

# Welcome to IAS/AERI!

**AERI.UNT.EDU**



Office Hours: M – F - 8 am – 5 pm  
Walk in hours: 1 - 3 pm daily  
We accept appointments.

# Table of Contents

- IAS/AERI Staff
- Photos
- Important email addresses
- Scholarships & Financial Support for Students
- Travel Grants
- Travel Process
- Travel Reimbursements
- Sage Advice- Students
- Payroll
- Risk Management – Injured Employee
- Conference Rooms
- Keys
- Presentation Posters
- Vehicle use
- Copier
- Grad Student office spaces
- Purchasing
- Workroom
- Common area issues
- House Rules
- Questions
- Important points
- Thank you
- Credits



# IAS/AERI Staff & Student Employees

Sr. Office Coordinator - Danette Robertson room 215C. Email – [Danette.Robertson@unt.edu](mailto:Danette.Robertson@unt.edu), Payroll/Departmental Hiring, Departmental Budgets, Grant Post-Awards, Scholarships/Financial support, Office Manager, Marketing, Outreach, Website & Brand Strategist

Sr. Administrative Specialist – Rebecca “Becky” Petrusky 215D Email – [Rebecca.Petrusky@unt.edu](mailto:Rebecca.Petrusky@unt.edu) Fleet Administration, Purchasing, Inventory, Training, Timesheets (for hourly students), Room reservations, & Copiers

Office Support Associate – VACANT -shipping/receiving, Room & Vehicle Reservations, Work Orders, Space Survey, & Procurement

Website Maintenance and Social Media Coordinator – Vivian Lopez room 215 @ [Vivian.Lopez@unt.edu](mailto:Vivian.Lopez@unt.edu) – please send events, photos, & special things happening in your research to Vivian. She will add it to the AERI.unt.edu website & AERI social media. Find us on Twitter, Instagram and LinkedIn.

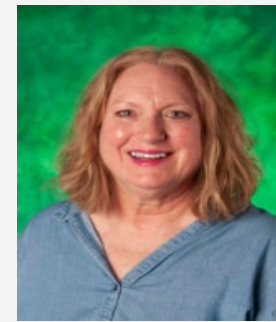
Sr. Proposal Manager – Kelly Basinger – Email [kelly.basinger@unt.edu](mailto:kelly.basinger@unt.edu) – full life-cycle of proposal development

AERI Program Project Specialist Tara Principato – Email - [Tara.Principato@unt.edu](mailto:Tara.Principato@unt.edu) – AERI Group Travel, Proposal Submission Support & Event Coordinator

We have two student employee who assists AERI & IAS with our daily operations.  
Benjamin Kaltenbach @ [Benjamin.Kaltenbach@unt.edu](mailto:Benjamin.Kaltenbach@unt.edu) & Ashlee Hixon  
@[Ashlee.Hixon@unt.edu](mailto:Ashlee.Hixon@unt.edu)



# IAS/AERI Staff & Student Employees



Becky Petrusky



Danette Robertson

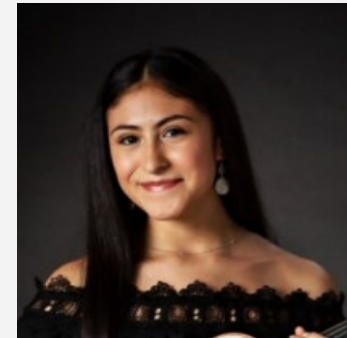
**VACANT**



Kelly Basinger



Tara Principato



Vivian Lopez



Ashlee Hixon



Benjamin Kaltenbach

An illustration on the left side of the slide depicts a person with a beard, wearing a green shirt and dark pants, kneeling on a green surface. They are holding a green watering can and watering a small plant with three large green leaves. The background consists of soft, overlapping green and light green shapes, suggesting a natural, outdoor setting.

# Important Emails

- Travel Email – [AERI-Travel@unt.edu](mailto:AERI-Travel@unt.edu) – all travel requests and communication use this email
- Purchasing email– [AERIPurchasing@unt.edu](mailto:AERIPurchasing@unt.edu) – all purchasing requests are sent to AERI Purchasing and the person assigned to your order will email you personally if they have any questions. Our team will notify you when it arrives.
- Payroll email – [AERIPayroll@unt.edu](mailto:AERIPayroll@unt.edu) – all payroll related inquiries or issues, please use this email.
- Please send poster printing requests to [AERI-ScientificInstrumentRequests@unt.edu](mailto:AERI-ScientificInstrumentRequests@unt.edu).
- [Vivian.Lopez@unt.edu](mailto:Vivian.Lopez@unt.edu) – please send events, photos, and special things happening in your research to Vivian. She will add it to the AERI.unt.edu website and AERI social media. Find us on Twitter, Instagram and LinkedIn.

# Scholarships and Financial Support

TGS - <http://tgs.unt.edu/future-students/funding-your-graduate-education>

COS - <https://cos.unt.edu/scholarships> - Application for 2024-2025 school year opens on September 1, 2024 – see the ENSC or BIOL websites for link

BIOL - <https://biology.unt.edu/graduate-programs/graduate-financial-support>

## Application and Awarding Timeline

September 1	Scholarship application cycle begins
September 1 - November 15	Scholarship applications become available
January 15 - March 1	Deadline for scholarship applications
March - April	Review applicants and confirm funding available
May 1	Deadline to make scholarship awards
June 1	Re-award declined scholarship awards
July 1	Final response deadline
July 1	Scholarship application cycle ends

# Travel Grants

COS – up to \$500 to present at a conference. One per academic year

GPA  $\geq 3.5$  and  $\geq 18$  hrs. (grad-level) completed at UNT

<https://cos.unt.edu/scholarships-and-awards/graduate-student-travel-award>

Toulouse – 1:1 match from Department (COS or BIOL) or a grant, up to \$500

Approved degree plan on file

Attendance at 3 TGS workshops per academic year – on-line or in class

Complete training on responsible conduct of research (RCR)

3 review deadlines each year – usually end of Sep, Jan, and May

<http://tgs.unt.edu/new-current-students/travel-grants>

UNT International - If you are awarded a TGS Travel Grant for an international trip, submit a reimbursement form to TGS after

the trip and then a refund will be issued to you – coordinate with whomever books your travel

<https://international.unt.edu/content/grants-and-funding-opportunities>



# Travel Process

UNT requires a travel request even if you will not submit for reimbursements.  
All travel communication uses AERI-Travel@unt.edu.

Pre-trip approvals are required. Open dialogue with your Major Professor regarding funding. Students have options for travel grants. See previous slide.

There are no changes for Students in the new UNT Travel Policy. If you are a Faculty or Staff member at 1.0 FTE, UNT Travel suggests take the training and apply for a TAC card.

Set up delegate permissions in concur and provide trip information:

- ❖ At least 2 weeks prior to domestic travel
- ❖ At least 8 weeks before international travel
- ❖ If a Concur profile is needed, please add two weeks to set it up.

## We must have:

- ❖ A copy of the conference itinerary (Detailed daily journal, or *At a Glance*, or schedule of events)
- ❖ Invitation to present your published abstract
- ❖ ONLY per diem will be used for meal reimbursement. No receipts necessary. Hotel room itemized receipts – if sharing a room, request split receipts
- ❖ If the conference is in-state, please be sure to take a tax exemption form with you to the hotel.
- ❖ Itemized receipts for reimbursement. A photo of your bank account is NOT an itemized receipt
- ❖ AERI Travel Guide – Please read. <https://acrobat.adobe.com/link/track?uri>urn:aaid:scds:US:1762ccof-cc36-7ef5-a1e1-2c9ddod16c74>. This can also be found on the AERI.UNT.EDU website under Resources and Forms.
- ❖ Certificate of Attendance upon completion of the Conference, Seminar, etc.



## Travel Reimbursements

**PLEASE NOTE:** When submitting receipts for reimbursements, please ensure they are legible and contain all of the following information:

1. Vendor
2. Date of Purchase
3. Time of purchase
4. Itemization of purchase(s)
5. Sub-Total amount paid (less gratuity/tip)
6. Gratuity/Tip paid (If any)
7. Employee Name
8. Justification of Purchase
9. All Attendees (if any)
10. Alcohol statement (if any)



## Sage Advice

Before you make any financial decisions on purchases or travel, please reach out to your PI or ask us in AERI.

This is especially true when it affects your finances. Please open dialogue with your PI or ask Danette or Becky before you make a purchase. There are many variables, and we would be disappointed if you purchased something we cannot reimburse.

# Payroll

## ❖ Timesheets for hourly student employees—

Employees enter their clock in and out times on hourly timesheet in EIS. Becky Petrusky will answer any questions pertaining to hourly payroll. Her email is Petrusky@unt.edu, and her phone number is 940-565-2983.

❖ Only those on an AERI or IAS account/grant

❖ Policy Snapshot – “Students must provide the Hiring Manager a copy of their current class schedules each semester they are enrolled before their first workday of the semester” (the same applies any time the student has a change in class schedule). 05.025 Employment of Students for Hourly Positions – An hourly employee can’t show time worked during the official class schedule.

All students must onboard and complete the I-9 process ***BEFORE*** starting work. If the process hasn’t been followed, we can’t guarantee payment.

# If you are injured on the job

- Please contact your supervisor immediately. There are certain steps each of you must take for workers compensation.
- The University of North Texas provides workers' compensation insurance for all faculty, staff, and paid student employees, under the provision of the Workers' Compensation Act for Texas State employees. Workers' compensation provides benefits to eligible employees who sustain an injury while within the course and scope of their job duties.
- If you are injured on the job and need medical treatment, you must be seen by a workers' comp in - network provider. If treatment is received by an out - of - network primary care physician, this will be at the expense of the injured employee and will not be covered by workers' compensation.
- For a life-threatening emergency, call 9 - 1- 1 or seek medical treatment at the nearest Emergency Room.
- For non-emergency injuries, contact Risk Management Services for assistance in obtaining authorization for medical care.
- If you are unable to speak with a person in Risk Management Services during regular business hours, treatment should be obtained at NOVA Medical Center or the closest CareNow facility. Please note that Web Check- In is not available for initial visits related to workers' comp.



Please see the next slide for more information.

# On the Job injury Continued

An injured employee is not required to seek medical treatment if they do not wish to do so.

If medical treatment is declined by the employee or not required, the supervisor must complete the **Employee Injury Report**, found on the Forms page under the "Insurance and Claims" heading. If the employee determines they need medical treatment at a later date, contact our office for authorization of treatment.

In all situations where an employee receives medical treatment, **both** the Employee Injury Report and the Workers Comp Supervisor packet must be completed and sent to our office for filing the claim with the State Office of Risk Management. Find these forms **on the Forms page under the Insurance and Claims section**.

**Additional guidance for employees and supervisors are on the Risk Management website @**  
[https://riskmanagement.unt.edu/insurance\\_and\\_claims/workers\\_compensation.html](https://riskmanagement.unt.edu/insurance_and_claims/workers_compensation.html)

# Conference Rooms

- ❖ There are two conference spaces available in Environmental Science Building (ENV) – Contact Becky Petrusky @ [Rebecca.petrusky@unt.edu](mailto:Rebecca.petrusky@unt.edu).
- ❖ The reservation must be emailed for a consistent communication trail.
- ❖ A confirmation of the reservation will be sent after it has been approved and processed.

# Keys

- ❖ You may request a key for a lab, office or classroom from your major professor. The key request form (KRF) is on the [AERI.UNT.EDU](http://AERI.UNT.EDU) website under Resources & Forms.
- ❖ Your major professor must sign and submit the form to Dr. Amie Lund. Upon her approval Danette will fill out and submit a KRF to Access Control.
- ❖ Your key is usually ready within 48 hours for pick up at the Key Shop located at the back of Sycamore Hall. You must provide your UNT ID when picking up your key.
- ❖ When you leave UNT, or change departments, you must turn in your key. Take it directly to the Key Shop where you picked it up.



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# Presentation Poster Printing

❖ Poster requests through AERI must be made no less than 82 hours before they are needed. This is a free service for most. Please give us time to process your request.

❖ Please use white as the background color.

❖ If you can't give the AERI office 48 hours notice, "Emergency Expedited Poster" request can be fulfilled at any printing service at your own expense. UNT has an account with UPS, and FedEx for discounted prints.

❖ AERI Forms are located at [AERI.unt.edu](http://AERI.unt.edu) under Resources/Forms. Fill out the appropriate form, then email your form and pdf file to [AERI-ScientificInstrumentRequests@unt.edu](mailto:AERI-ScientificInstrumentRequests@unt.edu). Please specify your poster size in your email. We offer 68x70, or 70x82. Backgrounds must be a light color.

❖ AERI, offers FREE poster printing for students whose supervisor or major professor are an AERI member.

❖ If your supervisor or major professor is not an AERI member, the poster will have a charge of \$35.00. You will need to know which account chart string is to be charged for your poster.

❖ You can also go to UNT Eagle Images, PDS or, Design Works, at your own expense.



# Vehicle Use



Apply to become an UNT approved driver.

You MUST be a current UNT (paid employee) when renting a vehicle.

Non-UNT students/people may not ride with you.



Reserve vehicle at <https://aeri.unt.edu/resources/vehicle-reservations>

(You MUST be a current UNT paid employee) when making the reservation and when driving the UNT vehicle.



- ❖ If you know your bag pick date is after regular office hours, please move up your reservation so your bag can be picked while we are open for business.

- ❖ We have a lock box outside our office for bag return or it can be brought back to us.



The begin and end reservation date is the time the bag is in your hands.

Only UNT employees may drive UNT vehicles.

*Stop at the front desk to check in before proceeding to the back offices.*



- ❖ Pick up the vehicle keys in Becky's office (ENV 215D).

- ❖ Sign out on the front clipboard.

- ❖ Examine the vehicle's condition before use.

# Vehicle use continued

- ❖ Examine vehicle's condition before use – email [Rebecca.Petrusky@unt.edu](mailto:Rebecca.Petrusky@unt.edu) with description and photos if unacceptable. It is wise and highly recommended to take before and after pictures to show in case there are any issues.
- ❖ Record beginning and ending mileage, vehicle condition, complete/entire account chart string, and fuel purchase (with receipts) – daily
  - ❖ Return with a full tank of fuel.
- ❖ The vehicle is to be returned clean inside and out. Please take care of the fleet vehicles.
- ❖ Vehicles that are returned muddy or with a dirty interior will result in loss of vehicle privileges.
- ❖ You are responsible for following UNT vehicle policy and knowing what to do in case of an accident or a non-accident issue.



# What to do if you have an accident

## Reporting a UNT vehicle accident

When an accident occurs:

[https://riskmanagement.unt.edu/insurance\\_and\\_claims/vehicle-insurance.html](https://riskmanagement.unt.edu/insurance_and_claims/vehicle-insurance.html)

**Call Police** - For accidents on campus, call (940) 565-3000. For accidents off campus, call 911.

**Call Risk Management Services** at (940) 565-2109.

- Note specific damage to all vehicles and/or property involved. Take pictures of all four sides of the UNT vehicle, along with the odometer reading and vehicle identification number, if possible.
- DO NOT make any statements about the accident to anyone without first notifying our staff.
- Fully complete the **Vehicle Accident Report** (also found on the [Forms page](#)) to the best of your ability.

# Copier - ENV.

## 215K

- ❖ Available for grants use (RAs), course instruction (TAs, lecturers), and faculty projects only.
- ❖ See Becky Petrusky by emailing her the class name and class code to obtain an IAS copier codes. Codes are changed every semester. Biology and IAS are NOT the same copier code.
- ❖ If your office computer is “hard -wired,” you can request CAS-IT to map it to the copier and print from your desk. Our copier is named “eesat215lp.”
  - ❖ If you need copies for personal use or your homework, please go to the library or GAB – your course fees cover most copies made from those computers!

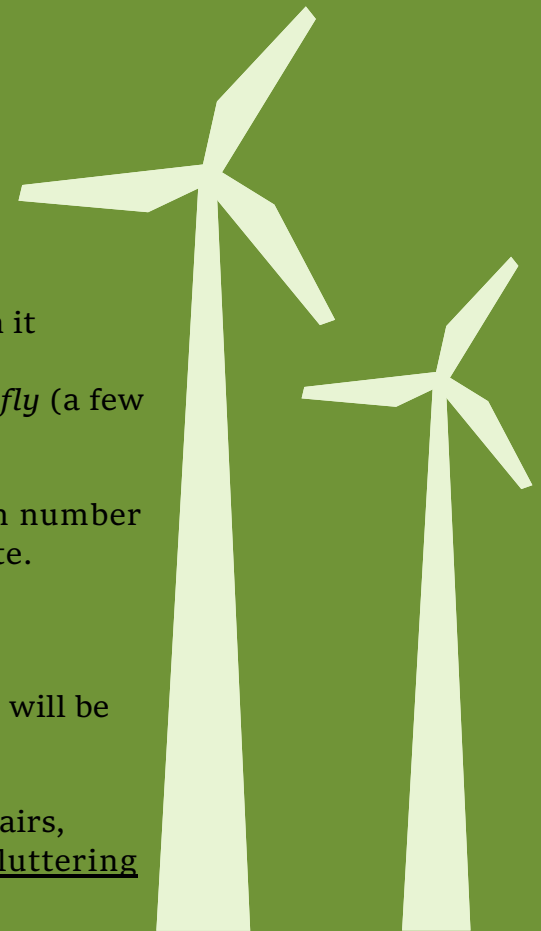


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# ENV office spaces for graduate students

- For TAs and RAs only, who will be in the Environmental Science EESAT building.
- To obtain permission to use an office, discuss this request with your major professor.
- Please see the previous information on how to obtain keys via the key request form.

- ❖ Computers are not guaranteed but should you have a UNT computer, your name and only your name will be associated with it
- ❖ If you get locked out of a lab, classroom, or your office – see Amber, at the front desk, in ENV 215, to sign out a key and *briefly* (a few minutes) borrow a key and bring it back to the office
- ❖ You and your office mates (if in a shared office) are required to have your name and PI always posted below the room number outside your door. You are accountable for your office space and must ensure the list of occupants is always up to date.
- ❖ Office switching without administrative authorization is prohibited.
- ❖ Office assigning is on a first come first served basis. Please contact Rebecca Petrusky to assist in getting an office. Approval will be authorized by your advisor and Dr. Amie Lund.
- ❖ Please do not put unwanted items in the halls without permission from Becky. Upon receiving approval to remove desks, chairs, shelves, etc., please dispose of them properly. If you don't know the proper way to dispose of the items, please ask Becky. Cluttering the halls with these items is unsightly and a fire hazard.



 Purchasing for grants and research labs is handled by the AERI purchasing team @ [AERIPurchasing@unt.edu](mailto:AERIPurchasing@unt.edu)



Complete an IAS pre-purchase form – available at <https://aeri.unt.edu/resources/forms>



**Mandatory** – include account chart string and PI signature in advance – forms without these 2 items will be returned.



Attach quotes from vendor within the same email that contains the pre-purchase form.



Submit form to [AERIpurchasing@unt.edu](mailto:AERIpurchasing@unt.edu)



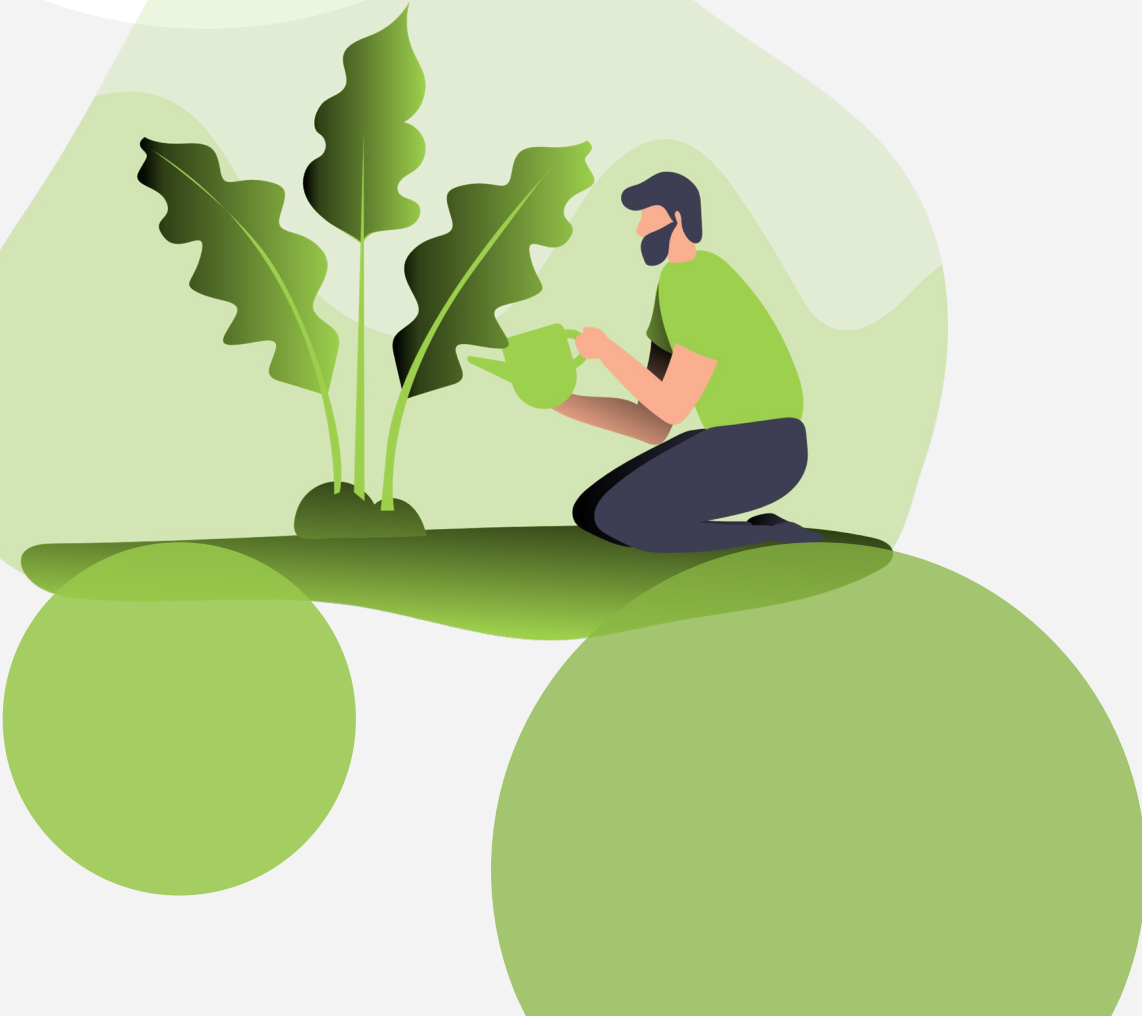
For teaching, lab supplies, including Scantron forms, please see your instructional supervisor.



Deliveries and shipping – handled out of ENV 215 – there is a clipboard in the front office to sign when you pick up an order or sign out a vehicle. Please sign or initial where appropriate.

# ENV 215K Workroom

- ENV 215K workroom contains the sink, dishwasher, microwave, toaster oven, coffee pot, hot water machine, Scantron machine, and IAS copier. *Please keep this work area clean. If you make a mess, please clean it up .* If you use something, please return it. This space is for your convenience



# Whom to contact when an office, lab, or common area location has an issue?

If your lab, office or computer/lab asset is not functioning, email Ryan O'Shaughnessy [@gary.henson@unt.edu](mailto:@gary.henson@unt.edu) and copy [AERI\\_ScientificInstrumentRequests@unt.edu](mailto:AERI_ScientificInstrumentRequests@unt.edu) and tell them exactly what the issue is and what the room/lab number is containing the issue.

If you know there is a common area situation such as in a bathroom, hallway, stairs, elevator, floor etc. (building wide) email [Brian.Wheeler@unt.edu](mailto:Brian.Wheeler@unt.edu) and tell him exactly what the issue is and what the common area location/room number is.

Please CC [AERI\\_ScientificInstrumentRequests@unt.edu](mailto:AERI_ScientificInstrumentRequests@unt.edu) so they are kept "in the know" about that common area issue.



# House Rules

- ❖ 1. If you open it, close it.
- ❖ 2. If you turn it on, turn it off.
- ❖ 3. If you unlock it, lock it.
- ❖ 4. If you break it, fix it.
- ❖ 5. If you can't fix it, let someone know      you broke it.
- ❖ 6. If you borrow it, return it.
- ❖ 7. If you use it, take care of it.
- ❖ 8. If you make a mess, clean it up.
- ❖ 9. If you move it, put it back.
- ❖ 10. If it belongs to someone else & you want to use it, ask permission.
- ❖ 11. If you don't know how to operate it, ask or leave it alone.
- ❖ 12. If it doesn't concern you, don't mess with it.
- ❖ 13. If you use the last of something, let someone know or replace it & put used container in proper bin, recycle or trash.





# We are excited to have you!

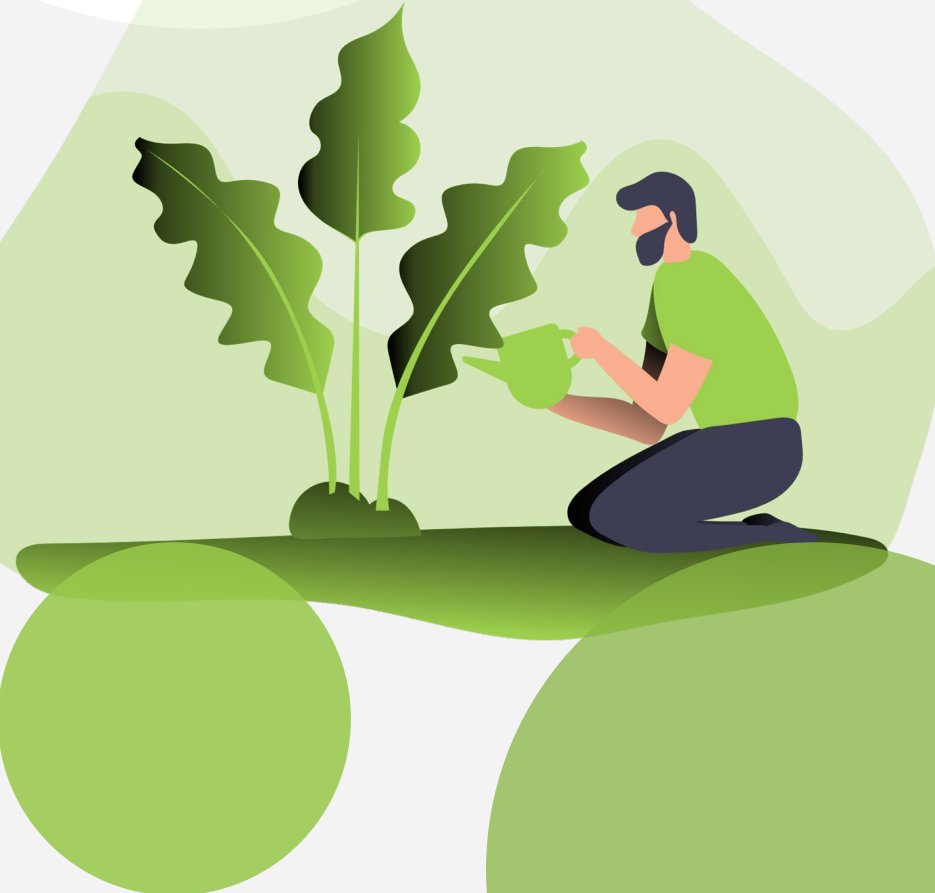
If you have any questions that the above **does not address, please feel free to email [Rebecca.Petrusky@unt.edu](mailto:Rebecca.Petrusky@unt.edu)** and she will either have an answer for you or put you in contact with someone who can help you.

***You may access this PowerPoint on our website at [AERI.UNT.EDU](http://AERI.UNT.EDU) under Resources and Forms.***

We look forward to working with you!  
AERI/IAS Staff

# Important Points

- *Before* you travel, meet with VACANT upon learning you will be traveling.
- Meet with Becky the first time you check out a vehicle.
- Before you purchase anything, ask your PI, Danette or Becky.
- Check for scholarships, grants & financial support.
- Refer to the AERI Reference Guide for specific information on whom to contact and procedures.
- Feel free to email or stop by our office and ask questions. We are here to help you succeed.



Two stylized wind turbines are positioned on the left side of the slide. They are rendered in a light green color against a darker green background. The turbines have three blades each and are mounted on tall, slender towers. The one on the left is slightly shorter and further back than the one on the right.

# Thank you!

# Credits

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