

IMSS HOUSE REP GUIDELINES

All house reps should be on the its-rep@caltech mailing list. New reps should contact Wenye Lo (wenyee@caltech.edu, x4608) to be added to this mailing list and the house roster at <http://imss.caltech.edu/house reps>. All House Reps must also complete hiring paperwork. See Wenye in 201 Central Engineering Services to complete paperwork.

Major House Rep Changes as of July 2, 2013

- The IMSS House Rep system will continue as is. House reps will continue to report to IMSS and be paid by IMSS. This aspect of the program will not change. Your responsibilities will remain the same as they have been.
- All purchase requests will now be sent to Student Affairs staff Dimitris Sakellariou (dimitris@caltech.edu, x3208) and Ryan O'Connor (ryano@caltech.edu, x5998). They will be able to approve purchases and get you the items you need.
- Paper supplies will be kept in the Dean's office in CSS so that House Reps can get paper for their printers.

Time Reporting & Payroll

- Linda Powell sends out bi-weekly reminders to the its-rep@caltech mailing list to submit time worked. Time must be reported by the dates that IMSS specifies. Late exceptions are subject to approval with a reasonable explanation. Late exceptions may only be reported for up to one previous pay period.
- Students may only report up to 5 consecutive hours worked. After 5 hours, a minimum 30 minute lunch break must be taken before clocking in more hours.
- Do sign up for direct deposit. Paystubs are now delivered electronically, though you may still receive paper paystubs if you have another assignment on campus.

Dell Purchasing Resource

- Caltech has a Dell rep that you can contact for quotes or parts –
- HP Rep: Ismet Nesicolaci (Enterprise Infrastructure Sales – Higher Ed), 877-605-1196, ismet.nesicolaci@hp.com

House Lab Security

- Lock up equipment if possible.
- If equipment is stolen, file a report with Caltech security. Then inform Student Affairs/IMSS so we can determine if we need to file an insurance claim.