

# Yale Department of Physics

Yale Physics Newsletter

June 30, 2017

## Announcements

For further information on any of the items included here or if you would like to contribute to the next newsletter, send email to [Daphne Klemme](mailto:Daphne.Klemme@yale.edu).

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Please [click here](#) for updates on the Yale Science Building, including information about the YSB Construction Phase Pedestrian Impact. The project encompasses the construction of a new state of the art sciences laboratory at the approximate location of the demolished J.W. Gibbs building, a comprehensive renovation of the KBT Plaza, a lecture hall, and a common area at the south end of KBT Plaza.

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## Get Ready for Workday

Discover Your Gurus, the FSC, and Clinics

When Workday Financials launches on July 5 (July 3 for central process owners), you will have access to a variety of support options, including Workday "gurus" embedded within your own department, a new Finance Service Center (FSC), and drop-in clinics.

- [Local Workday Gurus](#) are a network of Yale staff members who will offer business process support to faculty and staff using Workday Financials.
- The [Finance Support Center \(FSC\)](#) will be a source of fast and reliable information about Workday Financials and the University's financial processes.
- A series of [drop-in clinics](#) on specific topics will be held across campus to supplement the training program.
- The [Employee Service Center](#) will help with Human Resources workflow, policies, and processes, and the [ITS Help Desk](#) will assist with technical issues.

Reminder: Individuals must submit an expense report with required supporting documents within 10 business days of incurring expense(s) or upon returning from a business trip, whichever is later.

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## Minors and Visiting Undergraduates

Environmental Health and Safety has recently created a new set of Frequently Asked Questions regarding Minors and Visiting Undergraduates Participating in Research or Clinical Activities. These FAQs cover a variety of topics including how to submit an application, how to obtain a NetID and how to see any outstanding training or compliance issues, among others. [Click here](#) to see the new FAQs.

Applications for minors and visiting undergraduates participating in research or clinical activities can be found at <https://ehsis.yale.edu/EHSIntegrator/Registration>. An [instructional help guide](#) is also available to assist you with getting started.

Applications must be submitted and approved prior to the individual's arrival and participation in any research or clinical activities. Applications will not be authorized until all training and compliance issues have been completed. The University has revised its policies regarding minors and visiting undergraduates in this area to assure compliance, address safety concerns and optimize the research or clinical experience.

- [Minors Participating in Research or Clinical Activities Policy](#)
- [Visiting Undergraduates Participating in Research or Clinical Activities Policy](#)

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**eShipGlobal News:** Concurrent with the university's implementation of Workday financial applications, **eShipGlobal will be modified to support Workday's new charging instruction format effective July 3, 2017. To support the transition, eShipGlobal will be unavailable between 5:00 p.m. on June 30 and 8:00 a.m. on July 3.**

## What is Changing

- Charging instructions will be entered using the new Workday format. PTAE0 and VIP prompts will no longer appear on the data entry form.
- As you submit the transaction, charging instructions will be validated. Validation messages will be new based on the new charging instructions.

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- If a worker other than a regular employee needs access to eShipGlobal, access requests will be made via ServiceNow rather than START. This includes access by workers such as casual employees, student employees, and associates. Regular employees (e.g., Faculty, Management & Professional, and Clerical & Technical) will continue to have automatic access.

## What is Not Changing

- You will log in to eShipGlobal as you did before the change. Existing bookmarks and university website links to reach the log-in screen will continue to work.
- Address books will remain intact.
- All existing functionality is unchanged.

## What You Need to Do

- As of July 1, 2017, do not use shipping labels previously generated by eShipGlobal. To prevent payment delays and accounting issues, please destroy all previously printed shipping labels.
- If you have sent return shipment labels to associates outside of the university, please send replacement labels to them with new charging instructions and ask them to destroy the prior labels.
- Consult with your department business office to obtain new charging instructions to use in eShipGlobal.

Questions may be directed to  
[purchasing.helpdesk@yale.edu](mailto:purchasing.helpdesk@yale.edu)

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**Travel news:** Hy's Limo service now has an airport shuttle. This service can be requested when booking Hy's through Egencia by adding in the comments that you would like to use their shuttle service, [click here](#) for Hy's brochure about their new service.

## **Important Change from Egencia**

New Login Process: Email Address Replaces Username

Effective June 29, when logging into Egencia please use your Yale email address which replaces

your username. The change from username to email address will be automatic and passwords will remain the same. A reminder message will be displayed on the login screen if you enter your former username instead of your email address.

[Click here](#) for the latest Yale Travel News

## News

Priyamvada Natarajan (Professor of Astronomy) will be featured on NPR's "Making Her Story": A Special Series from Where We Live. This summer, WNPR's Where We Live sits down with three prominent Connecticut women from very different backgrounds. Host Lucy Nalpathanchil will ask each about "her story" — the journey that led to her success in business, science or the arts. Join us at The Warner Theatre in Torrington, Connecticut for this three-part summer series, and bring your questions! Tickets include a brief reception with our featured guest, Lucy Nalpathanchil and the production team from WNPR. [Click here](#) for further information.

For more news see: <http://physics.yale.edu/news>

## Save the Date

Yale Physics Olympics 20<sup>th</sup> Anniversary session is scheduled for Saturday, October 14, 2017.

October Recess is scheduled for October 17-23, 2017

## Seminars

No seminars this week

For more seminars see:  
<http://physics.yale.edu/calendar>