How to Use the Administrator’s Toolbox

Informational tools for our customers

Office of Administrative Services
Is the Toolbox for You?

Customers of the Office of Administrative Services

- Typically Program Administrators or Coordinators
- Faculty or Staff needing reimbursements, travel documents, purchasing and much more
Find the Toolbox

• You must have found us to get this far!
• For the future
  • Bookmark this site
  • Or, click on our button on the Administrative Services webpages
Toolbox Pages

You will find the Toolbox has a distinctive look with Toolbox pages having this header.

Keep in mind that the Toolbox links to many documents which do not carry the header, such as process flow charts.
Button Links to Systems

Easily click to 7 different systems you use regularly
Navigation

Main menu arrangement
• Doing business by Department
• Doing Business by Topic
Find Functions or Tasks

- What is it you need to do or know about?
- Look in the menu under "Doing Business by Topic"
Doing Business by Topic

• Click on the business process you’re interested in, and you will find topic-related content.

• If your topic can’t be found, email us so that it can be added to the Toolbox.
Doing Business by Department

You may know the department or unit that handles the work you need to do. For instance, you know

- to contact HR if you need to hire a temporary worker
- that to get a reimbursement you work with Finance

In the menu, You’ll find a list of departments in the Office of Administrative Services
The “Tools Menu”

Appears on right side of page... A rich source of tools specific to the topic such as

- Forms
- Policies or Administrative Directives
- Work flow charts
- Checklists
- FAQ’s

Human Resources Tool Box Drawer

Welcome to the HR "drawer" of the DAS Tool Box.

HR Hiring and Compensation Processes have undergone the LEAN Process improvement scrutiny, and you will find improved process descriptions and improved forms here in the Tool Box.

For Academic HR and Faculty Employment phone (239) 692-5754.

Ready to hire a permanent employee?
HR is here to help! Check out the resources in the HR Tools menu to the right, and then call (239) 692-5969 if you don’t find what you need or want further guidance.

Looking for a temporary employee?
In the HR Tools menu to the right will find all you need to hire a non-student temporary employee. Click on Temporary Employment for more information. [Link]
Looking into the Future

• The Toolbox will be a project of ongoing development and refinement.
• Let us know what else you need as tools or information.
• Suggestions from you, our customers, are considered golden!
Good Luck!

Thanks for checking out the Administrator’s Toolbox. Our hope is that it provides clear information for the work you need to do through Administrative Services.