

November 2007

Volume 11, #3

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## HOT TOPICS

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### **Removal or Encryption of Electronic Restricted Data**

**From:** Shauna King and Dorothy K. Robinson  
**To:** Business Managers and IT Support Providers  
**Sent:** October 17, 2007

Following recent thefts of administrative and academic computers, including two from the Yale College Dean's Office that held a large number of Social Security numbers, we asked Information Technology Services to sample additional machines for legally restricted data. That sample suggests that many Yale computers may hold restricted data, and, in many cases, the data may no longer be used and may be unknown to the machine's user. Because of Yale's responsibility to protect student, alumni, faculty and staff data, we have asked Philip Long, University CIO, and his staff immediately to plan and implement a campus-wide project to remove or encrypt restricted data stored on Yale-owned desktop and laptop computers or other media.

Changes in institutional systems over the last several years allow us to accomplish most university work without using restricted data such as Social Security numbers or credit card numbers. At the same time, unauthorized releases of those data not only have the potential to harm individuals but also carry costly and burdensome legal consequences, such as the requirement to identify and give notice to all persons affected by an inadvertent breach of security. For these reasons, we have determined that faculty and staff should continue to store legally restricted data on Yale owned desktop and laptop computers or portable media *only where it can be specifically justified as essential for current operations. In such case, encryption and other security measures must be employed.*

Stewardship of University electronic data is a shared responsibility of the staff or academic client and that client's IT partner. We are calling on you as members of the business leadership and IT support communities to assist your department and the University to safeguard the legally restricted personal data of faculty members, students, staff and alumni. To assist Business Managers, Phil Long will be working with Steve Murphy, Associate Vice President for Business Operations, and his business operations team to coordinate the remediation process to ensure we address distributed data security issues in a manner that complies with the law and recognizes the complexity and challenges of Yale's operations. To assist IT support providers, Phil Long will shortly ask those of you serving specific schools or departments to attend an overview of the distributed data clean process. ITS will conduct the session and provide detailed explanations of the process and the coordination required to reduce your department's distributed data risks. We ask your cooperation as business managers and IT support providers in working with ITS to plan and manage these data cleanup efforts in your areas of responsibility.

As a first step, we have authorized ITS and, under ITS established procedures, local staff to conduct a focused scan of computers in order to discover and remediate Social Security numbers and credit card numbers. This work will be conducted in accordance with the Information Technology Appropriate Use Policy that applies to all members of the Yale community (faculty, staff, students and network visitors; <http://www.yale.edu/ppdev/policy/1607/1607.pdf>) and will include the full engagement of IT support staff across the University. Work will begin with the administrative offices most likely to have such residual data but, ultimately, is planned to extend broadly across the campus. The scan will seek only Social Security numbers and credit card numbers and will be designed to protect user privacy to the greatest extent possible. Information about how this process will work is available at [www.yale.edu/its/secure-computing/data-faq.html](http://www.yale.edu/its/secure-computing/data-faq.html) including basic instructions for how clients might begin this work on their own.

The University has discussed this project with the agencies investigating Yale's grant management practices, and we have identified persons who will not be participating in the project because they may have documents related to specific grants under review. In addition, this project does not override the University's other legal obligations to preserve records (for example, tax records, medical records, certain personnel records, and current research records). Should you or your departmental colleagues be uncertain about whether or not you can delete information, please wait to take action until the project team contacts your department. The team will arrange appropriate advice on these decisions at that time.

Your cooperation and assistance in the coming months with this effort is essential to ensure success in this important work. Thank you in advance for your assistance.

## **2008 Open Enrollment Benefits Fairs**

The Benefits Office will be hosting Benefits Fairs the week of November 5th.

### **Wednesday, November 7, 2007**

10:00am to 2pm  
Hall of Graduate Studies, McDougal Center  
320 York Street

### **Thursday November 8, 2007**

10:00am to 2:00pm  
Harkness Lounge at School of Medicine  
367 Cedar Street

Representatives from the **Yale Health Plan**, **Aetna**, **Delta Dental** and **ADP** will be onsite to answer questions and provide details regarding these plans.

Also onsite will be **United Way** of Greater New Haven and some of Yale's own providers of services, such as **WorkLife and Childcare**, **The Learning Center** and **Yale Athletics**.

We're also pleased to announce Yale's two newest vendors, **EyeMed Vision Care** and **AHAA** (American Hearing Aid Association) both will be present to showcase their products and services.

Come see us at the Fairs!

## **Officer Open Houses**

The Officers of the University would like to invite you to their latest series of Open Houses:

**Andrew Hamilton**, Provost  
3:00pm to 4:30pm  
**Thursday, December 13, 2007**  
Yale Peabody Museum Auditorium

Please click [here](#) for registration. Please go to Courses by Owner > Human Resources > Open Houses > Open Houses with University Leaders.

If you have any questions or have difficulties registering for these events, please contact Cathedral Bayl at 432-5557.

## **Yale Launches \$1.2 Million United Way Drive**

The annual Yale United Way Campaign began in earnest in October with an unprecedented goal of \$1.2 million dollars. The campaign, Yale's only general fundraising effort to its community members sponsored by the University, raises money for the United Way of Greater New Haven to support local social service needs. As the largest campaign in New Haven, Yale's generosity is critical to the success of the overall campaign and demonstrates again our institutional and individual commitments to the success of our shared community.

"Last year, Yale raised over \$1 million for our neighbors in Greater New Haven," says Janet Lindner, associate vice president for administration and chair of the University's United Way Campaign. "Our committed volunteers—students, faculty, and staff alike—are eager to prove that we can top that amount, demonstrating the spirit of generosity and culture of giving here at Yale."

The United Way of Greater New Haven is the region's largest United Way. While the bulk of the contributions it receives still go to charities designated by donors, some \$1.5 million annually goes priorities its volunteers have determined will have the most community impact. The priority areas this year are "successful children and youth," "economically vibrant communities" and "healthy and connected communities."

As noted in the New Haven Register, "The United Way has become more than a pass-through organization for its member agencies. It has become a clearinghouse and shaper of ideas about ways to improve the lot of the disadvantaged while promoting civic engagement." Priority areas were identified through the "Community Compass," a collaborative effort of over thirty local organizations to identify our region's greatest challenges and best opportunities for change. This process included both data analysis and interviews with citizens, community leaders and civic groups.

In 2007, the United Way of Greater New Haven sponsored grants to 60 local nonprofit programs whose work support priority goals. For example, grants were given for training the homeless for jobs, supporting after-school recreation for youth, identifying and subsidizing affordable housing, investing in preschool education and promoting access to health care.

To aid in reaching this year's goal, Yale's President Levin and the Officers of the University have offered \$100,000 in matching funds for any new donations or new dollars raised in the campaign. Suggesting means by which Yale community members can support Yale's United Way campaign, Lindner says, "If you are a student, a faculty member, or an employee of the University, you may visit our website to learn more about the United Way and make a pledge. Give for the first time, or increase your gift from last year, and the University will double your contribution. What a terrific incentive!"

Stressing that "it's participation that counts!" former Yale United Way Campaign chair and current co-chair of this year's Champions' committee, Judith Dozier Hackman notes "No donation or increase is too small to be appreciated. Whether you pledge \$24 a year or \$24 a day, you will make a difference to children and communities in the New Haven area." A donation—whether through the United Way to a favorite charity or to meet the needs of top community priority areas—is an effective way to spend your charitable dollar. It is an investment in the region's continuing social and economic health.

Students are joining the fundraising efforts, too. In addition to the "Trick or Treat for United Way" effort at Halloween, a benefit concert is scheduled at Battell Chapel featuring the Yale Whiffenpoofs and Whim 'n Rhythm on Sunday, November 4, at 3pm. Tickets will be available at the door—suggested donation is \$10.00 for adults and \$5.00 for students and children. The concert is open to the public, and all donations go directly to the United Way.

For all donors to the campaign, there will be a celebration in Commons on Monday, November 19, from 12:30 – 2:30 p.m. Raffle prizes will be awarded to attendees, and various prizes will be given to departments in the University who have contributed to the campaign. Everyone who donates is encouraged to attend.

More information about this year's United Way campaign is available at [www.yale.edu/unitedway](http://www.yale.edu/unitedway).

## ADMINISTRATIVE SERVICES -----

### **Auto Insurance Liability and Collision Damage Added for Business Rentals**

As of July 1, 2007, insurance coverage for auto liability and collision damage is automatically added to business rental agreements for Hertz, Avis and Enterprise rental car contracts. This applies to all Yale business rentals in the contiguous United States when using the corresponding Yale corporate ID numbers.

Simply put, the benefit of using Hertz, Avis or Enterprise for your next business auto rental is this. Should an accident or property damage occur with the rented vehicle, the loss is the responsibility of the rental car company, not the University. In addition, there will be NO deductible charged to the department having the loss because it will not go against University insurance.

For rentals in Canada, Puerto Rico, and the Virgin Islands, travelers should continue to decline the insurance coverage as Yale's self-insurance would apply in these cases. For all other international rentals, insurance coverage should be purchased as per Travel Procedure 3301 PR.01.

Since July 1st when this went into effect, four auto accidents have occurred thereby averting losses for the University estimated at \$62,500. For this reason, we encourage all business rentals be made using these three preferred car rental companies. The Yale ID number must be provided for all bookings at the time the reservation is made. For further details, please visit [www.yale.edu/travel](http://www.yale.edu/travel) and click on Car Rentals.

When your travelers use *Orbitz for Business* to book their rentals, the Yale ID numbers are automatically appended to the booking when they select the "preferred" Hertz, Avis or Enterprise rental that best suits their business needs.

For more information, please contact [Pete LeMay](#), Risk Management or [Bob Zartarian](#) at Yale Travel.

### **Orbitz for Business Approval Notifications**

Business managers may choose who in their department receives pre-trip email notification alerts on international travel (for compliance with the Fly America Act) and for out-of-policy bookings (tickets purchased in premium cabins for flights under 5,000 miles). In addition, email notifications for all trips (domestic, as well) may be established for those departments requiring more stringent control for regulatory and/or grant-related travel.

Business Managers should contact [travel@yale.edu](mailto:travel@yale.edu) to be set up to receive these notifications.

## Greenhouse Gas Reduction Grants

In October 2005, President Levin committed Yale to reducing greenhouse gas emissions to 10% below 1990 levels by the year 2020. Yale's priority is to achieve greenhouse gas reductions via implementing initiatives on its campus and owned land, with the balance of planned reductions being achieved via partnering with outside entities. Our strategy is organized by energy conservation, renewable and clean energy technology as well as investments in carbon offsets. To read more please visit

<http://www.yale.edu/hronline/busmgr/0711/documents/GreenhouseGasReductionGrants.pdf>

## Campus Mail is Faster and More Cost Effective than U.S. Mail for Interoffice Correspondence

An increasing number of Yale departments are sending mail to other Yale departments through US mail. Possibly the reasoning is that the mail will be delivered quicker. Actually, this slows down your mail and costs your department money. To read more please visit:

<http://www.yale.edu/campusmail/MailTips/FromYaleToYale.htm>

## Tips for First Class Mail Forwarding

When mail must be forwarded by US Mail to persons that are no longer at Yale, you know the basic steps to take: the old address must be crossed off, mark through the bar code and print up labels with the new address. But how can you be sure the mail does not come back to you in the next days mail?

Only First or Second Class mail may be forwarded. You must put postage on Presort Standard mail for it to be forwarded. Don't assume just because there is a stamp on it that it is first class. Read the small print to be sure. Presort Standard stamps can look just like first class except for the wording.

When forwarding mail, keep these tips in mind:

- **Placement of Label** - Remember those labels you printed up for forwarding mail? They should be placed under the name but over the old address so that the address's name can still be read but not the old address.
- **Bar Codes** - One line through with a pen is not enough! USPS Sorting machines can read the bar code if it is not adequately crossed off. If you can see it, you can be certain the sorting machines can still read it. A china marker (available from Corporate Express, #CEB51130, \$4.12/dozen) is suggested for this as the sorting machines are unable to read through it. Remember that the numbers to the left of a bar code are part of the code and must be crossed off as well.
- **Back of Envelope** - Check the back of the envelope for bar codes. There is usually one but could be as many as two. These also need be completely crossed off.
- **Campus Mail** - Campus envelopes can not be forwarded. Any campus materials should be transferred to a US Mail envelope. Don't forget postage!

Taking a few extra seconds to check mail will ensure that you don't have to handle it again the following day.

## Travel Service Fall Newsletter

<http://www.yale.edu/travel/Newsletters/Vol3Fall2007.htm>

## Office of Sustainability Newsletter

<http://www.yale.edu/travel/Newsletters/Vol3Fall2007.htm>

## FINANCE -----

### JSA / GL Closing Deadlines

**October 31, Wednesday** - Final AP daily push to the GL for October 2007.

**November 2, Friday - 3:00 PM** - Deadline for approval of SWAP transactions for October 2007.

**November 2, Friday - 5:00 PM** - Deadline for SFTP of external source system batches for October 2007.

**November 5, Monday - 3:00 PM** - Deadline for JSA authorization and LD distribution adjustments for October 2007.

**November 6, Tuesday - 8:30 AM** - Authorization may begin for November 2007 JSA batches and LD distribution adjustments.

**November 7, Wednesday - 5:00 PM** - October 2007 GL closing.

**November 8, Thursday - 8:30 AM** - Final October 2007 GL balance information including fund balance updates available in the Data Warehouse.

**November 8, Thursday morning** - The Month End event begins in the DW. Portal Users scheduled to receive Month End reports will get them throughout the day and possibly the next day.

**November 8, Thursday** - First AP push to the GL for November 2007.

The Account Holder Report by Person and the Account Holder Report by PTAO are available in the Hyperion (Data Warehouse) Portal. For demonstrations of the new reports, visit the Monthly Financial Review website located at: [www.yale.edu/mfr](http://www.yale.edu/mfr).

If you have any questions or comments, please contact your local support provider (<http://www.yale.edu/its/help/supportgroups.html>) or the ITS [Help Desk](#) at 785-3200, 432-9000.

Updates will be posted at: [www.yale.edu/its/status](http://www.yale.edu/its/status)

## **Controllers Fact Sheet: Frequently Used Financial and Administrative Information**

<http://www.yale.edu/ppdev/Guides/bluepages.pdf>

## **GENERAL INTEREST -----**

### **What to do if your Computer, Electronic Device or Media is Lost or Stolen**

<http://www.yale.edu/its/security/secure-computing/physical/loststolen.html>

### **Yale College Dean's Office will Oversee Resource Office on Disabilities**

As many of you are aware, the Resource Office on Disabilities works closely with individual students with disabilities to facilitate the provision of accommodations and services.

Effective immediately, administrative oversight of the Office will be moving from Human Resources to the Yale College Dean's Office.

The Office will report to Joseph W. Gordon, Deputy Dean of Yale College. Please note graduate and professional students can continue to expect to receive services from this Office.

The day-to-day operation of the Office will not be affected by this change. Judy York, Coordinator, and Carolyn Barrett, Senior Administrative Assistant, will continue to provide support to Yale students. Their offices remain at William Harkness Hall, 100 Wall Street. The office number is 432-2325.

Support for faculty and staff will continue to be managed through Valarie Stanley, Associate Director, Office of Equal Opportunity Programs. We expect to be expanding those services and look forward to working with you to provide support in this area.

~ Robert Schwartz, Associate V.P. and Chief Financial Officer

### **Find a Flu Clinic Near you.**

No Flu Clinics will be held at YUHS. To find a flu clinic near you, please visit:

<http://www.yale.edu/yhp/news/pdf/FluClinicFlyerWeb.pdf>

## **Yale Recycling: Free Furniture and More**

Yale Recycling is still making office furniture and supplies available to the Yale community for free. Currently available items include office chairs, lab stools, books, art postcards, file cabinets, metal desks, chalkboards, tablet chairs, bureaus and 3-ring binders. If you are interested in "shopping" the warehouse, picking up items or donating items contact Yale Recycling.

Yale Recycling students can collect and deliver office supplies for your department. For transportation of furniture either make your own pick-up or delivery, make arrangements with Yale's Traffic, Receiving and Stores (TR&S) moving crew by calling 764-9307, or work with an insured moving company.

Yale Recycling can be reached at 432-6852 or by e-mailing [recycling@yale.edu](mailto:recycling@yale.edu).

## **Meeting Maker: Connect from the Web**

<http://mm.its.yale.edu/mmweb/>

## **Weight Watchers at Work**

The next session of [Weight Watchers at Work](#) begins on November 29th and meets every Thursday from 11:30 to 12:15 at the School of Management located at 52 Hillhouse Avenue in Room A-48.

The sessions run for twelve weeks.

The cost is \$152 and must be pre-paid by check or credit card.

For more information, please contact [Tracy Ford](#) at 432-2932.

## **Where to Find IT Support**

There are a number of IT support channels available for students, faculty and staff at Yale University. The key to getting rapid and targeted response is to identify your local support contact. To read more please visit: <http://www.yale.edu/its/help/supportgroups.html>

Fall safety Bulletin

<http://www.yale.edu/oehs/Documents/Admin/Fall2007.pdf>

## Discounts, Services, and Resources for Yale Faculty and Staff

The goodies page offers information about discounts, services and resources for eligible Yale University faculty and staff. To read more please visit:

<http://www.yale.edu/hronline/worklife/goodies.html>.

## Other Yale E-Newsletters and Periodicals

[Yale Bulletin & Calendar](#)

[Benefits](#)

[The Circuit \(ITS\)](#)

[Controller's Office](#)

[Engineering](#)

[Financial Review](#)

[Library \(Nota Bene\)](#)

[PPDev-What's New](#)

[Procurement](#)

[Safety Bulletin](#)

[Tax Office](#)

[Travel](#)

[working@yale](#)

[Yale Daily News](#)

[Yale Medical Group](#)

## ITS Production Application System Status

<http://lux.its.yale.edu/statpages/index.html>

## HUMAN RESOURCES-----

### STARS System and Business Process Update

[http://www.yale.edu/hronline/stars/documents/STARSBusinessProcess\\_NovemberUpdate.pdf](http://www.yale.edu/hronline/stars/documents/STARSBusinessProcess_NovemberUpdate.pdf)

### Defined Contribution 402(g) Limits for 2008

The Internal Revenue Service announced **no changes** will be made to the 402(g) limits in 2008. They will remain as indicated below:

Annual Maximum - \$15,500

Age 50 or older- \$5,000

Catch-up (15 years or more of service) - \$3,000

Please contact the Benefits Office at 432-5550 with questions.

## Scholarship Award Payments for the Winter and Spring Terms

Itemized tuition bills need to be submitted to the Benefits Office for each term by either the parent or the student before a scholarship award payment can be processed. In order to facilitate this process, the copy of the itemized tuition bill must be legible and also should include the employee's name. Bills may be mailed to the Benefits Office via U.S. or campus mail or faxed to 432-7575.

Award payments will be not processed from December 21 through January 2 due to the holiday recess period.

## Who is my Human Resources Generalist?

No matter what your human resource or people-management need is, be sure to contact your HR Generalist first. He or she will partner with other human resource subject matter specialists in the areas of [compensation and classification](#), [staffing and career development](#), [retirement and health and welfare](#), and [labor-management relations](#) to assure a prompt response to your departmental HR business needs. To read more please visit: <http://www.yale.edu/hronline/hrgeneralist/specialists.html>.

## New Office Location for Human Resources Generalists

Effective **October 26, 2007**, the offices for the Human Resource Generalists will be relocated to the ninth floor of One Century Tower at 265 Church Street. The Labor-Management Relations offices, which are now affiliated with the Human Resource Generalists group, will be moving to the same location **November 2**.

New contact information will be made available as soon as possible. In the meantime, you can continue to communicate with your HR Generalist via email.

We appreciate your understanding during this time and expect to continue to deliver high-quality client service with minimal disruption. Please feel free to share this information with your managers and supervisors. If you have any additional questions about the move, please contact the HR Generalist office at 785-3839.

## TMS Participation Reports Now in Data Warehouse

Based on extensive feedback from Business Managers and Administrators around campus reports have been developed for and deployed in the Data Warehouse. To read more please visit <http://www.yale.edu/hronline/busmgr/0711/documents/TMSBMMNovember2007.pdf>

## **New Haven Homebuyer Program**

The Homebuyer Program has already helped over 820 University employees buy houses in New Haven. To read more please visit: <http://www.yale.edu/hronline/hbuyer/index.htm>.

## **Send New Yale Parents a New Parent Packet!**

Balancing work with the arrival of a new child can be difficult, Yale offers parents (faculty, staff and post-docs) support to make the transition a little easier. As a component of Yale's WorkLife program, which is designed to "improve the quality of life for members of the Yale Community and their families," the Department of Human Resources sends University employees and students who adopt or give birth to children a "New Parent Packet" containing helpful information to ease the daily challenge of balancing work and family life.

The packet includes a gift for the child and a wealth of information for parents about University services such as babysitting and day care as well as tips and advice on flexible work schedules. The packet even comes with a selection of "favorite songs, games and art activities" compiled for children by the staff of Yale's affiliated child-care programs.

To request that a New Parent Packet be sent out or for more information, please e-mail [worklife@yale.edu](mailto:worklife@yale.edu) or call Susan Abramson at 2-8069 with the following information:

- Parent name
- Yale affiliation (Faculty, M&P, C&T, S&M, Post-doc, Graduate or professional student)
- Home address
- Child's date of birth (for size appropriate gift)

**NOTE:** Please notify the parent that you are providing the WorkLife Program with this information.

## **Back-Up Child Care: Register Before You Need It**

Caregivers On Call, provides eligible members of the Yale community up to 40 hours of services per household per year at subsidized rates. These services are intended to assist parents in arranging care for their children when their usual caregivers are not available, e.g., because of center or school closings or caregiver illnesses. Caregivers On Call was selected to provide back-up services because of its nationwide network of caregivers, its depth of experience, and its excellent reputation.

The University provides substantial subsidies to the program, which will allow Caregivers On Call to offer a sliding scale, hourly rate to parents ranging from \$7-15/hour depending upon parents' Yale affiliation and income.

For online registration and complete details regarding the program, click the "Program Overview and Registration Form" go to [www.yale.edu/backupcare](http://www.yale.edu/backupcare). For further information, please feel

free to contact Yale's WorkLife and Child Care Coordinator, Susan Abramson, at 203-432-8069 or [worklife@yale.edu](mailto:worklife@yale.edu).

## **Lactation / Breastfeeding Room Locations on Campus**

<http://www.yale.edu/hronline/busmgr/0710/documents/BreastfeedRooms.pdf>

## **INTERNATIONAL** -----

### **Hiring International Faculty and Staff Workshop**

Next offered on **November 7**, this course will provide hiring officers with a basic understating of the U.S. immigration regulations and Yale policies that impact the hiring of foreign nationals in faculty and staff positions. Participants will become familiar with the possibilities and limitations of the various immigration statuses, as well as the different application procedures. The course will be informal and interactive so please bring your questions. For registration information click [here](#).

### **Events and Programs at the International Center**

<http://www.yale.edu/icenter/events.htm>

## **PROCUREMENT** -----

### **Travel Requisitions Successfully De-supported!**

Many thanks to the Yale business community from Yale Travel Services and Yale University Procurement for a complete and successful transition from the Travel Requisition onto the Yale Purchasing Card for business-related travel!

We greatly appreciate your support during this transition. As a result of this switch, Yale travelers now book online to benefit from improved service and additional savings. Congratulations on your efforts to improve the University's business processes!

Please contact Bob Zartarian with travel-related questions at [robert.zartarian@yale.edu](mailto:robert.zartarian@yale.edu) or 4328539.

## Green Purchasing Update – October 2007

- **Go green and save money!** Yale University Procurement has a great new deal on Corporate Express 30% recycled content paper (#CEB8511RCY). This is now \$.45/case LESS than virgin paper!
- **Thanks to everyone for attending the Scientific/Laboratory Vendor Shows in early October.** If you didn't make it to Procurement's Environmentally Preferable Purchasing table, we were highlighting the use of recycled content paper and passing out samples. 100% recycled content (post-consumer) is ideal and 30% recycled content (post-consumer) is the minimum Yale standard for general office/lab use. Future communications will highlight this initiative but you don't need to wait to get on board. Purchasing the recommended paper is quick and easy using the Corporate Express punchout on SciQuest.
- **A great deal of work is going on behind the scenes to understand the sustainability efforts of our top suppliers.** We are requesting that they inform us of their related policies and current practices as well as supply us with detailed product information. As we gather this information, we will share it on the Yale University Buying Guide and via other appropriate communications such as Business Management Monthly News and forum groups.
- **Sustainability as a campus priority is gaining a lot of momentum and this includes looking at what we purchase.** Yale University Procurement is working very closely with the Office of Sustainability on an exciting strategic plan for Environmentally Preferable Purchasing (EPP.) Representatives from both offices will attend future forums to provide details.

Please address your "green" purchasing concerns to [brenda.naegel@yale.edu](mailto:brenda.naegel@yale.edu) or 432-5810

## AP Worklist Update

### Project Status:

- Pilot user feedback has been extremely positive and sessions recently held on both sides of campus provided valuable input on the tool's usefulness and readiness for implementation.
- While pilot users suggested enhancements, they recommend that the new AP Worklist tool is ready for Universitywide roll out without any enhancements.

### Next Steps:

- Currently, the project team is crafting an implementation strategy which will be shared with the Business Manager community in the near future.
- The project team is proceeding with the design and implementation of the most requested suggestions and enhancements.

- Look for additional project updates in the coming weeks and months.

If you have questions, please contact [robert.bores@yale.edu](mailto:robert.bores@yale.edu) or [elizabeth.strawn@yale.edu](mailto:elizabeth.strawn@yale.edu).

## Contract Listing Updates

During the month of October, the following changes were made to the Contract Listing. For details, see <http://www.yale.edu/procurement/contractlisting/commodity.html>

## Catering Services for University Functions

**ADDED: Pierre Culinary Events, Inc.**

## TRAINING

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### Business Applications Training

To register, visit [www.yale.edu/xtrain](http://www.yale.edu/xtrain).

<b>Procurement</b>
Purchasing Card Training
VIP Number Requests and Assignments
Web Invoice Payment (WIP)
<b>Human Resources</b>
C&T, Casual and Student Payroll
Casual Employee Setup and General Employee Maintenance
Expense Management System (EMS)
<b>General Accounting</b>
Custom Commitments Responsibility
Effort Reporting and Certification
Journal Entry/Staging Area (JSA)
Labor Distribution (LD)
Receipts Identification Form - Cash Receipts (RIF)
<b>Financial Planning</b>

Data Warehouse Reporting for HR/LD/Payroll
Data Warehouse Reporting for New Users
Introduction to Brio Query 6
Budgets--Grant and Contract Oracle Financial Analyzer (OFA)
<b>Other Training</b>
User Access TAC Training
Orbitz

## IT Computer Courses

Register at [www.yale.edu/learningcenter](http://www.yale.edu/learningcenter)

Course	Date
<b>Operating System</b>	
Windows XP: Level 1	Dec 10, 12
<b>Microsoft Office</b>	
Access 2003: Level 1	Nov 5, 7; Dec, 4, 6
Excel 2003: Level 1	Nov 5, 7; 27, 29; Dec 10, 12
Excel 2003: Level 2	Dec 17, 19
Excel 2003: Level 3	Nov 26, 28
Excel 2003: Database	Nov 13, 15
Excel 2003: Formulas and Functions	Dec 6
PowerPoint 2003: Level 1	Nov 7, 9; 27, 29
PowerPoint 2003: Level 2	Dec 18, 20
Word 2003: Level 1	Nov 13, 15; Dec 11, 13
Word 2003: Level 2	Dec 3, 5
Word 2003: Tabs and Tables	Nov 8
Word 2003: Merging Letters, Envelopes, and Labels	Dec 13
<b>Website Design</b>	
HTML 4.01: Web Authoring - Level 1	Dec 11
Web Editor: Dreamweaver 8: Level 1	Dec 7

## Learning Center Classes

Find details and register for Learning Center courses online at:  
<http://mire.med.yale.edu/lcdb/>

Course	Date
<b>November / December</b>	
Supervisory Education Program: What to Say and How to Say it for New Supervisors and Managers	Nov 2
Building Credibility - Developing Communication Trust	Nov 6
Supervisory Education Program: Introduction to Supervising and Managing People	Nov 6, 13
Pathways Alumni Event with Richard Kuepper (by Invitation)	Nov 7
Eudora Pro: Level 1	Nov 8
Customer Service for Front Line Service Providers	Nov 8
Creating a Career Plan	Nov 8
Stages of Personal Change - Building Positive Relationships	Nov 12
Internet Basics	Nov 14
Pathways I	Nov 15, 17, 20
Computers Made Easy	Nov 26
FOCUS: Goal Setting and Feedback for SUPERVISORS	Nov 27
Mentoring for Growth and Development	Nov 29
Delegating Skills	Nov 29
Introduction to Meeting Maker	Nov 30
Supervisory Education Program: Shifting Perspectives Looking at Roles & Work Relationships Differently	Dec 4
Coaching for Development	Dec 6
Negotiating Skills Workshop	Dec 10
Pathways II	Dec 11, 12
Supervisory Education Program: Managing Up	Dec 13
Interviewing Skills	Dec 18

## Procurement Course Schedule

<http://www.yale.edu/procurement/documents/CourseScheduleNovember.pdf>

## Safety Training

The following safety training courses are offered periodically throughout the year. Descriptions for each of these courses can be found online at [www.yale.edu/oehs/training.htm](http://www.yale.edu/oehs/training.htm). All training seminars are held at the Office of Environmental Health & Safety, 135 College Street, lower level, room 15. For further assistance and information, call 785-3550.

Course	Date
Biosafety Training	Nov 8
Bloodborne Pathogens Initial Training	Nov 15, 28
Bloodborne Pathogens Annual Retraining	Nov 14
Laboratory Chemical Safety	Nov 13
Radiation Safety Orientation	Nov 8, 20
Respiratory Protection Training	Nov 7
Safe Use of Biological Safety Cabinets	Nov 14
Safety Orientation for Non-Laboratory Personnel	Nov 7
Shipping and Transport of Hazardous Biological Agents	Nov 7
Tuberculosis Awareness	Nov 6

### Web Training:

Bloodborne Pathogens for Researchers <http://info.med.yale.edu/bbp/>  
Bloodborne Pathogens for Healthcare Workers <http://info.med.yale.edu/bbpclinical>  
Hazardous Chemical Waste Management <http://info.med.yale.edu/chemhaz>  
Laboratory Chemical Safety <http://info.med.yale.edu/chemsafe/>  
Tuberculosis Awareness <http://www.yale.edu/oehs/TB/index.htm>  
Laser Safety Awareness [www.yale.edu/oehs/powerpoint/LaserSafetyTraining.htm](http://www.yale.edu/oehs/powerpoint/LaserSafetyTraining.htm)  
X-Ray Diffraction Safety Awareness [www.yale.edu/oehs/powerpoint/X-RayDiffraction.htm](http://www.yale.edu/oehs/powerpoint/X-RayDiffraction.htm)

### Call 5-3550 to schedule the following courses:

Biosafety Level 3  
Hazardous Chemical Waste Management  
Noise and Hearing Conservation  
Office Ergonomics  
Radiation Survey/Spill Seminar  
Respiratory Protection Training

## Safety Training

Office of Environmental Health & Safety  
135 College Street  
[www.yale.edu/oehs](http://www.yale.edu/oehs)  
5-3550

## WorkLife Classes

To register, or for more information, go to [www.yale.edu/worklife/events](http://www.yale.edu/worklife/events) or call 2-5660.

Class	Date
<a href="#">Back Up Child Care Briefing</a>	November 2
<a href="#">Facts, Figures, and Forgetting - Understanding and Coping with Alzheimer's Disease</a>	November 2
<a href="#">Grief and the Holidays</a>	November 15

**2007 CHILDCARE DIRECTORY:** [2007 Online Childcare Directory](#) - Available now!  
Request a printed copy at [worklife@yale.edu](mailto:worklife@yale.edu).  
Be sure to include your name and on-campus address.