**STAFF DUTIES**

**Address Changes**
https://www.hr.uillinois.edu/myinfo

**Audio/Visual Equipment**
- CPRD
- SSW
  - Mikael Jordan
  - sw-computer@illinois.edu

**Building Maintenance Problems**
- CPRD
- SSW
  - Cindy Heck
  - sw-facilities@illinois.edu

**Building Reservations (SSW)**
https://apps.atlas.illinois.edu/ssw_classroom_scheduler

**Car/Van Reservations (campus)**
- SSW
- Advancement Office
- CFRC
- Field Office
- Graduate Program
- Undergraduate Program
  - sw-expenses@illinois.edu
  - Amy Frederick
  - Heidi Meyer
  - Marie Caldwell
  - Sandy Bruce
  - Rachelle Nickey

**Car Rental Reservations**
sw-expenses@illinois.edu

**Cash Sales**
- Amy Hiles

**CEU Events**
- Alumni
  - Amy Frederick

**Classroom Assignments**
- Rachelle Nickey

**Computer Support/Software Requests**
- sw-computer@illinois.edu
  - If e-mail isn’t working contact Tony Hillen

**Conference Room Reservations (SSW)**
https://apps.atlas.illinois.edu/ssw_classroom_scheduler

**Conference Registration Payments**
sw-expenses@illinois.edu

**Copying**
- Normal-Place in box in Academic Programs office
- Exams-Give to Sandy Bruce in Suite 2000

**Copier Jams**
- Academic Programs
- CFRC
- Dean’s Work Room
- Faculty Work Room
  - Sandy Bruce
  - Heidi Meyer
  - Debbie Richardson
  - Business Office

**Course Buyouts (from grants)**
- Wendy Harris

**Course Releases**
- Min Zhan
<table>
<thead>
<tr>
<th><strong>Directory Changes</strong></th>
<th>Michelle Twist</th>
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<tbody>
<tr>
<td><strong>Ethics Test</strong></td>
<td><a href="mailto:sw-hr@illinois.edu">sw-hr@illinois.edu</a></td>
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<tr>
<td><strong>Expenditure Confirmations</strong></td>
<td>Donna Jeno-Amici</td>
</tr>
<tr>
<td><strong>Express Mail (UPS)</strong></td>
<td>Amy Frederick, Heidi Meyer, Cindy Heck, Barb Lancaster, Molly Flesner</td>
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<td>Advancement</td>
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<td>CFRC</td>
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<td>CPRD</td>
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<td>SSW</td>
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<td><strong>Facilities/Building Issues/Usage (SSW)</strong></td>
<td><a href="mailto:sw-facilities@illinois.edu">sw-facilities@illinois.edu</a></td>
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<td><strong>Faculty Development Funds</strong></td>
<td>Amy Hiles / Wendy Harris</td>
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<td><strong>Faxing</strong></td>
<td>Self-Serve – For problems see Academic Programs Office</td>
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<td><strong>Grants and Contracts</strong></td>
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<td>If you know your contact</td>
<td>Donna Jeno-Amici or Alice Turner</td>
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<tr>
<td>If you don’t know your contact</td>
<td>Wendy Harris</td>
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<tr>
<td>Consulting and other Agreements</td>
<td><a href="mailto:sw-grantsandcontracts@illinois.edu">sw-grantsandcontracts@illinois.edu</a></td>
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<tr>
<td>Corporate and Foundation Funding</td>
<td>Laura Caveny</td>
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<td>Identifying Funding Sources</td>
<td>Maggie Helms</td>
</tr>
<tr>
<td><strong>HAVEN training</strong></td>
<td><a href="mailto:sw-hr@illinois.edu">sw-hr@illinois.edu</a></td>
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<td><strong>Hiring</strong></td>
<td><a href="mailto:sw-hr@illinois.edu">sw-hr@illinois.edu</a></td>
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<td><a href="mailto:sw-expenses@illinois.edu">sw-expenses@illinois.edu</a></td>
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<td><strong>IRB Applications</strong></td>
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<td><strong>Keys</strong></td>
<td>Amy Hiles</td>
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<tr>
<td><strong>Laptop Reservations</strong></td>
<td><a href="mailto:sw-computer@illinois.edu">sw-computer@illinois.edu</a></td>
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<td><strong>Parking (SSW spots)</strong></td>
<td><a href="https://apps.atlas.illinois.edu/ssw_classroom_scheduler">https://apps.atlas.illinois.edu/ssw_classroom_scheduler</a></td>
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<td><strong>Parking (metered)</strong></td>
<td><a href="mailto:sw-expenses@illinois.edu">sw-expenses@illinois.edu</a></td>
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<tr>
<td><strong>Report of Non-University Activities</strong></td>
<td><a href="mailto:sw-hr@illinois.edu">sw-hr@illinois.edu</a></td>
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<td><strong>Research Board Applications</strong></td>
<td>web application is at: <a href="http://research.illinois.edu/crb/">http://research.illinois.edu/crb/</a></td>
</tr>
<tr>
<td>If you know your SSW contact</td>
<td>Donna Jeno-Amici or Alice Turner</td>
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<td>If you don’t know your SSW contact</td>
<td>Wendy Harris</td>
</tr>
<tr>
<td><strong>Paychecks/Payroll</strong></td>
<td><a href="mailto:sw-hr@illinois.edu">sw-hr@illinois.edu</a></td>
</tr>
</tbody>
</table>
Purchasing: sw-expenses@illinois.edu

Scanning: Self-Serve

Scholar’s Travel: Turn application in to Amy Hiles
Web application at: http://crb.research.illinois.edu

Supplies, Office:
- CPRD
- SSW
- CFRC
Devon Turner or sw-expenses@illinois.edu
Self-serve or sw-expenses@illinois.edu
Heidi Meyer

Telephone Problems: Tony Hillen

TEM (Travel and Expense Management): sw-expenses@illinois.edu

Textbook Orders: Rachelle Nickey

Travel Approval Form: http://socialwork.illinois.edu/travelreimbursements-forms/

Travel & Misc. Reimbursements:
- Academic Programs
- Advancement
- Business Office
Designated Support Staff
Amy Frederick
sw-expenses@illinois.edu

Transcribing: See Business Office for obtaining services

Unit Security Contact: Wendy Harris

Vacation/Sick Leave Reports: sw-hr@illinois.edu

W-4 Changes: https://www.hr.uillinois.edu/myinfo

Website Updates:
- CFRC
- CPRD
- SSW
Dan Phillips
Barb Lancaster
Becky Ponder / Amy Frederick