

## Business Office & Academic Operation Guidelines

- Staff members will be on campus the 1<sup>st</sup> Friday of each month beginning September 3, 2021.
- **For EMERGENCY in-person assistance, please call 217-333-1849 or CPSC On-Site Assistance from Skype for Business.**
- For non-emergency in-person meetings, please call/email the desired staff member providing a 2-business day notice, if possible.
- For general information visit Department Resources at: <https://inside.aces.illinois.edu/depts/crop-sciences/business-office>

### Account Information

- Visit Funding Sources (CFOAP) at:  
<https://inside.aces.illinois.edu/depts/crop-sciences/business-office/awards>

### Check Drop-Off/Deposit

- Drop checks off in the Turner Hall Business Office mailbox located in AE-102
- Checks will be deposited weekly

### Human Resources - Hiring Requests, New Hire Processing, Payroll, VISA

- Contact Linda Kemplin ([kemplin@illinois.edu](mailto:kemplin@illinois.edu))

### Information Technology

- Email request to [ds-ccsg@illinois.edu](mailto:ds-ccsg@illinois.edu)

### Key Distribution

- Fill out and return the Key Distribution form located at:  
<https://forms.illinois.edu/sec/972700920?referrer=https://shibboleth.illinois.edu/>
- Keys will be placed in faculty mailbox in a marked envelope on Tuesdays and Thursdays

### Mail Distribution

- Mail will be distributed Tuesdays and Thursdays to TH, PSL, ERML, and NSRL

### P-Card Receipts

- Scan receipts and send to reconciler
- Purchaser retains original receipt for 5 years plus current year or life of project

### Printing

- Printing is available in AE-104. Code is 8021

### Purchasing

- Submit request at:  
<https://inside.aces.illinois.edu/depts/crop-sciences/business-office/purchasing>

### Room Reservations

- Email request to [cpsc-reservations@illinois.edu](mailto:cpsc-reservations@illinois.edu)
- Please include:
  - Date and Time
  - Purpose
  - Point of Contact
  - Number of People
  - Desired Room

### Shipping

- Email [cpsc-business-office@illinois.edu](mailto:cpsc-business-office@illinois.edu) for UPS label request (see page 2)
  - UPS shipping label will be created and emailed back to you
- Packages can be dropped off at a UPS location or in Turner Hall by 3:00 p.m. for pickup

### Student Advising

- Advising will occur both in-person and via Zoom, email, or phone

### T-Card Receipts

- Traveler/purchaser retains original receipt for 1 year

### Travel

- Submit request at:  
<https://inside.aces.illinois.edu/depts/crop-sciences/business-office/travel>
- For hotel reservations, 24-hour notice required for making the request.

### Questions

- For Undergraduate advising, contact Undergraduate Office [ugrad@cropsciences.illinois.edu](mailto:ugrad@cropsciences.illinois.edu)
- For Graduate advising, contact the Graduate Office [grad@cropsciences.illinois.edu](mailto:grad@cropsciences.illinois.edu)
- For everything else, contact [cpsc-business-office@illinois.edu](mailto:cpsc-business-office@illinois.edu)

## UPS Shipping Label Request

Your name: \_\_\_\_\_ Your cell #: \_\_\_\_\_ Your email: \_\_\_\_\_

Your PI: \_\_\_\_\_ Account #: \_\_\_\_\_

Send shipment to: \_\_\_\_\_ ATTN: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State or Country: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone (if available): \_\_\_\_\_

Weight in pounds-round up to the next whole number, example 7.4 = 8 \_\_\_\_\_

- Scale is in AE-102.

Dimensions of package (round up as above): (in inches) L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

Service requested: (circle or highlight one): Ground/Next Day Air (arrives by 10:30 am)/Second Day Air

**What are you shipping?**

**Why are you shipping?** *Be as descriptive as possible when justifying your purpose. Let us know what, why, and how it relates to the FOPAL you have provided.*

**If your shipment is UPS international, we also require:**

- Recipient's phone number, email address & value of items in shipment
- International shipments rarely reach their destination the next day.

\*If you are shipping multiple packages to the same address, please number the boxes. You will need to provide weight and measurements for each box, if they are different.

#1 Weight: \_\_\_\_\_ L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

#2 Weight: \_\_\_\_\_ L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

#3 Weight: \_\_\_\_\_ L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

#4 Weight: \_\_\_\_\_ L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

#5 Weight: \_\_\_\_\_ L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_