STAFF DUTIES

Address Changes
http://nessie.uihr.uillinois.edu
Also notify Janet Abrahamson

Audio/Visual Equipment
Email sw-computer@illinois.edu for problems/special requests

Building Maintenance Problems
E-mail sw-facilities@mx.uillinois.edu

Building Reservations
E-mail Jaime Waymouth

Car/Van Reservations
Amy Hiles
Erika Anzo
Brianna Rossbach
Toni Sellers
Amy Frederick

CEU Events
Alumni
Meredith Olson
School
Kathy Dysart

Classroom Assignments
Rachelle Nickey

Computer Lab Reservations
Send e-mail to: Erika Anzo

Computer Support/Software Requests
E-mail sw-computer@illinois.edu
If e-mail isn’t working contact Amy Hiles

Conference Room Reservations
Send e-mail to: Erika Anzo

Copying
Normal-Place in box in Academic Programs
Exams-Give to Erika Anzo in Suite 2000

Copier Jams
CFRC-Toni Sellers
Dean’s Work Room-Kathy Dysart
Faculty Work Room-Business Office
Academic Programs Suite-Academic Programs

Directory Changes
Janet Abrahamson

Express Mail (UPS)
Advancement
Brianna Rossbach
CFRC
Toni Sellers
School
Amy Hiles

Facilities/Building Issues/Usage
sw-facilities@mx.uillinois.edu

Faculty Development Funds
Amy Hiles/Jaime Waymouth

Faxing
Self-serve – For problems-See Academic Programs

Grants and Contracts:
Budget & Proposal Preparation Pre-Award
Donna Jeno-Amici
Grants – Post-Award
Jaime Waymouth
### Consulting Agreements
Jaime Waymouth

### Corporate and Foundation Funding
Alicia Beck

### Identifying Funding Sources
Maggie Helms

**Hiring**
- Graduate Assistants
  - Jaime Waymouth

- Academic Professionals & Staff
  - Jaime Waymouth/Kathy Dysart

- Hourly Employees
  - Janet Abrahamson

**Keys**
- Janet Abrahamson

**Movers**
- sw-facilities@mx.uillinois.edu

**Parking**
- Send e-mail to: Erika Anzo

**Phone Bills**
- Business Office

**Research Board**
- Turn application into Donna Jeno-Amici-Web application
  - is at: [http://research.illinois.edu/crb/](http://research.illinois.edu/crb/)

**Paychecks/Payroll**
- Janet Abrahamson

**Purchasing**
- Business Office

**Scanning**
- Academic Programs

**Scholar’s Travel**
- Turn application into Jaime Waymouth-Web application at:
  - [http://research.illinois.edu/stf/programinfo.asp](http://research.illinois.edu/stf/programinfo.asp)

**Supplies, Office**
- Self-serve, fill out sheet for orders, Janet Abrahamson

**Telephone Problems**
- Jaime Waymouth

**Textbook Orders**
- Rachelle Nickey

**Travel Arrangements**
- Amy Hiles
  - Academic Programs
  - Designated Support Staff

- Brianna Rossbach
  - Advancement

**Travel & Misc. Reimbursements**
- Turn into Amy Hiles after completing web-based form

**Transcribing**
- See Business Office for obtaining services

**Vacation/Sick Leave Reports**
- Jaime Waymouth/Janet Abrahamson

**W-4 Changes**
- [http://nessie.uihr.uillinois.edu](http://nessie.uihr.uillinois.edu)

**Website Updates**
- Becky Ponder