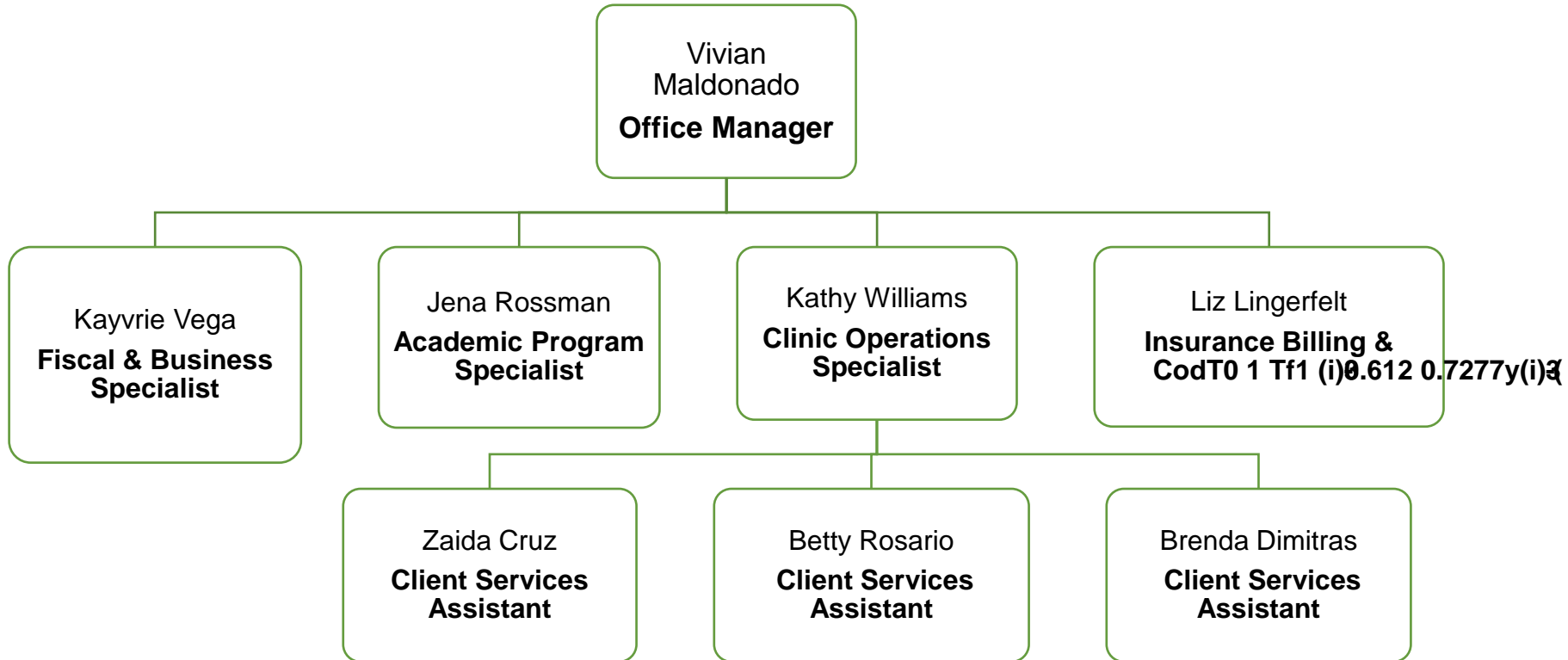


Communication Sciences & Disorders

STAFF & ADMINISTRATION



CSD STAFF & ADMINISTRATION



Kayvrie Vega – *Fiscal & Business Specialist*

- **Purchasing Questions**

- Contracts & Consulting (Consultant Agreements)
- Supplier Management
- Honorariums
- Purchase Orders / Invoice Receiving
- Reimbursements (Searches Only)
- PCard Reconciliation
- Job Posting for Searches

- **Travel Questions**

- Authorizations/ Reimbursements

- **Start Up/RIA Accounts**

- What's my balance?
- Monthly Reconciliation

- **Website/Social Media**

- CSD Department Website
 - Not lab sites
- CSD Facebook & Instagram

- **Billing**

- TGH Hearing Screening
- ALS Clinic
- HOUSF

- **Computers**

- Computer Tracking
- General IT Questions/Issues
- Printer Access/ Restrictions

- **Other Request**

- Room Request (Backup)
- CSD Interpreter Request
- Chair Calendar/ Meeting Request
- Building Access (Keys/ Card)

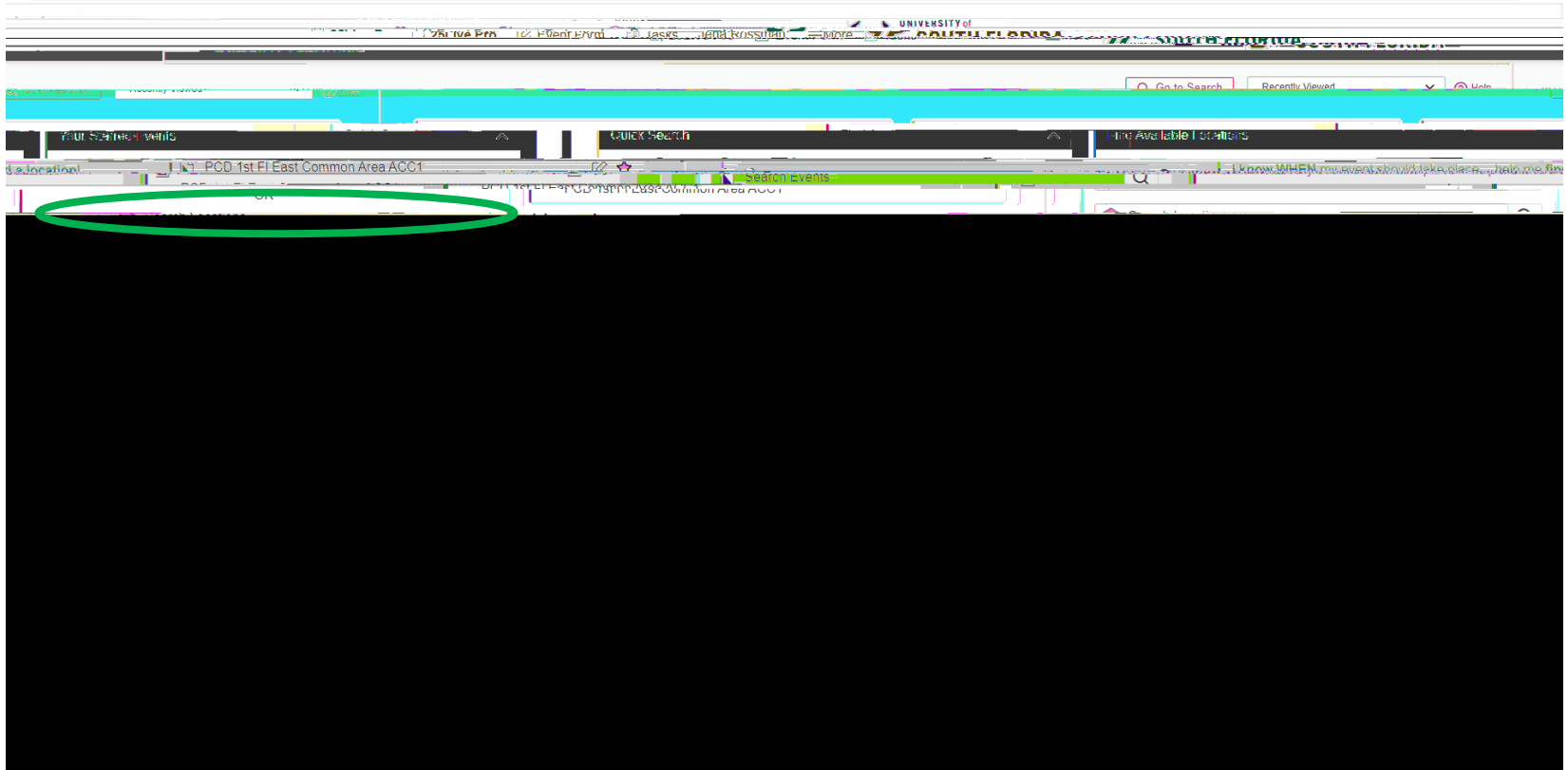
Jena Rossman– *Academic Program Specialist*

- **25 Live: Space Management**
 - Room Requests for Meetings & Events
 - View Room Availability
 - View Room Details
 - Capacity
 - Room Images
 - Features Available
 - Location
 - Check Your Course & Finals Schedule

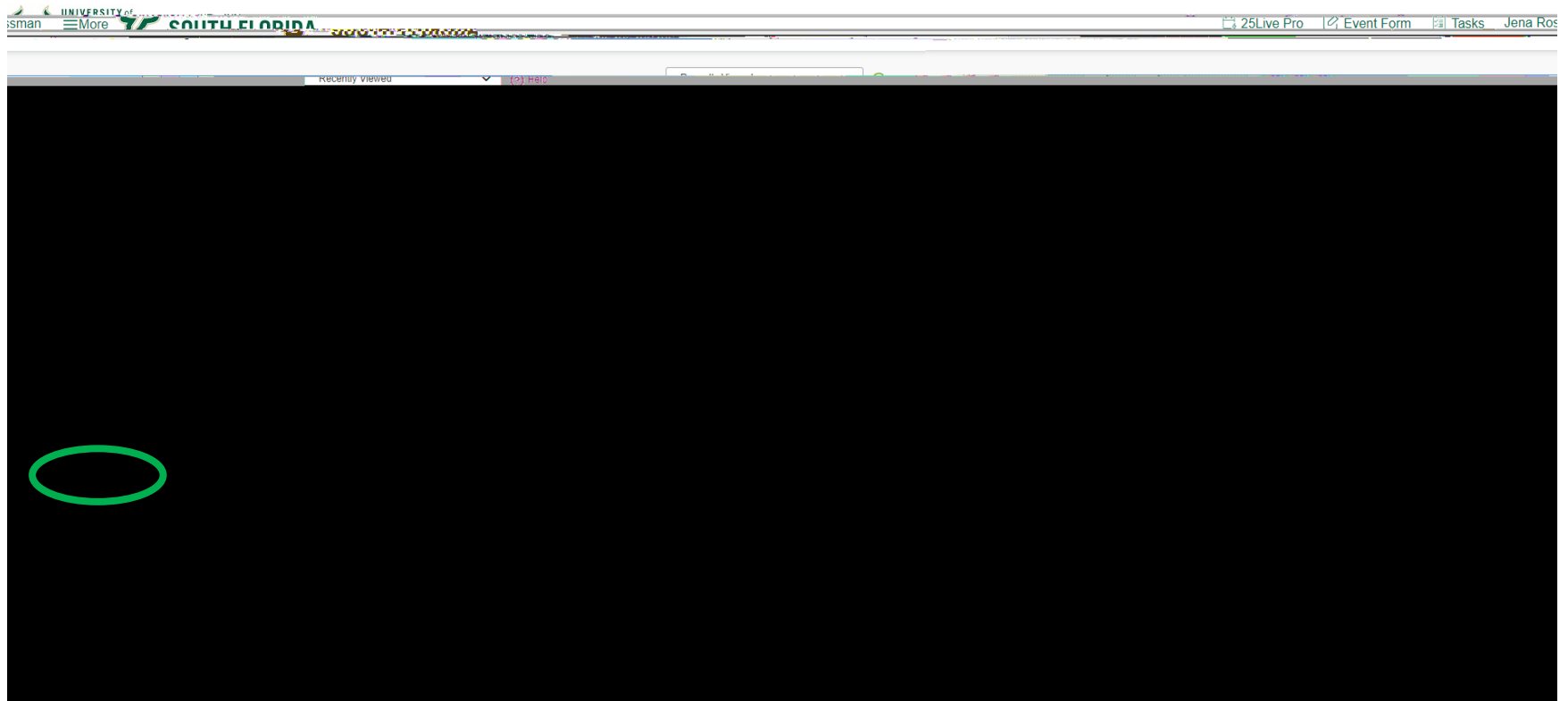
25 Live Guide:

The image shows a screenshot of the University of South Florida (USF) website dashboard. At the top, the navigation bar includes 'EMPLOYEE & TEAMS', 'LEARNING & TEACHING', and 'BUSINESS SYSTEMS', with the latter circled in yellow. A notification banner at the top left states 'You have successfully signed in as Jena Rossman'. The main content area features a 'My Notices' section with a calendar for the month of September, highlighting events like 'Run of the Bulls' and '130th Commencement'. Below this, there are sections for 'Employee Leave' and 'IT Support'. The 'Employee Leave' section includes links for 'Leave Balance' and 'Manage Leave'. The 'IT Support' section includes a link for 'Microsoft Authentication' and a 'GEMS' logo. At the bottom, there are sections for 'INSIDE' and 'LISTEN HERE'.

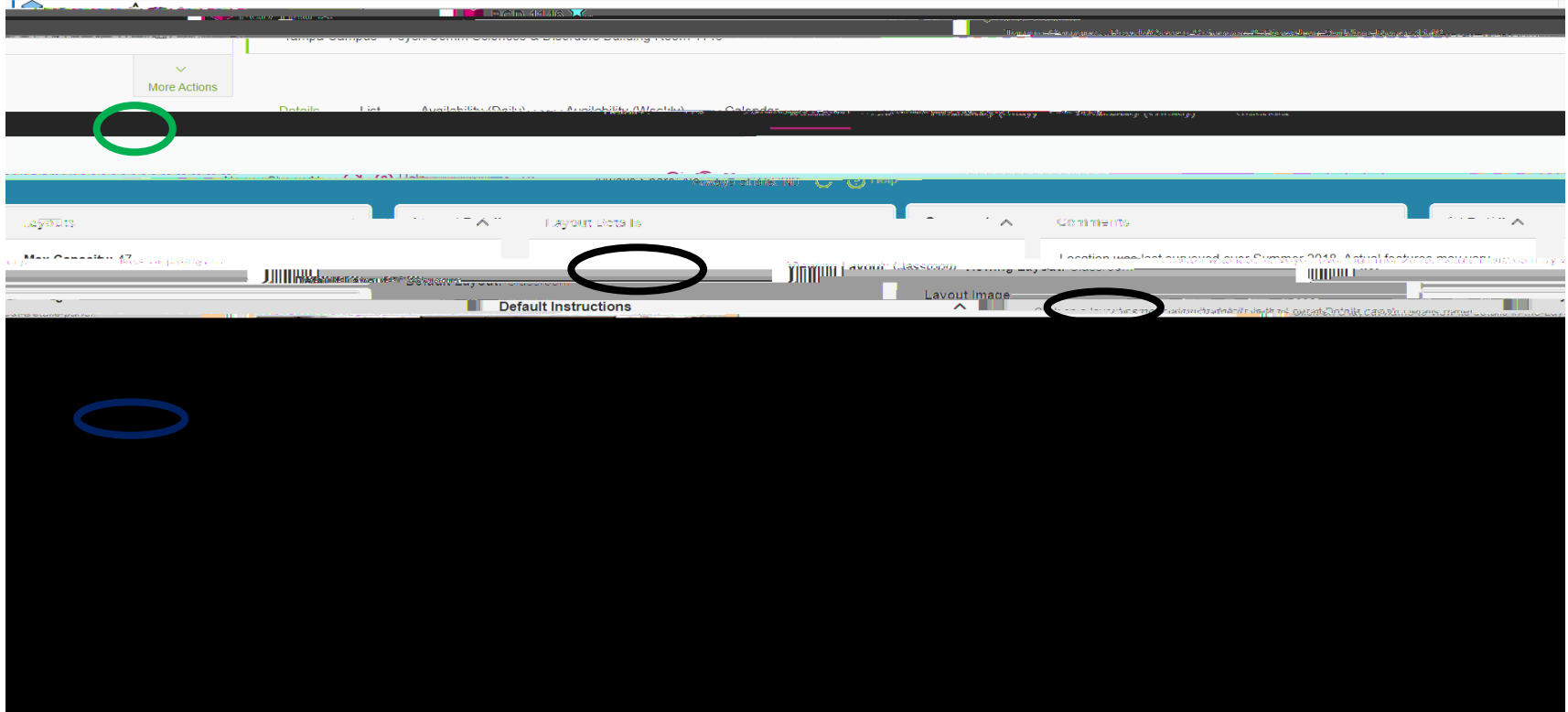
- Type in room location using building code and room number & click the search symbol. Room Example: PCD 1146



- **Select room from the search list.**



- **Details tab shows helpful information about the room.**



- **Calendar tab will show what is currently scheduled in the room.**

Go to Search Recently Viewed X Help



CSD Resources

<https://usf.app.box.com/folder/0>

- Examples:
 - Faculty Forms & Resources
 -

**T
R
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V
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L**

**Permanent
Faculty**

\$750 in travel funds.

Additional \$500 if presenting.

Purchasing

Internal Purchasing Request Form

This is for *grants, labs, clinics, clinic staff, faculty etc.* that need to purchase through CSD administrative staff (*PCard / purchase orders / punchouts*).

In order to ensure that all requests are received, **ALL** purchasing requests must be submitted through the link below:

https://usf.az1.qualtrics.com/jfe/form/SV_0k6sZnHFGcqGwZM

Please **do not** send emails or TEAMS messages for purchasing needs.

This form will be sent to admin for review of purchases.

Basic office supplies are restocked quarterly (*tape, staplers, mousepads, scissors, notepads, highlighters, pens, etc...*).


Please check the supply cabinet on the 4th floor for those items.

All items requested are subject to administrative approval and must be in compliance with USF Purchasing Policies.

CSD Events Calendar

In an effort to ensure that we all know what is happening within our department, please use the shared calendar. All constituency meetings, special events, department events and events that include large subsets of students or faculty should be added to this calendar. We are not adding classes to the calendar.

Viewing/Adding Calendar:

You may add this calendar by going to Outlook from you <https://my.usf.edu/> . Click on the calendar icon 

Select Add Calendar - Add from Directory – Select drop down & select your email address.

Click on the box that says “Enter a name or email address” type:

cbcs-csdeventscal@usf.edu – Add to “my calendar”. You can also contact IT, and they can add the calendar for you.

Invite Calendar:

If you would like items added to the calendar, please simply invite that calendar address cbcs-csdeventscal@usf.edu to your meeting.

Confidential Shredding VS. Recycling

We do have to **pay** for confidential shredding, please **ONLY** put confidential papers in the grey confidential shredding bins.

*Your personal items, CDS, folders, regular papers **DO NOT** go in that bin.*

Every hallway has a green recycle bin for regular papers.

Also, please be sure you are removing paperclips, staples, etc.. and following the rules of Dos/Don'ts listed on the bins



