

## **STAFF DUTIES**

<b>Address Changes</b>	<a href="http://nessie.uihr.uillinois.edu">http://nessie.uihr.uillinois.edu</a> Also notify Janet Abrahamson
<b>Audio/Visual Equipment</b>	Email <a href="mailto:sw-computer@illinois.edu">sw-computer@illinois.edu</a> for problems/special requests
<b>Building Maintenance Problems</b>	E-mail <a href="mailto:sw-facilities@mx.uillinois.edu">sw-facilities@mx.uillinois.edu</a>
<b>Building Reservations</b>	E-mail Jaime Waymouth
<b>Car/Van Reservations</b>	Amy Hiles
Academic Programs	Erika Anzo
Advancement Office	Brianna Rossbach
CFRC	Toni Sellers
Field Office	Amy Frederick
<b>CEU Events</b>	
Alumni	Meredith Olson
School	Kathy Dysart
<b>Classroom Assignments</b>	Rachelle Nickey
<b>Computer Lab Reservations</b>	Send e-mail to: Erika Anzo
<b>Computer Support/Software Requests</b>	E-mail <a href="mailto:sw-computer@illinois.edu">sw-computer@illinois.edu</a> If e-mail isn't working contact Amy Hiles
<b>Conference Room Reservations</b>	Send e-mail to: Erika Anzo
<b>Copying</b>	Normal-Place in box in Academic Programs Exams-Give to Erika Anzo in Suite 2000
<b>Copier Jams</b>	CFRC-Toni Sellers Dean's Work Room-Kathy Dysart Faculty Work Room-Business Office Academic Programs Suite-Academic Programs
<b>Directory Changes</b>	Janet Abrahamson
<b>Express Mail (UPS)</b>	
Advancement	Brianna Rossbach
CFRC	Toni Sellers
School	Amy Hiles
<b>Facilities/Building Issues/Usage</b>	<a href="mailto:sw-facilities@mx.uillinois.edu">sw-facilities@mx.uillinois.edu</a>
<b>Faculty Development Funds</b>	Amy Hiles/Jaime Waymouth
<b>Faxing</b>	Self-serve – For problems-See Academic Programs
<b>Grants and Contracts:</b>	
Budget & Proposal Preparation Pre-Award	Donna Jenó-Amici
Grants – Post-Award	Jaime Waymouth

Consulting Agreements  
Corporate and Foundation Funding  
Identifying Funding Sources

Jaime Waymouth  
Alicia Beck  
Maggie Helms

**Hiring**

Graduate Assistants  
Academic Professionals & Staff  
Hourly Employees

Jaime Waymouth  
Jaime Waymouth/Kathy Dysart  
Janet Abrahamson

**Keys**

Janet Abrahamson

**Movers**

[sw-facilities@mx.uillinois.edu](mailto:sw-facilities@mx.uillinois.edu)

**Parking**

Send e-mail to: Erika Anzo

**Phone Bills**

Business Office

**Research Board**

Turn application into Donna Jenó-Amici-Web application  
is at: <http://research.uillinois.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.uillinois.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

Advancement

Brianna Rossbach

**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.uillinois.edu>

**Website Updates**

Becky Ponder