

CCB people lists

Kevin A. pulls Grads within CCB, per Pat H.'s database. Sharon VanD. (HR) can pull info on all staff, post-docs, and other researchers, per Workday. (Grad data in Workday doesn't have CCB group info so not useful.) Chair's Office has info on all faculty, per JoyceB's (ad hoc?) info.

See also

- [CCB people list](#)
- [CCB enrollment list for DreamSpark](#)

Ideal goal

- Single spreadsheet, with current-at-the-time snap-shot of all CCB people and some info about each person.

Current versions

- [PDF with all funded staff in CCB, sorted by Group.](#)

Version promoted to CCB Admin staff on 10/14/13:

- <http://tinyurl.com/ccb-people>
 - The file is a 6-page PDF, titled "CCB people listing by group, Oct 2013". You will need your NetID credentials to get to the file.

Other sources of data

PatH has CCB-taken photos of each Grad student, with their name. PatH to send those photo sheets for us, for each incoming year's worth of Grads (1st year Grads). PatH will add NetIDs to this sheet (7/31/13).

- [See also](#)
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Documentation and reminders

Reality-check on numbers: 350-360 people, depending on time of year

2013	Aug	Sept	Oct	Notes
Staff	143	146	148 (=26 staff and 122 research staff)	Staff include Admin, HR, Finance, IT, Instruction, Teaching, Labs, Research staff include PostDocs and Visiting Scientists.
Grad	179	165	162	
Faculty	38	38	38	
Totals:	360	349	348	

[People list documentation](#)

The "people" data from Kevin needs to be aggregated, and added to existing faculty info, for it to be useful.

KevinA's data, from PatH's database.

- Include only "Current" from the Grad student list.
 - Don't include "withdraw", for example. (And "Former" Grads already not being included, apparently.)
- Just grads.

SharonVanD's data, from Workday

- Obtain each January, which Sharon does for other reasons.
- Data fields are:
 - Manager, First Name, Last Name, Netid, Job Profile Name, Email - Primary Work, Job Family Group, Employee Type
 - Note: Please include "**Job Profile Name**" or prof. positions not complete. Was missing from Jan. 2018 pull. "Position/Job Title" was included which helped, but not as good.
 - Note: There were 163 entries, January 2018.

Oliver then:

- Corrects by hand the few under "First Name" (Floyd) and "Last Name" (Peng, SLin).
 - Corrects the many under "Manager, prep by hand" (~64) and via automation under "Manager, corrected for Faculty" (~33). Look at previous year's for guidance.
 - Re-does all the appropriate NC's under "Mark if Not Charged" (~35). Again, look at previous year's for guidance.
 - Don't forget to add the "missing" faculty 4: Hoffmann, Widom, Cerione, DiSalvo. And "missing" 3 staff: Johnson, Walcott, Leitch.
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Old info. Still of value?

Sharon de Roos

Is listed, but not "in" CCB?

Paul Mutolo <pfm2> EMC2

Supported by ChemIT, and not in Sharon's list

Earl Peters <ep11>

Dan Lorey <dl24>

Tom Rutledge <tr45>

Soon? Cynthia Kinsland, in new role <clk10>

Supported by ChemIT, and not "in" CCB?

Jane Walcott <jtw8> Student Academic Services

- (along with Steve Johnson)

Graham Kerslick <gsk2> EMC2

Suzanne Koehl <sea2> EMC2

Not supported by CCB, and not listed (in Sharon's hand-made directory):

Jason Russell <jwr96>

Pat Hine

- Deadline for finalized first year student assignments is Nov. 15th. Important for most persistently valid snapshot of CCB people and their "supervisor".
 - This deadline is critical for snapshot needed for billing.
- To Grad DB: Add a "title" or "Position" field. And have it auto-filled with the word "Grad".
- In Grad DB: Populate NetID field.
 - "NetID" field exists but is currently empty or not comprehensively filled. Fill it with the NetID for each grad. Q: Business need for PatH, if any?
 - Note: Still will need a fully qualified email field since Outlook won't always resolve a NetID automatically. Currently that email field is auto-generated from the NetID field in Oliver's "master" people spreadsheet, so we just need a NetID.

Data export needed for billing and Remedy reporting

Required data

- chemistry **staff** (include researchers, post docs, visiting scholars, regular staff)
- **graduate students**
- **faculty** (including visiting profs and emeritus)

Fields needed for each research and staff / faculty group

	Group	First name	Last name	NetID	Position	Campus address	Source	NOTES:
Staff	PI	FirstName	LastName	NetID	title	CampusAddress	Sharon de Roos	
Grads	Chair	First	Last	email*	Fill in with: Grad		Pat Hine	Don't include grads in DB who aren't here. Eg: "withdraw"
Faculty	n/a	n/a	n/a	n/a	Fill in with: Faculty		Sharon de Roos	Initially from Sharon's phone directory's Excel file (not a DB); update by hand. It's what Joyce Boda recommends using.

* When and if Grad DB gets their NetID field 100% populated, pull that one instead of their "email" data. Otherwise, just keep using this field and do the required data munging.

Required

- Group affiliation
- Name- First
- Name- Last
- Cornell NetID

Optional, when available

- Room #, Building
- Title*

* Key to "Title" abbreviations within the staff/ faculty data:

Abbreviation	Explanation
VS	Visiting Scholar
PDA	Postdoctoral Associate
PDF	Postdoctoral Fellow
Student	undergraduate employee

The other abbreviations are self explanatory, such as:

- Res Assoc Sr
- Admin Asst 3
- Admin 6
- Publ Asst 4
- Res Spt Spc 3
- Etc.

Processes figured out so far

ChemIT has created for Kevin a folder, R:\Public - all Chem Staff\Chem staff files\, which is available to Kevin on his R: drive.

- Kevin is thus putting the spreadsheet there and is able to update them. And we'll be able to access the most recent copies without emailing and such.

Kevin also has access to the FileMaker grads file on the server.

- In FileMaker, open remote fm.arts.cornell.edu. (We suggest adding as a favorite host.)

Purposes

- CCB Groups within Active Directory (managed by ChemIT).
 - For access to CCB file servers, NMR access (in the future, possibly), Chem Community Headnode (possibly).
- ChemIT monthly billing
- ChemIT activity reports from Remedy (Remedy identification)
- ChemIT staff's knowledge of who is who
 - Ideally with pictures (from PatH. And/or from WorkDay), at least for grads.

Question: Of value to the Stockroom? To Accounting/ billing? To other CCB units?