**STAFF DUTIES**

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

**Audio/Visual Equipment**
- CPRD
- SSW

**Building Maintenance Problems**
- CPRD
- SSW

**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

**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
Self-Serve-faculty work room; alternative copiers in Academic Programs, Business, and Dean’s Offices

**Copier Jams**
- Academic Programs
- CFRC
- Dean’s Work Room
- Faculty Work Room
  Marie Caldwell
  Heidi Meyer
  Martha Mills or Debbie Richardson
  Business Office
Course Buyouts (from grants)  Wendy Harris

Course Releases  Min Zhan

Directory Changes  Michelle Twist

Ethics Test  sw-hr@illinois.edu

Expenditure Confirmations  Donna Jeno-Amici

Express Mail (UPS)
  Advancement  Amy Frederick
  CFRC  Heidi Meyer
  CPRD  Cindy Heck, Barb Lancaster
  SSW  Molly Flesner

Facilities/Building Issues/Usage (SSW)  sw-facilities@illinois.edu

Faculty Development Funds  Amy Hiles / Wendy Harris

Faxing  Self-Serve at copiers—For problems see Academic Programs Office

Grants and Contracts
  If you know your contact  Donna Jeno-Amici or Lynn Nguyen
  If you don’t know your contact  Wendy Harris or sw-grantsandcontracts@illinois.edu
  Consulting and other Agreements  sw-grantsandcontracts@illinois.edu
  Corporate and Foundation Funding  Laura Caveny
  Identifying Funding Sources  Maggie Helms

HAVEN training  sw-hr@illinois.edu

Hiring  sw-hr@illinois.edu

Hotel Reservations  sw-expenses@illinois.edu

IRB Applications  Maggie Helms

Keys  Amy Hiles

Laptop Reservations  sw-computer@illinois.edu

Parking (SSW spots)  https://apps.atlas.illinois.edu/ssw_classroom_scheduler

Parking (metered)  sw-expenses@illinois.edu

Report of Non-University Activities  sw-hr@illinois.edu
Research Board Applications
If you know your SSW contact
If you don’t know your SSW contact
web application is at: [http://research.illinois.edu/crb/](http://research.illinois.edu/crb/)
Donna Jeno-Amici or Lynn Nguyen
Wendy Harris or [sw-grantsandcontracts@illinois.edu](mailto:sw-grantsandcontracts@illinois.edu)

Paychecks/Payroll
[sw-hr@illinois.edu](mailto:sw-hr@illinois.edu)

Purchasing
[sw-expenses@illinois.edu](mailto:sw-expenses@illinois.edu)

Scanning
Self-Serve in copier locations

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

Supplies, Office
CPRD
SSW-general pickup
SSW-ordering
CFRC
Devon Turner or [sw-expenses@illinois.edu](mailto:sw-expenses@illinois.edu)
Self-serve in room 2056
[sw-expenses@illinois.edu](mailto:sw-expenses@illinois.edu)
Heidi Meyer

Telephone Problems
Tony Hillen

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

Textbook Orders
Sandy Bruce

Travel Approval Form
[http://socialwork.illinois.edu/travelreimbursements-forms/](http://socialwork.illinois.edu/travelreimbursements-forms/)

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

Transcribing
See Business Office for obtaining services

Unit Security Contact
Wendy Harris

Vacation/Sick Leave Reports
[sw-hr@illinois.edu](mailto:sw-hr@illinois.edu)

W-4 Changes
[https://www.hr.uillinois.edu/myinfo](https://www.hr.uillinois.edu/myinfo)

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