Office Operations

Fall training 2022
Beginning in Anderson 121
By Melissa Thomas
Overview

- We’re splitting into 3 groups
- 1. Stay here and take in some information/do some online work
  - The Hub - Your Timecard
  - Fellow manual;
  - CCCE Website Logistical Support Page
  - Fellows Google Drive: G:\Shared drives\CCCE Shared Fellows
  - Google Groups per Issue Area
- 2. Go to the Facilities, Fleet Vehicles, Printing Services, and Business Office to hear what those office can do for us
- 3. Tour the CCCE Office - how to get into office/see space, learn about multifunctioning machine, credit card, snacks
Expectations & Responsibilities

- Office Hours 9 a.m. to 5 p.m. Monday through Friday
- [Sign up for office hours](#)
- HR Paperwork needs to be completed before start of work
- Training needs to be completed by second week of term
- Working full hours assigned
- Check mailbox or inbox
- Timecards must be completed on a biweekly basis.
  - WTE (Web Time Entry) Tutorials on Business Office Website
- Meet regularly with your supervisor & cohort
- Conference Room Sayles-Hill 150 can be reserved by any ProStaff
Resources

- Program Budgets
- Cohort Budgets
- CCCE Credit Card
- Printer / Copier / Scanner / Fax (Multi-functioning Device)
Overview of Training

Release and Waiver
Title IX Training - Laura Riehle-Merrill will lead session during Fall Training Days
Protecting Children Learning Program for Higher Ed -ALL Fellows; At United Educators Website; **Only need to complete once during time at the College** Fellows who have completed this training: Sophie Baggett, Nicole Collins, Maddie Fry, Audrey Gao, Kenta Hikino, Anna Hori, Alexa Kong, Yuki Nagaoka, Win Wen Ooi, Izzy Quattrucci, Lucy Shapiro
Working with Vulnerable Adults - At MN Dept of Human Services Website; Must be done annually

One form will be emailed to you. After all training is completed, sign the form and it will be sent to the appropriate individuals.

A Release and Waiver will be (may have already been) sent to you. Please sign and return.
Where to look for Assistance

- The [CCCE Website](#)
  - Who’s Who in the About Section
  - For Students, Faculty, Community Partners
- The CCCE Website [Logistical Support Page](#)
- [The Hub](#) where you can complete your timecard and look at other work-related information
- [Outline with Links](#) for this training talk
- Ask Melissa or any ProStaff member
Thank you!