

Monthly Tasks

Revised 12/16/10

- Reconcile Telephone reports:** 5th-10th of each month. Reconcile the Telecomm reports to the database.
- Distribute Telephone Reports to Faculty:** 15th of each month – those with long distance charges.
- Telephone reports due From faculty:** 24th of each month
- Long Distance Report due to DBA:** 27th-30th of each month
- Paper Consumption Spreadsheet due:** 30th of each month. Complete and submit the Paper Consumption spreadsheet to Chair and DBA.
- Department Mail Log due:** 30th-31st of each month. Submit Mail Card report for current month to the Assistant DBA to be used to verify postage charges posted to the 1074.
- Review List Servs:** Determine whether any faculty, staff, or grad student needs to be added/removed from any of the following list servs. A current list of the listserv members can be obtained by contacting the contact person listed. Any requested changes, deletions, or additions to the listserv must be approved by the DBA or designee before forwarding to the contact person for updating.

Listserv address	Purpose	Contact Person
NSM-Chem-Faculty@listserv.uh.edu	-All Chemistry Faculty – -Used by NSM & Chemistry	Jerry Do, jdo@uh.edu , Chemistry
NSM-Chem-Fac-NonTenu@listserv.uh.edu	-Only non-tenure track Chemistry faculty -Used by NSM & Chemistry	Jerry Do, jdo@uh.edu , Chemistry
NSM-Chem-Fac-Tenure@listserv.uh.edu	-Only tenure and tenure-track Chemistry faculty	Jerry Do, jdo@uh.edu , Chemistry
NSM-Chem-Staff@listserv.uh.edu	-Chemistry Staff -Used by NSM & Chemistry	Jerry Do, jdo@uh.edu , Chemistry
NSM-Chem-Grad@listserv.uh.edu	-Grad students -Used by NSM & Chemistry	Jerry Do, jdo@uh.edu , Chemistry
CHEM-research-staff@listserv.uh.edu	-Chemistry Research staff -Used by Chemistry only	Jerry Do, jdo@uh.edu , Chemistry

- Review Web Page Directories:** Review the following web pages and determine whether any changes need to be made:

Web Page	Contact Person
NSM Web site http://www.nsm.uh.edu/	Chris Watts, NSM
Chemistry web site: <i>Faculty List:</i> http://www.chem.uh.edu/people/faculty <i>Staff List:</i> http://www.chem.uh.edu/people/staff	Jerry Do, Chemistry
<i>Student List:</i> http://www.chem.uh.edu/people/Students/	Contact Monique Bullock, Chemistry Graduate Advisor, to verify the list. Contact Jerry Do to make the changes.