Reunion 2017

alumnae.mtholyoke.edu/reunion
Reunion Schedule

Review the reunion schedules posted online. This can be a resource for guiding alumnae.
General Association Notes

REUNION REGISTRATION:
Mary Woolley Hall, New York Room
Open Hours: Under “Getting Here” then “Housing”

CAMPUS SHUTTLES:
413-538-2300
(Fridays and Saturdays of reunion weekends)
Under “Schedules”
Schedules

• Know where you need to be, and when you need to be there!

• Connect with your supervisor in advance if you have any questions.

• Check out the job descriptions on the worker site!

• Some pre-hire positions are not posted.
Shift Responsibilities

• Show up on time for every shift
• Abide by position dress codes/protocol
• Fulfill responsibilities laid out in job descriptions
• Maintain a positive, courteous attitude towards fellow workers and supervisors

Failure to meet shift responsibilities may compromise your reunion work status.
Alumnae Association Shifts

Sign in and out at the front desk!
# Alumnae Association Shifts

Sign in and out for breaks!!

<table>
<thead>
<tr>
<th>Job ID</th>
<th>Dept</th>
<th>Position</th>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>MB Wrk Hrs</th>
<th>Student</th>
<th>IN</th>
<th>OUT</th>
<th>IN</th>
<th>OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>37167ALM</td>
<td>ALM</td>
<td>Front Desk Assistant</td>
<td>5/5/2016Th</td>
<td>08:00AM</td>
<td>12:00PM</td>
<td>0</td>
<td>4</td>
<td>Nguyen, M.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36580ALM</td>
<td>ALM</td>
<td>RSW Student Coordinator</td>
<td>5/5/2016Th</td>
<td>08:00AM</td>
<td>04:00PM</td>
<td>60</td>
<td>7</td>
<td>Mukulu, J.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37889ALM</td>
<td>ALM</td>
<td>Reunion General Driver</td>
<td>5/5/2016Th</td>
<td>08:00AM</td>
<td>04:00PM</td>
<td>60</td>
<td>7</td>
<td>Basile, K.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student</th>
<th>IN</th>
<th>OUT</th>
<th>IN</th>
<th>OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mukulu, J.</td>
<td>8:00am</td>
<td>1:00pm</td>
<td>2:00pm</td>
<td>4:00pm</td>
</tr>
</tbody>
</table>
Breaks

05/21 Sun 09:00AM [30] 01:00PM 00043257
05/25 Thu 11:00AM [60] 08:00PM 00045056
05/26 Fri 09:00AM 02:00PM 00042043
05/26 Fri 04:00PM [30] 10:00PM 00045334
05/27 Sat 08:00AM [60] 06:00PM 00042755

Ours: 31.00
Weekly Hours

Sunday to Saturday span

MUST NOT exceed 40 hours for campus positions
# Weekly Hours

**WORK WEEK 05/21/2017 - 05/27/2017**

<table>
<thead>
<tr>
<th>1957 Assistant</th>
<th>Abbey/Buckland</th>
<th>05/21 Sun 09:1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1957 Assistant</td>
<td>Abbey</td>
<td>05/25 Thu 11:1</td>
</tr>
<tr>
<td>1957 Assistant</td>
<td>Abbey</td>
<td>05/26 Fri 09:1</td>
</tr>
<tr>
<td>1957 Assistant</td>
<td>Abbey</td>
<td>05/26 Fri 04:1</td>
</tr>
<tr>
<td>1957 Assistant</td>
<td>Abbey</td>
<td>05/27 Sat 08:1</td>
</tr>
</tbody>
</table>

**Work Week Total Hours:** $1.00
Scheduling Notes

Golf Cart Drivers: Credentialing form (email)

Luggage: Post-meeting breakout

Ushering: Some will not attend trainings
Dress Code

• Reunion work t-shirt unless otherwise specified by supervisor; particularly when in direct contact with alums

• Professional appearance at all times
Dress Code: Special Cases

• **Golf cart drivers** – no flip-flops/sandals
• **Commencement dance crew** – black shirt and pants/shorts; no sandals
• **Dining services wait staff** – white blouse, black pants/skirt; hair pulled back; rubber soled shoes
• **Blanchard** – Long pants, no sleeveless shirts; hair pulled back
• **No shorts for any Blanchard/Dining shifts**
• **Ushers** – black pants/skirt; white top; comfy shoes
Additional Protocol

• No perfume please!!

• No cell phones / music devices, unless required for your position

• NAME TAGS as much as possible!
Absences

• All reunion workers are permitted one absence. (One absence is defined as a singular work day. One or more missed shifts within a single day counts as a full absence.)

• More than one absence may result in dismissal from the reunion work program (including termination of room and board).

• One late arrival will result in a warning, and more than one may result in dismissal from the reunion work program (including termination of room and board).

• Missed shifts or lateness may negatively impact your eligibility for future reunion work.
Absences

CONTACT US

reunion-l@mtholyoke.edu
Subbing

Want to be on the sub list?

Email reunion-1@mtholyoke.edu

Subject Line: REUNION SUB
Payroll

- Payroll paperwork! I9 at Skinner
- Direct Deposit? Contact payroll.
Web-time Entry

• You will enter hours in MyMountHolyoke by DEPARTMENT

• Reunion prefix for shifts

• Hours fall under two pay periods
  o May 7 – May 20
  o May 21 – June 3
# Web-time Entry

<table>
<thead>
<tr>
<th>Work Dates</th>
<th>Pay Period End</th>
<th>Sign off by</th>
<th>Paid by</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 7-20</td>
<td>Sat, May 20</td>
<td>Mon, May 22, 2 p.m.</td>
<td>Fri, May 26</td>
</tr>
<tr>
<td>May 21-June 3</td>
<td>Sat, June 3</td>
<td>Mon, June 5, 2 p.m.</td>
<td>Fri, June 9</td>
</tr>
</tbody>
</table>
Self-Service Menu

- STUDENTS
- EMPLOYEES
Self-Service Menu

STUDENTS

EMPLOYEES

- Employee Profile
  - Web Time Entry & Approval
  - Paid Leave Entry & Approval
  - Other Administrative Functions
### Student Time Entry

<table>
<thead>
<tr>
<th>Select One</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
<th>Position Title</th>
<th>Start Date</th>
<th>Department</th>
<th>Supervisor</th>
<th>Complete By Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>04/24/16</td>
<td>05/07/16</td>
<td>Reunion Supv-Alum Assoc</td>
<td>05/03/16</td>
<td>Alumnae Association</td>
<td>Danielle M. Lund</td>
<td>05/09/16 02:00PM</td>
</tr>
</tbody>
</table>

- **Reunion prefix**: Reunion Supv-Alum Assoc
- **Department**: Alumnae Association
What department?

• What positions fall under what departments?

• Found on worker site under Job Descriptions.

Alumnae Association - ALM
50th, 55th, 60th Class Assistant
Annual Meeting Setup
Back-to-Class Assistant
Checker
Classes & Reunions Assistant
Class Photo Assistant
Crowd Control - Big/Little Party
Front Desk Assistants
General Assistant
General Drivers
Golf Cart Driver
International Reception Host
Key Assistant
Laurel Chain
Loyalty Class Assistants
Luggage Help
Lyon's Pride Host (to be filled by C&O assistant in 2016)
LITS - Oral History Project
Women of Color Reception Hosts (to be filled by C&O assistant in 2016)
Parade Assistants/Banners
Paws & Handler
Reservation Assistant
Reunion Work System Student Coordinator
Senior Director's Assistant
Song Leader
Student Videographer
Welcome New Alumnae Ceremony

Admission - ADM
Admission Tour Guide

Advancement Office - DEV
Student Office Assistant

Art Museum - ARTM
Art Museum Guard
Receptionist
Skinner Museum Guard

MHC ALUMNAE ASSOCIATION
MOUNT HOLYoke COLLEGE
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time In</th>
<th>Time Out</th>
<th>Sick Hours</th>
<th>Work Hours</th>
<th>Insert Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/24/16</td>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04/24/16</td>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04/25/16</td>
<td>Monday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04/26/16</td>
<td>Tuesday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To add break
Electronically sign off on hours at the close of the pay period!!

<table>
<thead>
<tr>
<th>Supervisor Decision</th>
<th>Pending Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Comments</td>
<td></td>
</tr>
<tr>
<td>Supervisor's E-mail</td>
<td><a href="mailto:dlund@mtholyoke.edu">dlund@mtholyoke.edu</a></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval.

[Submit]
Sub Shift

• You will complete a paper time sheet
• Further instructions if assigned a sub shift
Meals

Breakfast: 7 – 9 a.m.
Lunch: 12 – 2:30 p.m.
Dinner: 5 – 7 p.m.
Dinner May 22-26: 5 – 6:15 p.m.

EXCEPTIONS!

Saturday, May 20: Lunch at Skinner Green picnic, 11:30 a.m. – 1 p.m.
Wednesday, May 24: Dinner at Willits-Hallowell, 5:30 – 6:30 p.m.
Worker Residence

Key pickup: Residential Life – Safford Hall
May 10 & 11, 10 a.m.-4:30 p.m.

Key return: Drop box at
Residential Life (Room 1)

R1 Move-out: May 22, noon
R2 Move-out: May 29, noon

(One Card deactivates at noon on move-out day.)
Moving

Need help? Email reunion-l@mtholyoke.edu
Subject Line: VAN HELP PLEASE

• Van help is limited
• Please be ready with all belongings outside at your scheduled pickup time!

Watch your belongings!
Dorm Office Hours

Work-related Questions/Concerns

Saturday, May 13

9:00 a.m. – 11:00 a.m.

Pearsons Living Room
Emergencies

413-538-2304
or
1-911 from a campus phone

Fire Alarm
Follow designated procedure for the building.
Alumnae Connections

• Array of generations and varying levels of awareness regarding current campus atmosphere and discussion around diversity

• Engage to the level of your comfort – not your responsibility to educate
Bias Incident/Hate Crime Reporting

Community Insensitivity Form

https://www.mtholyoke.edu/sites/default/files/diversity/docs/communityinsensitivityintakeform-111716.pdf
Campus Resources

- Campus Police: 413-538-2304
- Residential Life: 413-538-2088
- The Dean of Students Office: 413-538-2550
- Counseling Service: 413-538-2037
- Health Services: 413-538-2121 or 413-538-2242

24-hour on-call capacity
Association Resources

Senior Team

Primary

Jonencia Wood
jwood@mtholyoke.edu
413-538-2738, 413-544-3266 (cell)

Secondary

Karen Northup-Scudder: knorthup@mtholyoke.edu, 413-538-2736
Taylor Scott: tscott@mtholyoke.edu, 413-538-3159
Extras

M&Cs!
Tuesday, May 16 and 23
9 p.m. Pearsons
Bring a mug!!

Board Games in Pearsons Living Room
Extras

Mall Trips!
Monday, May 15 and 22
3-5:30 p.m. and 4-6:30 p.m.
Blanchard Stop & JC Penney pickup/dropoff

Other travel needs: pvta.com/schedules.php
Questions?

Danielle Lund
Coordinator

Erin Murdock
Student Coordinator

reunion-l@mtholyoke.edu

Mary Woolley Hall
Room 202

Visit the webpage:
http://alumnae.mtholyoke.edu/reunion/student-workers/
Housekeeping

Kerry Fisher and Eunice Coutinho

Environmental Health & Safety

Lori Smith