

Copy of CCB people lists

Kevin Ashman will kindly do a monthly pull of people within CCB. HR has info on all staff, faculty, post-docs and other researchers. Instruction has info on all grad students.

DONE

See the [People list documentation](#).

Ideal goal: Single spreadsheet, each month, with current snap-shot of all CCB people and some info about each person.

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

- [DONE](#)
- [Documentation and reminders](#)
 - [For Kevin](#)
- [To do's](#)
- [Data export needed for billing and Remedy reporting](#)
 - [Required data](#)
 - [Fields needed for each research and staff / faculty group](#)
 - [Required](#)
 - [Optional, when available](#)
- [Processes figured out so far](#)
- [Purposes](#)

Documentation and reminders

For Kevin

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

To do's

- 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 PathH, 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?