Graduate Quick reference
Biological Science office

1. Keys
   - Keys might be ordered for you before you arrive – if not, see Emily
   - Keys to other labs and areas must be submitted by your advisor or the lab supervisor.

2. Submitting time –Hourly only -Not stipends
   - Enter your hours on banweb – https://www.banweb.mtu.edu, Under "Employee"
   - Paid every two weeks, submit hours on Monday before the Friday of payday
   - Make sure you are submitting time for the correct pay period dates
   - Make sure you hit the 'submit for approval' button.

3. Copying
   - The copier and scanner is in our main office, Dow 737
   - Patty or Emily will show you how to copy, send PDFs, etc.

4. Printing
   - Your print job goes to printers on this list –swipe your Tech ID
     - Print to huskybw or huskycolor (there is a fee for color)
   - These are the locations of the computer labs available to print to: https://www.it.mtu.edu/computer-labs/index.php

5. Ordering lab supplies, chemicals, etc.
   - Order online (set up an account) or give list of items to Emily
   - The list must include:
     - Item #
     - Description of item
     - Quantity
     - Price
     - “Ship by” date
     - MTU account number
   - Going to the website and putting items in your basket, then printing the order is a fast way to do this. Hand write in the account number and shipping timeframe.
   - Able to order online from 9 vendors – see Emily if you or your lab does not have the list and instructions.

6. Receiving your items
   - Return your packing slip with:
     - MTU account number
     - Date, initials and “Ok” (if order is in good order, if not indicate on the slip so it’s not paid until problem is corrected.)

7. Banweb
   - Banweb, https://www.banweb.mtu.edu, is where you update all your personal information at MTU, including, but not limited to your personal contact information, your place of direct deposit, registration, and as mentioned above submitting your hours to get paid.