

Yale School of Drama/Yale Repertory Theatre
Business Office: 149 York St, 2nd Floor (follow signs to our office)

Hours

Hours Effective September 8th, 2009

Monday 9:00am-5:00pm
Tuesday 10:00am-5:00pm
Wednesday 12:00-5:00pm
Thursday 10:00am-5:00pm
Friday 10:00am-5:00pm

Payroll Process

- **Timesheets**
 - **Casual** timesheets are due each **Monday at 12:00 noon**
 - **C&T MY TIME** employee and supervisor approvals are due each **Monday at 5:00 pm**
 - **M&P MY TIME** employee and supervisor approvals are due within the first week of the next month
 - **Student** timesheets are due each **Monday at 9am**
 - All paper timesheets must be signed in ink by the employee and the supervisor in order to be paid (all alterations must be initialed)

- **Payment Method – Direct Deposits & Checks**

Checks are available each payday after 2:00 p.m. Direct deposit stubs are available on line. Checks must be signed out in person from the Business Office during regular office hours; Yale I.D. is required. Paydays are as follows:

 - Thursdays for students and C&Ts employees
 - 15th and the last day of the month for students on semi-monthly payroll
 - last business day of the month for faculty and M&P staff

Reimbursements

In order to be reimbursed for Yale School of Drama/Yale Repertory Theatre business expenses, original receipts must be turned in **within 60 days of the receipt date**. Those submitted with receipt dates over 60 days old are subject to additional paperwork and may not be reimbursed by the University. Receipts that total up to \$300.00 (per receipt) may be reimbursed through petty cash by filling out a petty cash reimbursement form. Receipts totaling more than \$300.00 in a single receipt must be reimbursed by filling out an Employee Reimbursement form. Contact your Department's Senior Administrative Assistant or Business Office Specialist for further information.

Training Management System (TMS)

Yale University must comply with a host of federal, state and local training requirements. TMS is Yale's tracking system for the status of the completion of these requirements for all faculty, staff and students. Should you have any questions concerning notices sent to you by TMS, contact your Business Office specialist.

Office Supplies

Office Supplies are available for use by all YSD/YRT departments. A modest cabinet of office supplies exists outside of the Business Office. The keys are available 24/7 in the glass mug in the same area. Please use discretion when taking supplies from this cabinet. Larger quantities of office supplies should be ordered through Senior Administrative Assistant for the Business Office, Toni Ann Simiola (2-5032).

All supply orders MUST be in by 10:00 a.m. each Wednesday

Staff and Areas of Responsibility

Katherine Burgueño

Director of Finance & Human Resources

432-1519

- Advances on pay
- Benefits
- Best Practices
- Budget/Projections
- Chart of Accounts
- Employee review
- Equal Opportunity Questions
- Faculty search assistance and record-keeping

- Hiring
- Job Audits
- Labor relations
- Management counseling
- Position descriptions
- Retirement
- Seasonal employee issues
- TIPS training

- Training Management System Coordinator
- Training opportunities
- Training requirements
- Union related questions
- Worker's Compensation

Denise Zaczek

Associate Director of Finance

432-1518

- Assets and Liabilities
- Drama Productions, Inc. corporate issues
- Faculty Appointments & Payments

- Food/Liquor permits
- Grant budgeting and reporting
- HAUS training
- Payroll

- Petty cash custodian
- Safe codes/combinations
- Salary spreadsheets
- Statistics and surveys

Toni Ann Simiola

Senior Administrative Assistant: Business Office, Information Technology, Operations, and Tessitura

432-5032

- Business Cards
- Contact Sheets
- Continuity between Blue Book, Directory, Application Brochure
- Email lists
- Express Shipping Solution/training
- Faculty Orientation Packets
- Leases
- Mailing/shipping supplies

- Meeting scheduling
- Office supplies
- Organization Charts
- Package room monitoring
- Payroll check pickup
- Photocopier billing
- Photocopier problems
- Printer & Fax cartridges

- Telephone Toll Access numbers (TAN)
- University statements
- YSD email list update
- YSD Stationery

Alex Grennan*Business Office Specialist***2-4636**

Business Office
 Information Technology
 Inventory
 Production Dept TD&P
 Operation
 Safety and Health
 Student Government
 Summer Cabaret
 Tech Briefs
 Tessitura

Ashlie Russell*Business Office Specialist***2-1258**

Associate Dean
 Associate Managing Directors
 Audience Services
 Company Management
 Deputy Dean/Managing Director
 Development
 Group Sales
 Marketing
 On-Line Communications
 Press & Media Relations
 School Show Administrator
 Single Tickets
 Special Events
 Subscriptions
 Theater Management Department
 Yale Institute of Music Theater

Cristal Coleman*Business Office Specialist***2-9663**

Acting Department
 Associate Artistic Director
 Cabaret
 Dean/Artistic Director
 Design Department
 Directing Department
 Dramaturgy Department
 Dwight-Edgewood Project
 Education
 Financial Aid
 Literary Office
 Playwriting Department
 Registrar
 Sound Design Department
 Stage Management Department
 Theater Magazine
 Virtual Library

These specialists each do all of the following for the areas designated above

HUMAN RESOURCES

- Employment eligibility and verification (Federal Forms I-9 and W-9)
- International payee documentation
- Moving reimbursements for faculty & staff
- Taxes
- Time sheets

FINANCE

- Budget support
- Cash advances
- Chart of accounts
- Check requests
- Credit card machines
- Deposits
- Employee reimbursements
- Income
- Invoices
- Payrolls (All are included, DPI, Casuals, CT, MP)
- Payment status
- Petty Cash
- Sales tax exemptions
- Vendor questions
- VIP number maintenance

OTHER

- Certificates of insurance
- HAUS training
- Notary public
- Sales and use tax

