

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 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 Jenó-Amici
Express Mail (UPS) Advancement CFRC CPRD SSW	Amy Frederick Heidi Meyer Cindy Heck, Barb Lancaster 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 If you don't know your contact Consulting and other Agreements Corporate and Foundation Funding Identifying Funding Sources	Donna Jenó-Amici or Lynn Nguyen Wendy Harris or sw-grantsandcontracts@illinois.edu sw-grantsandcontracts@illinois.edu Laura Caveny 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/>
Donna Jenó-Amici or Lynn Nguyen
Wendy Harris or sw-grantsandcontracts@illinois.edu

Paychecks/Payroll

sw-hr@illinois.edu

Purchasing

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>

Supplies, Office

CPRD
SSW-general pickup
SSW-ordering
CFRC

Devon Turner or sw-expenses@illinois.edu
Self-serve in room 2056
sw-expenses@illinois.edu
Heidi Meyer

Telephone Problems

Tony Hillen

TEM (Travel and Expense Management)

sw-expenses@illinois.edu

Textbook Orders

Sandy Bruce

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