**PURCHASING**

- **Purchases under $5,000** not available through MDS/Shop@UW, SWAP, or DoIT may be purchased with the dept credit card.
- **Purchases greater than $5,000** require a purchase requisition. Contact the financial specialist to get started.
- Before taking someone out to a meal or hosting a conference be sure to check with the financial specialist.
- Click here for a list of purchasing guidelines.

**BUDGET & FINANCIAL INFO**

- UW-Madison Accounting Services provides financial services. The website includes information including training (Concur), policies & procedures, reimbursements, and purchasing card regulations
- **WISDM** is the UW's financial data warehouse. Financial reports by dept, sub-dept, and project are available to anyone with a UW-Madison Net-ID.

**USEFUL LINKS**

- Accounting Services
- Business Services
- Human Resources
- Research and Sponsored Projects
- ME Website
- ME Resources and Forms
- Department Contacts

**HUMAN RESOURCES & PAYROLL**

**Hiring**

- For TA's, Academic or Staff appointments, contact the Dept. Administrator.
- For student hourly, RA's, $0 appointments, contact the Payroll & Benefits Specialist.
- $0 (Visiting) appointments must complete necessary documents and satisfy the UW’s English proficiency requirements.

**Employment Eligibility Verification**

- Students must be enrolled before the start date.
- Start and end dates can affect benefits, consult the Payroll and Benefits specialist.
- I-9 employment verification and criminal background checks must be complete before start date.
- Start dates cannot be backdated.

**Benefits & Application Forms**

- Forms are available online and should be completed and turned into the Payroll and Benefits Specialist.
- **Insurance, W-4, Direct Deposit Form**

**International Students and Staff**

- Students and staff must enroll in SHIP health insurance or file a qualifying waiver.
- GLACIER helps determine tax residency, withholding rates, and income tax treaty eligibility for non-resident aliens.
- Student visa questions can be directed to the International Student Service Office.
FACILITIES

- Contacts for room reservations can be found on the COE Meetings & Classrooms website. Allow two days for requests to be processed.
- Graduate student desk space is allocated by advisors.
- Key requests for ME can be made by submitting the online form here.
- Maintenance requests should be made through the Department Administrator.

TRAVEL

The university has important regulations that you need to be aware of before you book travel. For full university travel policy see the Accounting Services website. For questions related to travel and expense reimbursement please contact the Financial Specialist.

- You must be an authorized driver to claim mileage, rent a car, or drive a university fleet vehicle. See the Fleet website for more info.
- When arranging for airfare you must use Fox World Travel (ph: 866-230-8787) or the Concur online booking tool. Airfare not booked using Fox World Travel or Concur will not be reimbursed.
- Be sure to verify that travel is an allowable expense on the funding you intend to use.

RESEARCH

All proposals, contracts, and agreements must be routed through appropriate university channels and be in compliance with Federal, State, and UW regulations. Research and Sponsored Programs (RSP) has final signature authority on all extramural support grants, contracts, and agreements. To get started, please contact the Research and Grants Administrator.

Helpful links to ensure research activities are in compliance

- Conflict of Interest / Outside Activity Report
- Effort Training / eCRT
- Export Control Training
- Research Ethics
- Human Subjects Training
- Animal Subjects Training

Commonly Used Submission Tools

- WISPER: Internal routing system used for all proposals, contracts, and agreements.
- FastLane: NSF submission
- CAYUSE: Web-based system used for electronic grants.gov submissions to federal agencies that provide Adobe forms for the submission process (e.g. NIH, DOD, CDC, USDA, AHRQ, etc.)

Equipment Agreements are also available on the accounting services website.

- Equipment loan request
- Gift in kind guidelines
DEPT OF MECHANICAL ENGINEERING

FACULTY AND STAFF INFORMATION GUIDE

DEPARTMENT CONTACTS

**Tannaz Fakheri:** Research Administrator
- Sponsored research proposals
- Effort reporting
- Research compliance

**Carol Sobek:** Accountant
- Startup tracking
- Non-sponsored research
- Gift checks and foundation funding
- Grad fellowships

**Catherine Shults:** Financial Specialist
- Purchasing
- Procard Manager
- Travel
- Scholarship accounting
- Telephone lines

**Brittney Geenen:** University Relations Specialist
- Department Events
- Student group liaison
  - WME events and promotion
  - ME funding and award letters
- ME Website

**Hong Zhang:** Payroll Specialist
- RA, PA and Student Hourly appointments
- Zero-dollar appointments
- Benefits
- Student Visa coordination (with campus ISS)

**Rob Warren:** University Service Program Associate
- Reception
- Keys
- Driver’s Authorizations
- MDS Purchases
- Copy room
- Speak test registration

**Catherine Carter:** Academic Department Manager
- Department office management
- Faculty Recruiting
- Academic Staff Recruiting
- TA appointments
- Facilities and Work Orders

**Steve Nofle:** Grants and Contracts Specialist
- ERC Sponsored Research
- Travel reimbursement approvals
UW-MADISON CAMPUS

**CAMPUS**
- **43,389 students** enrolled
- UW-Madison is a **936 acre campus.**
- There are nearly **900 student organizations.**
- UW is the **#1 College Football Town in America** (NCAA, 2015).

**ACADEMICS**
- The university has over 4,700 courses with an average class size of 29 students.
- There are 24 Colleges and Schools within the University with over 160 Departments.
- UW-Madison is the **11th Best Public University** in the U.S. (U.S. News & World Report, 2015).
- 33 Pulitzer Prize Winners.
- **$1 Billion** in Research Expenditures annually.

**COLLEGE OF ENGINEERING**
- 9 Departments
- **35+ research centers**, 10+ of which include industrial consortium activities with more than 250 corporate members.

**QUICK LINKS**
- UW-Madison
- College of Engineering
- Greater Madison Convention & Visitors Bureau
- City of Madison

LOCAL INFORMATION

**FUN FACTS**
- Ranked one of the **Top Ten Happiest Cities** in the World by National Geographic
- Madison is the home to our State Capitol.
- State Street is a 7-block pedestrian mall running from the Capitol Square to campus full of specialty stores, restaurants, and bars.
- Madison is 1 of only 2 U.S. cities built on an isthmus.
- **Meet Madison** by [watching this video](#).

**ATTRACTIONS**
- Madison has 200 miles of off-road and multi-use paths and **260 parks.**
- Madison has 5 area lakes.
- The **Memorial Union Terrace** has over 1,000 lakeside seats, live music, and stunning sunsets.

**LOCAL FOOD AND FARE**
- **Madison Farmer's Market** features approx.170 vendors selling unique items.
- There are over 56 craft breweries in our area and year-round craft events including a Craft Beer Week Festival.
- Madison hosts the **World's Largest Brat Fest**. Which has sold 3,003,435 brats since 1983.