which lot you are assigned. You will need the make, model and tag number of your car. If you go before you get your ID badge, you will need a letter from the Department to obtain your parking card. If you get your ID badge first, this is all the information they will need. Let Debi know if you need a letter.

Debi will fill out the necessary papers for you to obtain the key to your office and your key to enter the building after hours. She will get this to you for your signature. Key Control will contact Debi when key is ready and she will notify you. You will have to go pick it up yourself. Their address is the Burleson Building, 909 18th Street South. In the meantime, if you need access to your office, Debi will have a master key and can assist you. Her hours are 7:30 – 4:30,

Monday – Friday. If these times are not helpful to you until you obtain your key, please let me know. You should also receive an identification card with photo as well as a building access card at this time. If they do not mention this, please ask them about this. ID Badge – See orientation for details regarding this.

Your office is located in room _____ Henry Peters Building. Your office phone number is _____. You will be assigned a mailbox on the first floor in the mailroom (Room 112). All faculty have mailboxes in this area and you can send out or receive mail there.

There is a copy machine located on the first and fifth floor. Your code number for the copy machine is _____. Debi can show you how to use this.

There is a fax machine located on first floor (Room 112). The fax number is 934-6758. If you receive a fax, this will be put in your mailbox. It is best if you check your mailbox at least once daily. There is also a fax machine in Debi's office. The number is 975-2623.

You will be given an email address. (You can check with Debi if you have any questions regarding this function).

If you need any supplies for your office, please let Debi know and she will order these for you.

When you are away from campus for vacation, sickness, personal day, etc, you will need to fill out an absent from campus form. (Debi has these in her office) You must let me know on the absentee form who will fill in for you while you are away from campus (if applicable). After you fill this form out, return the form to Debi and she will take care of it. You will receive a copy of this form for your files after signature from the Chairman is obtained. The original copy goes to Myrtle Rutledge and Debi will keep a copy in her office.

If you are traveling on UAB or professional business, you will need to save your receipts (original receipts as well as boarding pass for airfare is required) and fill out a travel voucher (these can also be obtained in Debi's office). Return this form to Debi after filling out and she will take care of the reimbursement.

If you are traveling out of the country for business purposes, it is **very** important that you fill out a foreign travel form (these are also in Debi's office). This has to be signed by the Chair, Dean, Provost and President of UAB. After you fill this form out, just give it to Debi and she will handle it for you. You must have this form signed **before** you can be reimbursed for your trip, and this form must be completed **before** you leave for your trip.

You are eligible for personal development funds. Each full-time faculty member receives \$_____ per year to help cover expenses. These can be used to pay membership dues, travel expense, journal subscriptions, etc. You can pay the bill yourself and then receive reimbursement by giving Debi a copy of your check or statement showing payment, or you may give Debi the bill and she will have Accounting cut a check and forward it to the appropriate place. Please see Debi before purchasing equipment, computers, etc. This has to be handled in a different way. If you are in doubt about what can be covered, you may check with Debi or me.

A library card is available to you (you can obtain this card from employees in room 113). This card can be used if you need to go to the Lister Hill Library to copy articles, etc for departmental purposes.

Debi will order business cards for you to use in the clinic. Please get with her regarding this.

Debi will give you a copy of the template for annual updates. These are usually due in March. The template will help you understand what is expected. These annual updates are reviewed each year by the Optometry Faculty Affairs Committee and the Department Chairman.

We do have UAB Escort Service available to take you around campus or escort you to your car. The number to call is 934-8772.

You will be notified by e-mail and/or memo of any departmental meetings.

Coffee is available in on the 5th floor for a fee of \$10.00/approximately every 6 months. There is also a coffee machine in the mailroom in which you pay by the cup. Vending machines are located in the basement garage. A microwave is also available on the 5th floor faculty commons (HPB 503).

Weather-related closing for the School of Optometry – Listen to the radio, WBHM, 90.3 FM, for information on closing due to hazardous weather. If the President of UAB does close the school, it will be announced on this station. Otherwise, you are expected to be here. If for some reason you cannot, please contact me.

Lab coats can be purchased at the Blazer Book Store. Debi will give you a LPO to take to the bookstore.

Please let Debi know if you need any further assistance in getting settled in your new office.