ADMIN PROCEDURES

MAIL ARRANGEMENTS

All incoming mail is delivered to the central area post room and is distributed by the servitorial staff.

Mail is sorted into pigeonholes for collection.   Senior staff have individual pigeonholes, all other mail is sorted by the first letter of the surname.

The post room is located in the loading bay in HRB – opposite stores. The door code is 132XY. In 1 George Square, the pigeonholes are in the staff room on the first floor. Please check the appropriate pigeonhole regularly and remove your mail.

All outgoing post should be placed in the blue trays in the post room in HRB for collection by the servitors or in the black tray in the Admin office in 1GS.

Mail going to ANY OTHER university department is sent as "departmental mail". If possible, in a reusable internal envelope (available in the post room) or on a plain envelope marked "departmental mail" or   **D/-**

Official University mail will also be collected from the trays, and must be stamped with the departmental rubber stamp located beside the tray. Post stamped with the departmental code is recharged to the department.   Personal mail may be placed in the trays for **collection but you must make sure it has a valid postage stamp.**

TELEPHONES

To make an internal call.

Central university main telephone numbers usually begin with the number 6.   These numbers can be called internally from any other university line, at no cost, by dropping the 6 e.g. The telephone number for reception is 651 1145 – to call them internally dial 51 1145

Some telephone numbers at Little France begin with the code 242 - to dial internally, dial 72 then 2 followed by the 4 digit number

E.g. 242 6358 becomes 72 2 6358

To make an external call

To be able to dial outside the University network add first dial 9 – followed by the number you require.

There are several levels of authority for outside dialling

In general

- Phones in laboratories will only have internal dialling i.e. you cannot make an external call.
- Phones in shared offices will have either local or national dialling
- Phones in senior staff offices may have international dialling

You can contact the University operator, between 9.00 and 17.00 by dialling 0

Any problems with telephones or to change the external phone dialling, please contact the building manager or a member of the technical team

For further info re the University telephone system see

http://www.ed.ac.uk/information-services/computing/comms-and-collab/telephones

PHOTOCOPYING AND PRINTING

Few offices have access to their own printer. In general, documents should be sent to the Cloud printer in the staffroom in HRB or room G2 beside the admin office in 1GS.

From a managed desktop computer: Select "EdPrintPull on edinprint.as.ed.ac.uk" from your printer drop down list. The printer is set to monochrome as default, to select colour printing please change this in "Printer Properties".

From a non-managed laptop/device: Please install the EdPrint client. Instructions can be found at the following link: https://www.ed.ac.uk/information-services/computing/desktop-personal/edprint/adding-a-print-queue

PLEASE DO NOT PRINT UNECCESSARILY – ESPECIALLY IN COLOUR

The cloud printers are authorised via your University card. To release printing you will need to log in the first time you use it. If you have any problems please contact the IS helpline for assistance - IS.helpline@ed.ac.uk

The printers also function as a photocopier and scanner. It is straightforward to use, but please contact the technical team if you need help.

STAFF ROOMS

You may use the staff room, including the kitchen at any time. Any food items placed in cupboards or in the fridge should be labelled with your name.   Any unlabelled items are liable to be thrown out when the fridge is cleaned out (approx. once a month).

PLEASE WASH UP AND TIDY UP IF YOU USE THE KITCHEN

The water from the kitchen taps in the building is drinkable but filtered and chilled drinking water is available from the units in the kitchens if preferred.

The staff room has a WAP so you may connect to Wi-Fi if you wish.

PLEASE BE AWARE THAT THE STAFF ROOM IS AN OPEN AREA AND THAT NOISE TRAVELS.

On occasion the staff rooms may be used for meetings, coffee breaks and seminar lunches so may be very busy. Usually an email is sent out giving prior warning of events such as this.

TRANSPORT AND BICYCLES

In general, there is no provision for car parking in George Square. Staff parking permits are available but must be paid for in advance and there is normally a waiting list for these. Anyone without a permit will need to park using the public spaces and pay at the meters.

There are various secure bicycle stores in the central area. Card access is provided by the Transport and Parking department at transport@ed.ac.uk. For location your closes location please see the following link: https://www.ed.ac.uk/transport/cycling/facilities/bike-parking/central-area-store

For more info on car parking permits, bike storage, shuttle bus timetables, the Cycle to Work scheme and more please see http://www.ed.ac.uk/transport

ADMIN STAFF AND PROCEDURES

In the Hugh Robson building the administrative area is on ground floor. Enter by the doors to the open access computer labs. The offices are on the left at the bottom of the ramp and are accessed by swipe card. You will be given clearance after your induction, but if you have any problems please contact the technical team.

Offices in the Admin Area:

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Head of Administration: Biomedical Sciences

Finance Manager

HR manager

Accounts team

Many members of the Admin team are currently working from home part time, however. Please see the list of Key Contacts for details on how to contact any of them. More information can be found on the BMS wiki at: https://www.wiki.ed.ac.uk/display/biosciencewiki/Edinburgh+Medical+School%3A+Biomedical+Sciences+-+WIKI

CLAIMING EXPENSES

The University expenses policy can be found at https://www.ed.ac.uk/finance/for-staff/financial-regulations-policies-and-procedures/expenses-policy. The policy also applies to students.

In order to claim expenses you will need to be registered for eExpenses on the financial system. Please contact the accounts team to become registered - sbms-orders@ed.ac.uk.

Once you are registered, expenses are submitted electronically, including scanned copies of receipts.   Payment will be made directly into your bank account and normally takes around 5 working days. Below are a few basic rules – but please refer to the policy for more information.

1. A receipt MUST be submitted for all sums claimed

2. Always use a University supplier, i.e. a company that takes a purchase order, if you find you are unable to do this get advice from the accounts team sbms-orders@ed.ac.uk before making a purchase as pre approval should be obtained.

3. Where at all possible travel and accommodation should be booked through the University travel agent, this is available to do online and means you have no out of pocket expense. Full information of how to register for this and contact the agent is available here https://www.edweb.ed.ac.uk/procurement/buying/commodity-info/travel