Faculty Support Services

Administrative Assistants

1. Please refer to the “General Faculty Information” section of the Faculty/Staff Handbook for a list of items administrative assistants can help with. This is not an all-inclusive list, please feel free to bring anything and everything and we’ll do our best to accommodate your request. Each administrative assistant supports 12 or more faculty members and handles the seminars, workshops and conferences for one discipline. Therefore, please be conscious of their time, especially when submitting a large project. Having as much lead time as possible is greatly appreciated. Will we accommodate rush requests? Absolutely! But hopefully rush items will be the exception rather than the norm.

2. Please submit any online Olin bio changes to Terry Wirtel in the Dean’s Office (wirtel@wustl.edu).

3. Although we are willing to tackle just about any project, we do not provide copy-editing services for papers you plan to submit to journals or other publications. We can format research papers to the required specifications and can review the paper to ensure that all references are noted on the bibliography, but cannot review or guarantee any other content.

4. Please see the Faculty/Staff Handbook for a discussion of Faculty Support fees. Keep in mind that the majority of projects you submit will take less than 15 minutes to complete and therefore, will incur no fees.

Course Material Packets

1. Please talk with Rebecca Dames, Olin’s Course Materials Coordinator, as soon as possible if you are teaching soon and have not yet discussed a packet. She is located in Knight Hall, office KH 551 or can be reached at rdames@wustl.edu. If you need assistance putting the packet together, please consult your administrative assistant. The packet should be given to Rebecca in completed form. Olin outsources the copyright clearance and printing of the packet to LAD Custom Publishing, who then pays necessary fees, prints, packages and prices the packet. It is then delivered to the Campus Bookstore for students to purchase.

2. Using a course packet will save you money. Making photocopies in the Faculty Support offices costs your STAR account 6 cents per page. Kinko’s copies are 3 cents per page. However, if you can give an estimate of the amount of additional handouts that will be needed for class, then that cost can be incorporated into the original price of the packet. You will then pay nothing for any handouts that are sent to Kinko’s. Please allow a 24-hour turnaround time for use of Kinko’s services. Any copies that are made in the Faculty Support offices must be charged to your STAR.

   See “Packets and Textbooks” in the Handbook for further information.
**Hiring TAs and RAs**

1. Students’ work hours are paid for with your STAR account funds. If the student is enrolled in an Olin degree program, you will pay half of the student’s salary and Olin pays the remainder. Students typically receive $8 to $11 per hour, depending on the year of study or qualifications.

2. Hiring BSBA Students. Contact Konnie Henning in the BSBA Programs office. She will assist you in your search and provide you with names and contact information for potential student workers.

3. Hiring MBA Students. Generally done via word of mouth. Talk to colleagues or discuss with students you know and trust. Sarah Miller or Jan Snow in the Graduate Programs office may also be of assistance.

4. Hiring PhD Students. Contact Erin Murdock in the Doctoral Students Program office. She will help you choose an appropriate RA or TA.

5. BEFORE letting a TA or RA complete any work hours, sign a Payroll Authorization Form, indicating your desire to hire him/her and the salary you wish to pay. Then have the student contact Katie Chrapek in the Dean’s Office to complete the necessary payroll paperwork. Legally, to avoid non-compliance fines (up to $11,000 for each instance) for not completing I-9 forms, the paperwork must be completed before student workers begin working for you. Students report their time online and you will be responsible for approving their hours worked.

**Expense Reimbursement**

Brian Harting, Faculty Support, will complete all forms necessary for your reimbursement of travel expenses and allowable purchases. Brian is located in Knight Hall, KH 551, but is in Simon Hall each day from 10:00 – 11:00 am in office 242 so you may turn in your receipts for reimbursement. You may also turn in your receipts to your administrative assistant. There are some things we’ll need from you in order to process the forms properly and supply the Olin Accounting Department with everything necessary to successfully issue your reimbursement.

1. Please remember to submit all items for reimbursement in a timely manner. For instance, you may be reimbursed for home Internet service, so please submit these bills each month for reimbursement rather than wait until you have four or five months’ worth of statements. Travel reports submitted later than 60 days after the travel date require an exception approval from the Dean.

2. Please submit itemized receipts for all purchases and a receipt for proof of payment if it is not included on the itemized receipt. We are required to list the appropriate Accounting budget code for things like food, alcoholic beverages, taxes on office supplies, etc. so an itemized receipt helps us to do that. Per diems are allowed for food and incidentals only during travel. If you want to review this option, please see your administrative assistant, who can provide you with the per diem amount for the city you are visiting.

3. If you pay for a meal for a guest, please write the name of your guest or guests on the back of the receipt and the reason for the meeting (guest speaker, meeting with co-author to discuss research, etc.) This is absolutely necessary unless you are hosting more than 12 individuals.
4. There are four expense areas where you can avoid paying anything out-of-pocket for purchases.

   a. Amazon. Tell your admin what you want to order, or better yet, email the link to the item. The item will be purchased with a school credit card and your STAR will be automatically billed. You’ll also avoid any shipping charges.

   b. OfficeMax. If you require office supplies that are not readily available free of charge in the supply closet, contact your administrative assistant with information about what you’d like to order. The University’s supply vendor is OfficeMax. Anything ordered via our University site can be charged directly to your STAR account and the University also receives a substantial discount for these items.

   c. Campus Bookstore. Tell the clerk to charge the items to the Business School, Department 1220. Bring the receipt to your administrative assistant and let her know you charged the items to the department. You’ll also save 20% on any bookstore purchases.

   d. Airfare. You may use TravelPlex or Aldine Travel to make travel arrangements and have it charged directly to the school. This will then be charged to your STAR account. Your administrative assistant can make your airfare arrangements for you.

5. Please see “Expense Reimbursement Guidelines” in the Handbook for further necessary information about mileage reimbursement, meal expenses, human subject fees and many other items.