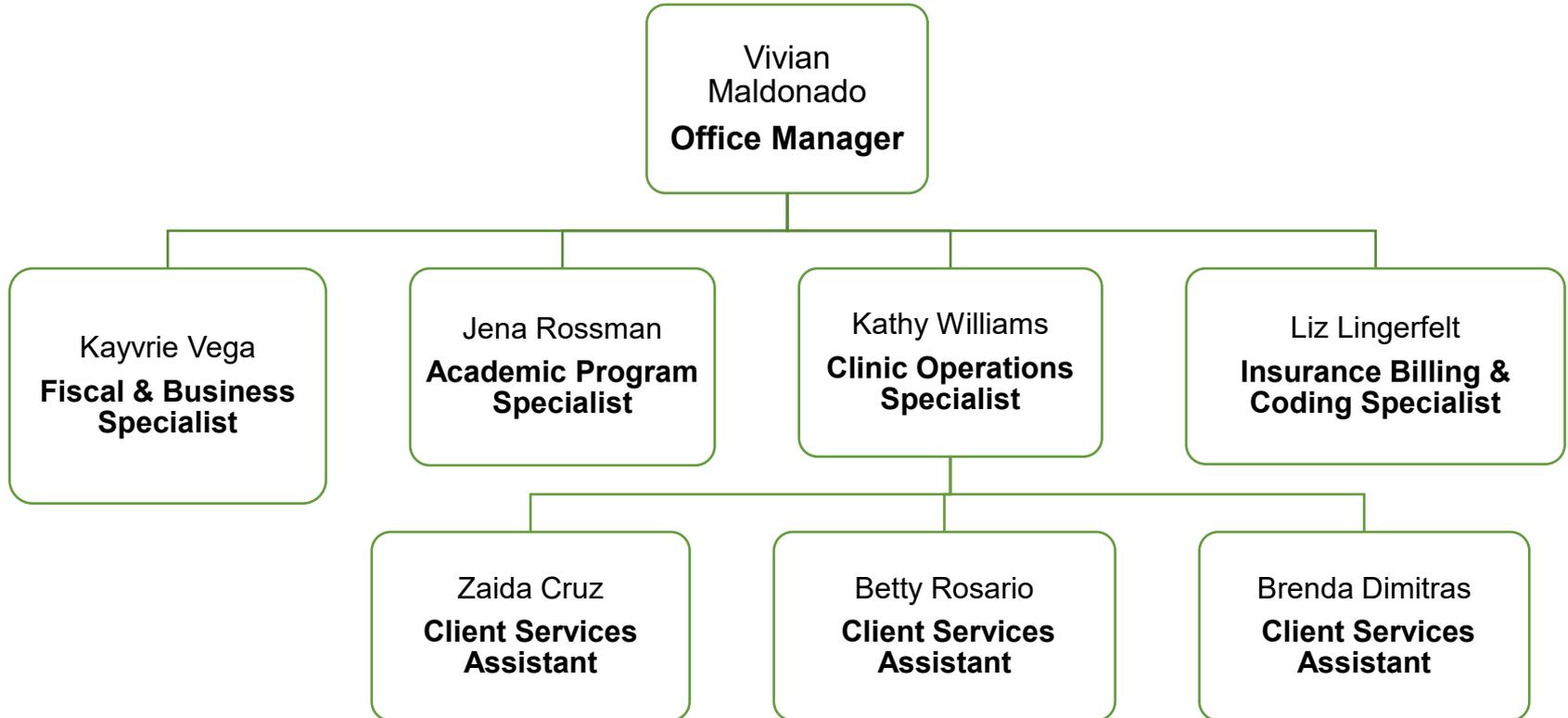


# Communication Sciences & Disorders

STAFF & ADMINISTRATION



# CSD STAFF & ADMINISTRATION



# Vivian Maldonado– *Office Manager*

- **HR/Payroll Questions**

- Payroll
  - Timesheets
- GA Tuition Waivers
- Courtesy Appointments
- GA Appointments

- **Foundation Accounts**

- Scholarship Payments
- Budgets

- **Departmental Accounts**

- Auxiliary Revenue
  - Clinic Revenue
    - Speech, AUD, HOUSF, Bolesta
- Accountable Officer Designee

- **Archivum**

- Annual Evaluations
- Faculty Efforts & Workflow
- Tenure & Promotion

- **Other Request**

- Computer Network Access Request
- Phone Set Up Request - Lab
- Chair Calendar/ Meeting Request
- Building Access (Keys/ Card)
- Building Manager
  - Property Management

# 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

## • Semesterly Email Reminders

- Finals Matrix
- Final Grades Due for Submission
- Upload Syllabi to 'CSD Pub' Folder

## • Exam Scanning Forms

- Scantrons available for pickup in my office

## • Course Scheduling Requirements

- Moving forward, we will be following the university's course grid scheduling requirements for all rooms.

\*Fall & Spring Course Grid

\*Summer 'C' Course Grid

UNIVERSITY OF SOUTH FLORIDA SCHEDULING REQUIREMENTS						
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:00 AM	8:00	8:00	8:00	8:00	8:00	8:00
8:00 AM	8:00	8:00	8:00	8:00	8:00	8:00
9:00 AM	9:00	9:00	9:00	9:00	9:00	9:00
9:00 AM	9:00	9:00	9:00	9:00	9:00	9:00
10:00 AM	10:00	10:00	10:00	10:00	10:00	10:00
10:00 AM	10:00	10:00	10:00	10:00	10:00	10:00
11:00 AM	11:00	11:00	11:00	11:00	11:00	11:00
11:00 AM	11:00	11:00	11:00	11:00	11:00	11:00
12:00 PM	12:00	12:00	12:00	12:00	12:00	12:00
12:00 PM	12:00	12:00	12:00	12:00	12:00	12:00
1:00 PM	1:00	1:00	1:00	1:00	1:00	1:00
1:00 PM	1:00	1:00	1:00	1:00	1:00	1:00
2:00 PM	2:00	2:00	2:00	2:00	2:00	2:00
2:00 PM	2:00	2:00	2:00	2:00	2:00	2:00
3:00 PM	3:00	3:00	3:00	3:00	3:00	3:00
3:00 PM	3:00	3:00	3:00	3:00	3:00	3:00
4:00 PM	4:00	4:00	4:00	4:00	4:00	4:00
4:00 PM	4:00	4:00	4:00	4:00	4:00	4:00
5:00 PM	5:00	5:00	5:00	5:00	5:00	5:00
5:00 PM	5:00	5:00	5:00	5:00	5:00	5:00
6:00 PM	6:00	6:00	6:00	6:00	6:00	6:00
6:00 PM	6:00	6:00	6:00	6:00	6:00	6:00
7:00 PM	7:00	7:00	7:00	7:00	7:00	7:00
7:00 PM	7:00	7:00	7:00	7:00	7:00	7:00
8:00 PM	8:00	8:00	8:00	8:00	8:00	8:00
8:00 PM	8:00	8:00	8:00	8:00	8:00	8:00
9:00 PM	9:00	9:00	9:00	9:00	9:00	9:00
9:00 PM	9:00	9:00	9:00	9:00	9:00	9:00
10:00 PM	10:00	10:00	10:00	10:00	10:00	10:00
10:00 PM	10:00	10:00	10:00	10:00	10:00	10:00

4/10/2015

UNIVERSITY OF SOUTH FLORIDA SUMMER 'C' MEETING PATTERNS						
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:00 AM	8:00	8:00	8:00	8:00	8:00	8:00
8:00 AM	8:00	8:00	8:00	8:00	8:00	8:00
9:00 AM	9:00	9:00	9:00	9:00	9:00	9:00
9:00 AM	9:00	9:00	9:00	9:00	9:00	9:00
10:00 AM	10:00	10:00	10:00	10:00	10:00	10:00
10:00 AM	10:00	10:00	10:00	10:00	10:00	10:00
11:00 AM	11:00	11:00	11:00	11:00	11:00	11:00
11:00 AM	11:00	11:00	11:00	11:00	11:00	11:00
12:00 PM	12:00	12:00	12:00	12:00	12:00	12:00
12:00 PM	12:00	12:00	12:00	12:00	12:00	12:00
1:00 PM	1:00	1:00	1:00	1:00	1:00	1:00
1:00 PM	1:00	1:00	1:00	1:00	1:00	1:00
2:00 PM	2:00	2:00	2:00	2:00	2:00	2:00
2:00 PM	2:00	2:00	2:00	2:00	2:00	2:00
3:00 PM	3:00	3:00	3:00	3:00	3:00	3:00
3:00 PM	3:00	3:00	3:00	3:00	3:00	3:00
4:00 PM	4:00	4:00	4:00	4:00	4:00	4:00
4:00 PM	4:00	4:00	4:00	4:00	4:00	4:00
5:00 PM	5:00	5:00	5:00	5:00	5:00	5:00
5:00 PM	5:00	5:00	5:00	5:00	5:00	5:00
6:00 PM	6:00	6:00	6:00	6:00	6:00	6:00
6:00 PM	6:00	6:00	6:00	6:00	6:00	6:00
7:00 PM	7:00	7:00	7:00	7:00	7:00	7:00
7:00 PM	7:00	7:00	7:00	7:00	7:00	7:00
8:00 PM	8:00	8:00	8:00	8:00	8:00	8:00
8:00 PM	8:00	8:00	8:00	8:00	8:00	8:00
9:00 PM	9:00	9:00	9:00	9:00	9:00	9:00
9:00 PM	9:00	9:00	9:00	9:00	9:00	9:00
10:00 PM	10:00	10:00	10:00	10:00	10:00	10:00
10:00 PM	10:00	10:00	10:00	10:00	10:00	10:00

Final 7/7/16

- Course grids can be found on 'USF Scheduling' page.

# 25 Live Guide:

✔ You have successfully signed in as Jena Rossman.

  
My Notices

  
Bull Bucks

**SOUTH FLORIDA FOOTBALL**  
**SINGLE GAME TICKETS**  
*ON SALE NOW!*

FLORIDA A&M	ALABAMA	RICE
		
SEP 7	SEP 14	SEP 23

FAU	TEMPLE	CHARLOTTE
		
OCT 14	NOV 11	NOV 25

1-800-GO-BULLS • USFBULLSTIX.COM

**2023 HOMEcoming**

### Running of the Bulls Parade Application

Parade on Friday, October 13th

Application due: Sunday, September 24th at 11:59 PM

Be part of the stampede at the 2023 Running of the Bulls Parade! Sign your group up to secure your spot in this beloved tradition.

[Click here to learn more!](#)

**130<sup>th</sup> COMMENCEMENT CONVOCATION SUMMER 2023**



**USF to confer more than 2,400 degrees during summer commencement ceremonies on Aug. 5**

USF NEWS

  
Permits

  
More News



**USF IT Encouraging Microsoft Authenticator App through Notification Campaign**

IT SUPPORT

**Employee Leave**

Leave Balances, Manage Leave ...

**IT Support**

Self-Service, Chat, Phone, Email ...

**GEMS**

View Paycheck, Tax Information, Careers ...

  
Employee Success Center

  
Facilities Support

  
Employee Assistance Program

**INSIDE USF**  
THE BRIEFING

  
LISTEN HERE

✔ You have successfully signed in as Jena Rossman.

  
My Notices

**SOUTH FLORIDA FOOTBALL**  
**SINGLE GAME TICKETS**  
*ON SALE NOW!*

FLORIDA A&M	ALABAMA	RICE
 SEP 9	 SEP 16	 SEP 23
FAU	TEMPLE	CHARLOTTE
 OCT 16	 NOV 11	 NOV 25

1-800-90-BULLS • USFBULLSTIX.COM

**Running Parade**  
Parade on...

**HOMECOMING 2023**

Application due:  
Sunday,  
September 24th  
at 11:59 PM



- Archivum
- Banner Workflow
- Bull Marketplace
- Chematix  
Materials Tracking
- Data Marts
- DocuSign
- eDisclose
- Facilities Work Orders  
FAMIS
- FAIR
- FAST  
Finance
- Finance Mart
- Foundation Reports
- GEMS  
HR
- Health Banner
- OASIS  
Staff
- Payroll Certs
- Space Mgmt  
25Live

**30th COMMENCEMENT**  
COMMUNICATING SUMMER 2022



offer more than 2,400  
es during summer  
ent ceremonies on Aug. 5

  
Permits

  
More News



**USF IT Encouraging Microsoft Authenticator App through Notification Campaign**

IT SUPPORT

**Employee Leave**  
Leave Balances, Manage Leave ...

**GEMS**  
View Paycheck, Tax Information, Career...

**Support**  
hat, Phone, Email ...

  
Facilities Support

  
Employee Assistance Program

**INSIDE USF**



LISTEN HERE

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

Quick Search

- Search Events
- Search Locations**
- Search Resources
- Search Organizations

Find Available Locations

I know **WHEN** my event should take place -- help me **find a location!**

OR

I know **WHERE** my event should take place -- help me **choose a time!**

Create an Event

Your Starred Events

- PCD 1st Fl East Common Area ACC1
- PCD 1st Fl East Common Area ACC1

Your Starred Locations

- PCD 1140  
Tampa Campus - Psych/Comm Sciences & Disorders Building  
Room PCD 1140
- PCD 1143  
Tampa Campus - Psych/Comm Sciences & Disorders Building  
Room PCD 1143
- PCD 1144  
Tampa Campus - Psych/Comm Sciences & Disorders Building  
Room PCD 1144
- PCD 1145  
Tampa Campus - Psych/Comm Sciences & Disorders Building  
Room 1145
- PCD 1146  
Tampa Campus - Psych/Comm Sciences & Disorders Building  
Room 1146
- PCD 1147  
Tampa Campus - Psych/Comm Sciences & Disorders Building  
Room 1147
- PCD 3007  
Tampa Campus - Psych/Comm Sciences & Disorders Building  
Room PCD 3007
- PCD 4004

Your Starred Event Searches

You do not have any Starred Event Searches!

Your Starred Location Searches

You do not have any Starred Location Searches!

Your Starred Resource Searches

You do not have any Starred Resource Searches!

Your Starred Reports

You do not have any Starred Reports!

Your Upcoming Events

- 34 Events in which you are the **Requestor**
- 9 Events in which you are the **Scheduler**

Your Event Drafts

- No Event Drafts in which you are the **Scheduler**
- No Event Drafts in which you are the **Requestor**

Tasks

- You have **No Tasks** on Today's Agenda
- 0 Outstanding Tasks
- 0 Flagged Tasks
- 0 Tasks Assigned By You

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

Recently Viewed [Help](#)

Select Object: Locations Saved Searches (optional)

Quick Search  Advanced

Search Locations  [?](#)

[?](#) Hint! Type :: to use SeriesQL

Reset | Save as Search

Categories + Features + Layouts + Capacity  
 between and

List Calendar Availability Availability Weekly

Select Columns [?](#) [Help](#)

1 Matching Locations

Name	Formal Name	Categories	Features	Layouts	Max Capacity	Default Capacity
 PCD 1146	Tampa Campus - Psych/Comm Sciences & Disorders Building Room 1146	Access - 25Live Auto-lock, Building - (PCD) Psy/Comm Sciences & Disorders Building, Campus - Tampa, Schedule25 Assignable, Type - Building, Access, Type - Classroom (General Use)	ADA - Student Accessible, Full, Board - Dry-Erase, Wall, COVID Tec, Floor - Flat, Furniture - Chairs, Movable, Tablet Arms, Furniture - Lectern, Lighting - Window, Security - Emergency Lockdown, Technology - Computer, Technology - Document Camera, Technology - Laptop Connection, Technology - Lecture Capture, Technology - Media Control Touch Panel, Technology - Microphone, Wireless, Technology - Power Outlet, Presenter Accessible, Technology - Projector	Classroom	47	47

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

**PCD 1146** ☆  
Tampa Campus - Psych/Comm Sciences & Disorders Building Room 1146

Details **List** Availability (Daily) Availability (Weekly) Calendar More Actions

Always Share: No ↻ ? Help

**Comments** ^

Location was last surveyed over Summer 2018. Actual features may vary.

**Default Instructions** ^

Layout is as-is. If the furniture is rearranged, please return it to the original layout before vacating the space. No food or drinks are allowed in this space.

**Features** ^

- ADA - Student Accessible, Full
- Board - Dry-Erase, Wall
- COVID Tec
- Floor - Flat
- Furniture - Chairs, Movable, Tablet Arms (44)
- Furniture - Lectern
- Lighting - Window
- Security - Emergency Lockdown
- Technology - Computer
- Technology - Document Camera
- Technology - Laptop Connection
- Technology - Lecture Capture
- Technology - Media Control Touch Panel
- Technology - Microphone, Wireless
- Technology - Power Outlet, Presenter Accessible
- Technology - Projector

**Layouts** ^

**Max capacity:** 47

**Default Layout:** Classroom

Click on a layout name to view its details in the Layout Details panel.

Name	Cap
<a href="#">Classroom</a>	47

**Categories** ^

- Access - 25Live Auto-lock
- Building - (PCD) Psy/Comm Sciences & Disorders Building
- Campus - Tampa
- Schedule25 Assignable
- Type - Building, Access
- Type - Classroom (General Use)

**Related Spaces** ^

none

**Location Scheduler** ^

[Lynn Lynch](#)

**Layout Details** ^

Viewing Layout: Classroom

**Layout Image**



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

PCD 1146 Tampa Campus - Psych/Comm Sciences & Disorders Building Room 1146

[Details](#)
[List](#)
[Availability \(Daily\)](#)
[Availability \(Weekly\)](#)
[Calendar](#)
[More Actions](#)

Show Blackouts
  Display Additional Time
  Related Locations
 ← Sun Aug 20 2023 - Sat Aug 26 2023 →
 Weeks: 1

August 20	Monday 21	Tuesday 22	Wednesday 23	Thursday 24	Friday 25	Saturday 26
	9:30 am - 10:45 am <b>DEP 4053 001 86742 202308</b> <i>MW 0930-1045 CLAS 08/21</i> PCD 1146	11:00 am - 12:15 pm <b>GLY 2100 001 86148 202308</b> <i>TR 1100-1215 CLAS 08/22</i> PCD 1146	9:30 am - 10:45 am <b>DEP 4053 001 86742 202308</b> <i>MW 0930-1045 CLAS 08/21</i> PCD 1146	11:00 am - 12:15 pm <b>GLY 2100 001 86148 202308</b> <i>TR 1100-1215 CLAS 08/22</i> PCD 1146		
	11:00 am - 12:15 pm <b>DEP 4053 002 80361 202308</b> <i>MW 1100-1215 CLAS 08/21</i> PCD 1146	3:30 pm - 4:45 pm <b>INT 3004 001 85681 202308</b> <i>TR 1530-1645 CLAS 08/22</i> PCD 1146	11:00 am - 12:15 pm <b>DEP 4053 002 80361 202308</b> <i>MW 1100-1215 CLAS 08/21</i> PCD 1146	3:30 pm - 4:45 pm <b>INT 3004 001 85681 202308</b> <i>TR 1530-1645 CLAS 08/22</i> PCD 1146		
	5:00 pm - 7:45 pm <b>SPA 6401 900 82853 202308</b> <i>M 1700-1945 CLAS 08/21</i> PCD 1146	5:00 pm - 7:45 pm <b>SPA 6410 900 81054 202308</b> <i>T 1700-1945 CLAS 08/22</i> PCD 1146		5:00 pm - 7:45 pm <b>SPA 6559 900 81056 202308</b> <i>R 1700-1945 CLAS 08/24</i> PCD 1146		

# CSD Resources

# Box & CSD Pub

box

All Files

Recents

Synced

Notes

Apps

Trash

My Collections

Favorites

Drag items here for quick access

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

- Examples:
  - Faculty Forms & Resources
  - Faculty Meeting Minutes
  - Searches, etc....

Q Search Files and Folders



All Files > CSD Pub > 00- CSD Faculty Forms & Resources

NAME ↑	UPDATED
 2023 USF W9.pdf	Jul 13, 2023 by Kayvrie Vega
 CSD Add Printer on Windows Computers.pdf	Jul 13, 2023 by Kayvrie Vega
 CSD Electronic Letterhead.doc.doc	Jul 13, 2023 by Kayvrie Vega
 CSD Faculty Web Profile.docx	Jul 13, 2023 by Kayvrie Vega
 CSD Internal Purchasing Request Form.pdf	Jul 13, 2023 by Kayvrie Vega
 CSD PhD Web Profile.docx	Jul 13, 2023 by Kayvrie Vega
 CSD Print Restrictions (4th floor & 2nd floor) Windows Comp...	Jul 13, 2023 by Kayvrie Vega
 CSD Return Address Labels.doc	Jul 13, 2023 by Kayvrie Vega
 CSD TRAVEL AID - FY 23-24.pptx <span>V2</span>	Aug 3, 2023 by Kayvrie Vega
 CSD Travel Allowance July 2023- June 2024.pdf	Jul 13, 2023 by Kayvrie Vega

<p><b>Permanent Faculty</b></p>	<p style="text-align: center;"><b>\$750 in travel funds.</b></p> <p style="text-align: center;"><b>Additional \$500 if presenting.</b></p> <p style="text-align: center;">Invitation to speak or the verification of your presentation's acceptance must be submitted in order to qualify for this additional funding.</p>
<p><b>Visiting Faculty</b></p>	<p style="text-align: center;"><b>\$750 in travel funds.</b></p>
<p><b>Research Faculty</b></p>	<p style="text-align: center;"><b>No CSD Funding.</b></p> <p style="text-align: center;">Research Faculty should use their budgeted award funding.</p>
<p><b>Program Directors</b></p>	<p style="text-align: center;"><b>Receive full funding to either CAPCSD or AAA.</b></p>
<p><b>PhD Students</b></p>	<p style="text-align: center;"><b>Enrolled Ph.D Degree students and Au.D/ Ph.D Dual Degree students may request up to \$500 if presenting.</b></p> <p style="text-align: center;">Verification of your presentation's acceptance must be submitted in order to qualify for this funding.</p> <p>If the student receives \$500 from CSD to present at a conference, it does not exclude them from receiving additional funding from their mentor's research initiative and/or grant (if allowed). It does exclude them from receiving USF'S CPGP Grant.</p> <p style="text-align: center;"><b><u>CPGP Travel Grant Info (USF Student Government) :</u></b></p> <p>USF Students that have received or will receive full or partial funding for their travel expenses from another USF Department/Entity shall not be eligible for the CPGP Travel Grant.</p>
<p><b>Graduate Students</b></p>	<p style="text-align: center;"><b>No CSD Funding.</b></p> <p style="text-align: center;">Graduate students (Masters and AUD) should apply through USF Student Government for funding:  <a href="https://www.usf.edu/student-affairs/student-government/tampa-sg/tampa-interim.aspx">https://www.usf.edu/student-affairs/student-government/tampa-sg/tampa-interim.aspx</a></p> <p style="text-align: center;"><a href="https://www.usf.edu/student-affairs/student-government/documents/sm_conference_presentation_travel_guide.pdf">https://www.usf.edu/student-affairs/student-government/documents/sm_conference_presentation_travel_guide.pdf</a></p> <p style="text-align: center;"><b><u>CPGP Travel Grant Info (USF Student Government) :</u></b></p> <p>USF Students that have received or will receive full or partial funding for their travel expenses from another USF Department/Entity shall not be eligible for the CPGP Travel Grant.</p>

# 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](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](mailto: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](mailto: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





UNIVERSITY of  
**SOUTH FLORIDA**