

Administrative/Accounting Tools

Accounting page
Purchasing overview
Ship/rec
Time sheet
Proposal forms
*Travel forms & info

Computing Tools

Auto ftp
Network outages? ?
Computer support
Email resources
Web guidelines??
Webstats
Winscp
*remote access info

HR/Staff Resources

Employee guidelines
Employee hiring
Hail/farewell
Emergency plan
Staff photos
Time sheet
Swapshop (no)
Staff PD reviews
SSEC merchandise
*Staff & assoc. page

*Equity & Diversity
*Employee Newsletter
*conference room scheduling
*Earning statement
*SSEC special phone #s (update it)
*quality & safety

Committees

Equity and Diversity
Council Minutes

Reports, Plans, Newsletters

CIMSS Reports: BoD, 5 year – (old)
SSEC Reports: Strategic Plan
SOC addresses
Employee Newsletter
*Emergency plan

Letterhead and logos

SSEC Logos, letterhead, color palette
CIMSS logos, letterhead, color
palette
*building pictures

***Request forms**

*Conference room scheduling

*Machine shop job request form

*Travel forms & info