



Auxiliary Services

The *other* stuff
you should know



Today You Will Learn...

- About the Babson OneCard
- Incoming/Outgoing Mail
- What mass mailing services are available
- Shipping services
- Vending and coin-op machine issues



Babson OneCard

- College photo ID used for:
 - **Building Access** - If your employee needs access to certain buildings or doors, request access for them by emailing onecard@babson.edu
 - **Library**
 - **Gym**
 - **Munch Money** - Add money to your OneCard for use at all dining locations, bookstore, snack machines via the Portal
- Make sure new employees visit the OneCard office right away (part of NEO)



Central Services

- There are incoming and outgoing mail locations in each department
- Make sure outgoing mail is stamped with budget number
- Mail is delivered and picked up in the afternoon
 - Tip: Don't pay extra for morning delivery
 - FedEx, DHL and UPS mail will be picked up from each department with the regular mail
- Interoffice mail is always delivered next day



Central Services Cont'd

- Shipping supplies and copy paper can be requested through Central Services
- Mass mailings are available in-house – contact Mailroom Supervisor for information before you prepare a mailing
- Email notifications are sent when Central Services receives a “signable” delivery for anyone on the Babson campus



Shipping Services

- Benefits of UPS CampusShip
- For shipping and mailing packages and priority pieces, contact Auxiliary Services Manager for advice on best method
- Rule of thumb:
 - If local (New England, NY, northern NJ), use UPS Ground – cheapest and gets there next day
 - Lighter international – USPS Express Mail
 - Heavier international - FedEx



Student Mail Services

For mass mailings to students:

- Obtain form on J:\DIVSHARE\Auxiliary Services and submit to Student Mailroom
- Use sparingly – students resent mass mailings
- Contact Auxiliary Services Manager for details, tips, rules, etc.



Vending Machines

For service calls, problems, or any issues with all OneCard/coin-operated vending machines contact Auxiliary Services Manager including:

- Pepsi
- Snacks
- Laundry
- Coffee (Kafé Kafé, not private machines in offices)