

FRONT DESK Administrative Assistant chemistry@colorado.edu 303-735-1641	Main Point of contact if “whom to contact” is unknown • Seminar and event scheduling • Seminar speaker flight/hotel scheduling and speaker reimbursements • Edits and maintains departmental website • Distributes mail for faculty and students & assists with copier, fax and other shared office equipment • Cristol and Ekeley conference room scheduling
HUMAN RESOURCES Sharon Thomas Temporary HR Coordinator chemhr@colorado.edu Benefits: benefits@cu.edu or 303-860-4200, option 3 Payroll: 303-860-4200, option 2	Human Resources: • Hiring process for postdoctoral research associates, research scientists, research techs, and visitors • J-1 and H-1B Visa processing & issues, including checkout and transfers for postdocs • Onboarding Information • Departmental directory and listservs • MyLeave submission questions/issues • Paycheck issues • Employee leave process/checklist and questions Faculty Affairs: • P&T document assembly and submission • Collection of Faculty Peer Reviews • Document storage/archive: Reappointments, P&T, post tenure review, merit reviews, teaching buyouts, sabbatical forms, etc.
PURCHASING chempurchasing@colorado.edu Submit purchase request through CHEMPRS	• Questions about: • Purchasing Process • How to use the CHEMPRS • PO requisition issues • Office Supplies, copier supplies • Concur non-travel and travel allocations for faculty and students • Reconciles PCard and TCards • Petty cash/check request reimbursements • Expense reimbursements employee & non-employee • Seminar expenses
FINANCE INQUIRIES Kate Daugherty Finance and Accounting Manager chemfinance@colorado.edu 303-492-6469 Rishelle D’souza Finance and Grant Professional chemfinance@colorado.edu 303-492-4906	• Questions about • Research and General Fund balances, expenses, allocations • M-Fin (CU Data) reporting/access • Cost Sharing • Fabrication cost tracking • Effort reporting Issues (ePERs) • Processes: • Grant Closeout • Fabrication purchase fund setup • Service Center Charges • Gift Funds • Gift Cards • Request to process: • Payroll Expense Transfers (PETs) • (PI: Please Submit PET Request Form and include PI Justification) • Journal Entries

FINANCE/BUSINESS OPERATIONS Rob Stiner Director Fin. and Bus. Ops 303-492-7667	- Point of Contact for Operational Questions/Issues: Finance and Administration - Oversees Faculty Affairs, Financial Management and Human Resources - Assists Department Chair (Annual reporting, Faculty and Staff Hiring, Budget Preparation, Communications with College of Arts & Sciences) - Departmental Financial Approver - Oversees the Finance and Operations Managers (Backup contact for Mgrs)
Sharon Thomas Program & Personnel Ops. Mgr 303-492-3504	- Manages Administrative Processes: Faculty Affairs, Graduate Program, HR, Undergraduate Program - Oversees Graduate Program Administrator, HR Coordinator, and Undergraduate Program Administrator (Backup contact for staff)
GRADUATE PROGRAM Jay Bolan Graduate Program Administrator chemgrad@colorado.edu 303-492-6299	- Primary point of contact for current and prospective graduate students - Inquires related to: - Day-to-day operations of the Chemistry graduate program - Graduate student recruiting - Graduate Commencement planning - Processes: Teaching Assistant, Research Assistant, & Fellowship Appts. - Processes funding changes for graduate student appointments - Assists Finance staff with student stipends and fellowships
UNDERGRADUATE PROGRAM Barbara Middlebrook Undergraduate Program Administrator chemundergrad@colorado.edu 303-492-8950	Associate Chair: Dr. Matt Wise - Grievances/Disputes, ACS Certification - Transfer Credit Evaluations, FCQ Coordinator Undergraduate Program Operations: Barbara Middlebrook - Course and Classroom/Lab Scheduling, Exam Scheduling - Undergraduate Awards, Scholarships, Approved Tutor List - Course enrollment questions and assistance
CHEMSTORES Jack Gaston, Manager Procurement and Chemistry ISC Manager chemstores@colorado.edu 303-492-3535 Student Assistants: Allie, Allison, Hayden	- Manages/maintains the Chemistry Storerooms (East and Main Campus) - Contact for PRS purchasing questions - Contact for new or existing accounts - Provides customer assistance for the Chemistry Storerooms - Storeroom inventory and accounting and special orders - Dry Ice, Liquid Nitrogen, Specialty gases ordering and management - Shipping and receiving - Backup to Building Proctor
BUILDING Operations Michael Firnhaber Facilities and Asset Manager ChemProctor@colorado.edu O: 303-492-6546 Contact Facilities Management if Proctor or Backup is unavailable: URGENT REQUEST: 303-492-5522 Submit a Service Request (FAMIS)	A Proctor functions as a liaison between a campus building, its occupants, and Facilities Management. - Point of Contact for Building Operations/Issues regarding Cristol and Ekeley - Submits and manages service requests for chemistry buildings - Repairs, maintenance, custodial needs, HVAC, ventilation, etc. - Notifies of possible working deterrents in buildings occupied by chemistry faculty; submits accident reports - Responsible for equipment inventory: new, recording move, or disposal - Building access via Buff One Card and key distribution - Building outage contact person, coordinates special work order requests - Oversees construction and renovation projects in Chemistry Buildings - Department Environmental Health & Safety (EH&S) Liaison - Department OIT & Department Parking Liaison

EMERGENCY PHONE NUMBERS

University of Colorado Police (CUPD)

- Emergencies (on campus) 911
- Non-emergencies 303-492-6666
- Fire Reports 911
- Ambulance Requests 911

Facilities Management

- Operations Control Center 303-492-5522
- Operations Control Center Fax Machine 303-492-8656
- PD&C at RL2 303-492-5511

Hazardous Materials

- Emergency 911
- Information – Environmental Health & Safety 303-492-6025

Radioactive Materials

- Emergency 911
- Information – EH&S 303-492-6025

Campus Closure

303-492-5500

Night Ride

303-492-7233

Boulder City/County Police – Non-emergencies

303-441-4444

Poison Control

911