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## 1. Molecular Pharmacology & Biological Chemistry General Information

Welcome to the Department of Molecular Pharmacology and Biological Chemistry (MPBC) of Northwestern University Medical School. The administrative offices are located in the Ward Building, room 8-296. The mailing address is:

Northwestern University Medical School  
Department of Molecular Pharmacology & Biological  
Chemistry - S215  
303 E. Chicago Avenue  
Chicago, IL 60611-3008  
Phone: (312) 503-0800  
Fax: (312) 503-5349

MPBC's Web site contains information about the diverse research interests of the department (<http://www.pharm.nwu.edu>).

**Dr. Eugene Silinsky** (Searle 8-477) serves as Chair of the Department, and **Dr. Paula Stern** serves as the Vice Chair. The Business Administrator is **Laurie Daniels**, and the Resource Person is Deborah Kitching at [d-kitching@northwestern.edu](mailto:d-kitching@northwestern.edu).

## 2. University Policy on Discrimination

The Department wishes to provide an environment conducive to academic excellence in the absence of discrimination and all forms of coercion that impede the academic freedom or diminish the dignity of any member of the University community. This is University policy, and the Department will adhere to these policies. If faculty members require additional information, they may contact the Faculty Affairs Office. Staff may contact Human Resources and students may contact the secretary of the University Hearing and Appeals System.

### 3. Maps of the Northwestern University Campus (attached as [Appendix 1](#))

**Northwestern University Medical School** has four interconnected buildings that contain basic science departments, portions of the clinical departments, teaching facilities, and clinics. Affiliated hospitals include Northwestern Memorial Hospital and Veterans Administration Lakeside Hospital, the Children's Hospital, and Evanston Hospital. MPBC is located in the Ward, Searle, Morton, and Tarry buildings of the Medical School, and the Cancer Center is located in the Health Sciences Building across the street (Superior St.) from the Searle Building.

### 4. New Employee Information

#### A. Staff Hired through Human Resources

The **Human Resources** Training Division conducts an orientation program for new employees twice a month, including a slide show to acquaint employees with their surroundings. This presentation introduces employees to University policies and procedures as well as the training and development programs available. During orientation, **Human Resources** also distributes enrollment forms and reviews the University's benefits programs.

#### B. Faculty / Research Faculty / Research Associates / Postdocs / Exempt Staff

The Medical School provides an orientation to acquaint new employees with the Chicago campus. Employees may obtain benefits packages in the MPBC administrative offices. All employees arriving on a visa must register with the international office. Contact Scott Siegle at (847) 491-5613 to set up an appointment.

### 5. NU I.D. (WildCARD)

The WildCARD serves as your Northwestern University I.D. To obtain a WildCARD, pick up an application from the MPBC administrative offices, fill it out and take to General Services (100 Abbott). If the WildCARD office has a problem processing your application, it is most likely due to your employee data not being online in Human Resources. Temporary employees may also obtain a WildCARD for a \$10 fee charged to the employee's supervising faculty member. If a problem arises in obtaining a WildCARD, please see the MPBC Business Administrator.

### 6. Data/Tax Forms (attached as [Appendix 2](#))

Northwestern requires all employees to complete a Northwestern University Employee Data Form, an I-9 Form, and a W-4 Form. Employee Data Forms and tax forms are available in the MPBC administrative offices. The I-9 Form must be filled out in the Medical Business and Finance Office (Ward 4-161). Do not use any of the attached forms in this handbook. They are only examples. These forms must be processed before payroll will release your paycheck.

### 7. Parking

Unfortunately, Northwestern's **University Services** only allots the Department a modest number of parking spots each year. To see if space is available and/or include yourself on a waiting list for a parking space, contact the **MPBC Business Administrator**. Parking rates are based on your yearly income.

### 8. Paycheck

Non-exempt staff are paid bi-weekly, and exempt staff are paid at the end of each month. The MPBC Business Administrator distributes paychecks from the MPBC administrative offices.

Direct deposit is available for all employees except students. See the **MPBC Business Administrator** for more information.

### 9. Key/Key Cards

#### A. Keys

Faculty members maintain and monitor the use of their own lab keys. To obtain a lab key, employees should see the faculty member responsible for the lab. New faculty members may pick up lab keys from the Business Administrator.

## **B. Key Cards**

To obtain access to the Medical School buildings on weekends and after 6:00 p.m on weekdays, you must have your WildCARD activated. To activate your WildCARD, complete an access application. Access applications are available in the Medical Administration Offices (Morton 4-641). Have the application signed by the Chair and return it to Medical Administration. Your activated WildCARD will allow you to open the main Searle doors (Superior St. entrance) after hours.

## **10. Department Mailing Procedures**

### **A. Mailboxes**

Department mailboxes are located in Ward 8-290. They are in alphabetical order. If you find there is not one assigned to you, please see Deborah Kitching in the MPBC administrative offices. Temporary employees should have incoming mail addressed to: c/o SUPERVISOR'S NAME. Temporary employees will not be assigned a mailbox.

### **B. Outgoing Mail**

Mail is delivered and picked up twice a day. The outgoing bin is located in Ward 8-290.

- Internal** Use an Inter-Departmental envelope, address (name, department, mail code and EV/CH campus) and place in outgoing bin.
- External** All external mail must have correct postage or a mail slip attached to it before it will be delivered. Place in outgoing bin.

### **C. Mail Forms**

Mail slips (see attached as [Appendix 3](#)) and Federal Express envelopes should be available in each lab. If not, please contact Deborah Kitching in the MPBC administrative offices.

### **D. Mail Codes**

MPBC's mail code is S215. The [Faculty/Staff/Student Phone Directory](#) contains a list of all University mail codes. To speed the mail process, include the correct mail code on outgoing University mail, and have the mail code included on all incoming mail.

## **11. Copying and Duplicating**

The Department copier is located in Ward 8-290. To use the copier you must enter your code (the last three digits of your social security number) into the keypad and press ok. To have your code activated and/or for general copier assistance, contact Deborah Kitching in the MPBC administrative offices.

As an alternative to the Department copier, the University has a Printing and Duplicating service (Ward 1-319). Copies are 4 cents per each single-sided page. There are charges for using these services; most require you to fill out a service form (see [Appendix 4](#)).

## **12. Phone and Fax Information**

The Department fax machine is located in Ward 8-290. Department fax cover sheets are located on the shelf above the fax machine. The fax number is (312) 503-5349.

Use the following procedures for phoning and faxing within the University. (A description of these procedures is also available in the University phone book.)

<b>Within University</b>	Enter last five digits of the phone or fax number (e.g. 3-5349). Northwestern three-digit prefixes: 491, 332, 503, 908, 467. When making an inter-University fax or phone call, you need only enter the last digit of the prefix plus the rest of the number.
<b>Local Enter</b>	9 - 1 - (area code) - number. Local area codes: 312, 847, 773, 708, 630.
<b>Long distance</b>	Enter *89 - long distance code - 9 - 1 - (area code) - number.
<b>International</b>	Enter *89 - long distance code - 9 - 011 - country code - city code - number.

If you are a new faculty member, please see the MPBC Business Administrator to apply for a long distance access code and/or calling card. Staff members should see their supervising faculty member.

### 13. Department Phone, Office, Lab and email Directory

MPBC's Web site contains a current directory of department phone numbers, office and lab locations, and email addresses ([DEPT DIRECTORY](#)). You may access this web page through the MPBC Administration page ([ADMINISTRATION](#)).

### 14. Ordering Supplies ( attached as [Appendix 5](#))

### 15. CUFS (College and University Financial System)

"CUFS number" is the term the University uses to refer to a particular grant number or department activity account number. These numbers belong to specific faculty members or department activities, and are used to track orders and to provide required accounting. A CUFS number is required on most work orders; the MPBC administrative offices will need a CUFS number to process supply orders, etc.

### 16. Grant and Fellowship Applications

All administrative pages (e.g. ORSP 1, face page, table of contents, objectives and personnel, budget pages, other support and resources and environment) must be submitted to the Business Administrator at least five days (preferably more) in advance of the deadline. If any of these pages are missing, the grant will be returned unsigned (attached as [Appendix 6](#)).

### 17. Injury, Illness and Worker's Compensation (for full details see [Appendix 7](#))

#### A. Life Threatening

In case of a life threatening injury or illness, call the University Police at extension 456. The police will then contact the Chicago Fire Department, and the employee will be taken to Northwestern Memorial Hospital (NMH). (Identify yourself as a Northwestern employee at the emergency room if an unfortunate situation should occur.)

#### B. Other If not life threatening, and medical treatment is required for an injury that occurred during work hours, then:

- Notify your supervisor of the injury.
- The supervisor will then call the Northwestern Medical Faculty Foundation (NMFF) at (312) 908-7425 and give the appropriate information. In most cases, the employee will be referred to the NMFF Department of General Medicine, Suite 300, 303 E. Ohio St. On some occasions, immediate referral to a specialist will be required. Employees may also go to the NMH ER where they must identify themselves as NU NMFF patients. For full details see Appendix F.

### 18. Useful University Services and Phone Numbers

#### A. University Phone Directory

Web: <http://www.nwu.edu/cgi-bin/phquery.pl>

The University phone and email directory is available online, though it is also helpful to have a Faculty/Staff/Student Phone Directory on hand. Please contact someone in the administrative offices if your lab does not have one.

#### **B. Technology Support Services (TSS)**

Phone: (312) 503-2267; Web: <http://www.nwu.edu/tss/>

TSS is located at Abbott Hall 6th Floor on the Chicago campus. Through this department you can get wired to the University network, use the computer lab or get an email account. (When setting up an email account, inquire about setting up an alias also. An alias makes it easier for users to send mail to you.)

#### **C. International Office**

Phone: (847) 491-5613; Web: <http://nuinfo.nwu.edu/international/index.html>

The International Office takes inquiries concerning visas and the IAP66 form.

#### **D. Galter Health Sciences Library**

Phone: (312) 503-8133; Web: <http://www.galter.nwu.edu/>

The new Galter Health Sciences Library is located on the ground floor of the Ward Building. To access the library you must present your University I.D. card (your WildCARD). Library hours are: Monday-Thursday 8:30 a.m.-Midnight, Friday 8:30 a.m.-9:00 p.m., Saturday 9:00 a.m.-7:00 p.m., and Sunday 11:00 a.m.-11:00 p.m. Summer hours are: Monday-Thursday 8:30 a.m.-10:00 p.m., Friday 8:30 a.m.-6:00 p.m., Saturday 9:00 a.m.-5:00 p.m., and Sunday Noon-5:00 p.m.

Access to the card catalog holdings are available via network using the "Luis" system and NUMED (Medline).

#### **E. Department of Support Services**

Phone: (312) 503-8129; Web: <http://www.univsvcs.northwestern.edu/>

Information booklets for each of the following services are available in the administrative offices.

Bookstore- Printing and Duplicating- Bursar- Purchasing- Laboratory Services- Receiving, Delivery- Mail Communications Services- Textile Services- Microcomputer Repair Service- Trademark Licensing- Product Center- Transportation Services- Motor Pool- Travel- Office Systems Equipment- Vending- Parking- WildCARD

#### **F. Facilities Management**

Phone: (312) 503-8000; Web: <http://www.northwestern.edu/facilities-management>

Facilities Management handles most general maintenance. Projects such as small renovations and key cutting require prior approval by the MPBC Business Administrator before Facilities Management can process a work request. Minor maintenance requests (light bulbs, leaks, heating or cooling problems, etc.) can usually be solved by a phone call.

#### **G. Other Important Phone Numbers**

<b>Animal Care</b>	<b>(312) 503-8257</b>
<b>Benefits</b>	<b>(847) 491-7513</b>
<b>Support Services</b>	<b>(312) 503-8129</b>
<b>Graduate School</b>	<b>(312) 503-8900</b>
<b>International Office</b>	<b>(847) 491-5613</b>
<b>ORSP</b>	<b>(312) 503-7955</b>
<b>Payroll</b>	<b>(847) 491-7362</b>
<b>Facilities Management</b>	<b>(312) 503-8000</b>
<b>Printing and Duplicating</b>	<b>(312) 503-5140</b>
<b>Public Safety</b>	<b>(312) 503-8314</b>
<b>Research Safety</b>	<b>(312) 503-8300</b>
<b>Student Finance</b>	<b>(847) 491-7264</b>

#### **19. Travel Reimbursement**

## I. TRAVEL REIMBURSEMENTS

### Receipts

Travelers should obtain receipts for all expenses for items \$25 and up. Original charge card slips and receipts must be submitted for all major travel expenses. Include airline and rail ticket stubs, hotel, meal, and automobile rental bills, etc. Monthly statements and/or travel agency invoices and statements alone are not acceptable as backup documentation.

The original corporate charge card receipt and, if available, the restaurant check stub should be submitted for reimbursement. If meals for other individuals are included in the total, their names and relationship to the University must be given as well as the business purpose of the meal.

University policy states that original receipts for travel are not mandatory for items under \$25. Reimbursement of meals without receipts will be allowed only on a limited basis.

### Travel Expense Report

Travel expenses need to be accounted for on the ticket jacket, and signed by the traveler, and approved by a person authorized to approve expenditures on the account being charged. The Travel Expense Report and all pertinent receipts and ticket stubs should be received by Account Payable within five working days after the completion of each trip. Those traveling for prolonged periods should submit Travel Expense Reports monthly.

Include rates used in converting foreign currency to U.S. funds. The rates should be those used by the corporate charge card company at the time of transaction, not the rates in effect at the time the Travel Expense Report was submitted.

To receive travel reimbursement, attach a completed Travel Expense Report and give to financial coordinator. This form is available at <http://nuinfo.nwu.edu/finsys/polcydoc/travelmenu.htm>

## II. ADVANCES

### When can advances be used?

A travel advance can be obtained if a university employee is going to travel for university business, and needs to pay for the out-of-pocket expenses involved with traveling (i.e., meals, parking, taxis, tolls, etc.).

### Rules Governing All Advances

- Advances are only available for university employees. Non-university employees are not eligible for any type of advance.
- Advances are only given one week prior to the event.
- Advance requests are not submitted through EPS. Give the information to the Financial Coordinator.
- Advances will not be issued to an employee who has not fully accounted for an earlier advance except in the following cases: When this individual must leave for another trip within the five working days following return from the earlier travel.
- The University reserves the right to withhold advance privileges from any individual who fails to abide by University policies.

### Obtaining an Advance

#### Charge Card Advances (Bursar's Office)

Within one week before an official business trip is taken, travelers may obtain a nominal charge card advance to cover out-of-pocket expenses that cannot reasonably be charged to their corporate charge card. Advances will be limited to \$50 per day of travel for a maximum of 14 days.

To obtain a charge card travel advance, complete a Cash Advance Accounting form (which can be obtained in the Bursar's Office) and present it to the dean, department head or administrative assistant for an authorizing signature (same authorized signatures as for PR approval). Return the completed Cash Advance Accounting form to the Bursar's Office with the corporate charge card and University WildCARD Identification.

#### Cash Advances (Bursar's Office)

The maximum amount of a University advance paid in cash is \$300. The PR for a University cash advance must include departure and return dates, the destination, purpose of travel and the name(s) of the traveler(s).

### **Check Advances for Travel (Accounts Payable)**

While the corporate charge card advance is the preferred method of granting an advance, a University advance by check can be issued for instances which meet the exception conditions established above. The PR for a University check advance must include departure and return dates, the destination, purpose of travel and the name of the traveler.

### **Prepayment of Travel Expenses**

The department can request a check to prepay meeting registration fees and hotel deposits. Give the information to the Financial Coordinator so that the request can be made. Include the deadline dates, whom the check should be made payable, and backup documents.

### **Reconciling Advances**

### **Charge Card Advances (Accounts Payable)**

The charge card expense advance will be charged to the traveler's corporate charge card and will appear as a separate item on the traveler's monthly charge card statement. Once the business trip has been completed, a Travel Expense Report (T&E) form should be sent to the Financial Coordinator with all appropriate original receipts to receive reimbursement for the trip. Please indicate on the T&E form that a corporate charge card advance was given for this trip to ensure that the reimbursement is given the priority status.

### **University Cash Advances (Bursar's Office)**

A Travel Expense Report (T&E) must account for the amount of the University cash advance and must be submitted to the Financial Coordinator within five working days of the traveler's return to campus. Unspent funds should be returned to the Bursar's Office; make check payable to Northwestern University.

### **University Check Advances for Travel (Accounts Payable)**

A Travel Expense Report (T&E) must account for the amount of the University check advance and must be submitted to the Financial Coordinator within five working days of the traveler's return to campus. Any unused funds should be returned via a personal check payable to Northwestern University and attached to the T&E.

## **III. FOOD AND LODGING**

**Food:** Dinner meals cannot exceed \$50 per person. Meals exceeding this amount will only be reimbursed at \$50.

**Entertainment,** however represented, is **not** an allowable charge to a sponsored program without specific, prior, sponsor-writtn approval.

**Lodging:** Travelers will be reimbursed up to \$225 plus tax per day for lodging, except for New York City and Washington D.C. (\$200 plus tax) and conference site hotel (actual cost).

Travelers should ask for educational discounts at all hotels and motels, many of which charge reduced rates to those who identify themselves as University faculty or staff.

## **IV. PRIVATE AUTOMOBILES**

Travel by personal automobile may be desirable to save time, transport equipment or reduce cost when a number of persons are traveling together. The rate of reimbursement, 32.5 cents a mile, is based on standard highway mileage guides. This reimbursement covers all fuel, maintenance, insurance, transportation and operating costs. Fuel costs are included in the per-mile reimbursement rate and are not reimbursed separately for private automobiles. Tolls and reasonable parking charged will be reimbursed in addition to the mileage allowance.

## **V. NON-TRANSPORTATION EXPENSES**

### **Other reimbursable expenses include:**

- Telephone calls and faxes, including those necessary to obtain transportation and hotel reservations, communicate with the office and indicate safe arrival to one's family.
- Travel accident insurance premiums.
- Expenses associated with baggage handling, storage and tips.

### **Travel expenditures not reimbursable include:**

- Corporate charge card delinquency assessments. (An exception may be if the delinquency assessment if not due to the actions of the traveler).
- Laundry or cleaning, gifts to friends or relatives in lieu of meals and lodging (if such gifts exceed what meal or lodging would have been), magazines, haircuts, newspapers, babysitting, shoeshines and additional travel insurance. Commuting between home and campus.
- Airline upgrades

For more information, consult this web site: <http://www.unifo.nwu.edu/finsys/policydoc/travelmenu.htm>