

Getting Started as a Departmental Business Manager

Charge

Who are you?

Fiscal agent of Duke University and Trinity College of Arts & Sciences
Human resource manager

What do you do?

Partner with the chair/director to oversee the work of the department/program

How do you do it?

Exemplify the five guiding principles of Duke University

http://www.hr.duke.edu/jobs/duke_durham/principles/index.php

Trustworthiness

Respect

Diversity

Learning

Teamwork

Develop tactical plans to implement departmental strategic plans

Manage day to day activity by supervising staff, delegating work to maximize efficiency and economy of resource

Ensure compliance with policies, practices, and regulations

For whom do you do it?

Duke University

Trinity College of Arts & Sciences

Department/Program

Faculty, staff, students, and colleagues

5 Areas of Responsibility

Academic Management: APT, DGS, DUS, Faculty Minutes, Visitors/Adjuncts, Searches, External Reviews.

Facilities Management: Space, Access, Safety & Compliance

Financial Management: Budget Planning, Departmental Accounting, Grant Management

Personnel Management: Staff Supervision, Payroll, Evaluations, Compliance

Operations Management: Departmental Policies, Procuring Goods & Services, Equipment Maintenance and Repair, support to Chair/Director and Faculty

Systems and Tools

General

Duke Network – NetID

<http://www.oit.duke.edu/email-accounts/netid/index.php>

E-mail –

<http://www.oit.duke.edu/email-accounts/dukemail/setup.php>

Consult with your IT support person

<http://trinity.duke.edu/technology/people>

Academic Management

SISS

STORM

Blackboard

<http://www.sissoffice.duke.edu/>

Facilities Management

WebCentral

<http://webcentral.oit.duke.edu>

Work order request

<http://trinity.duke.edu/administration/facilities/policies-and-procedures?p=work-orders-for-building-repairs>

Financial Management

SAP/R3

<http://r3.duke.edu/>

Accounting View of Payroll

<http://www.payroll.duke.edu/>

Assigned JV number

<http://www.finsvc.duke.edu/finsvc/gap/assignedjv.html>

Corporate Card

<http://www.treasury.duke.edu/card/>

A&S Budget Web Tool

https://earlweaver.asadmin.duke.edu/trinity_budget_tool/home.php

BPS

<http://work.duke.edu/>

Personnel Management

HR Website

<http://www.hr.duke.edu/>

iForms

<http://work.duke.edu/>

Contact HRIC – 684-5600

dFac

<http://work.duke.edu/>

Contact HRIC – 684-5600

eCert

Effort certification accessed via iForms

FDS

<http://fds.duke.edu/db>

Web Resources

Trinity College of Arts & Sciences

<http://www.trinity.duke.edu>

Trinity College of Arts & Science Office of Finance & Administration

<http://trinity.duke.edu/administration>

TCA&S Facilities

<http://www.trinity.duke.edu/facilities/>

Trinity Technology Services

<http://trinity.duke.edu/technology/support>

Financial Services

<http://www.finsvc.duke.edu/>

GAP manual

<http://www.finsvc.duke.edu/gap/>

Human Resources

<http://www.hr.duke.edu/>

Office of Research Support

<http://www.ors.duke.edu/>

Office of Sponsored Programs

<http://www.finsvc.duke.edu/CostReim/osp/>

Meetings

Department Business Managers meetings

Payroll Representative meetings

Contact Gwen Hall-Difabio

ListSers

Payroll

DUS assistants

Administrative Women's Network (AWN)

Calendars

[Academic Calendar](#)

[Fiscal Year Calendar](#)

[Payroll Schedules](#) Bi-weekly, Monthly and Non-compensatory

Training

[Corporate Payroll Training](#) – all available training courses are recommended.

[Immigration & Visa Services](#) – all appropriate courses as needed for your dept.

[Financial Services](#) – Accounting Payment & Processing; all are recommended

BPS training; all except modifications course

Procurement & Purchasing; all are recommended

SAP; all except modifications course

Research Compliance & Reporting; as needed

[Contact Information](#) – Topical, Staff, and Departmental