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| <p>FRONT DESK</p> <p>chemistry@colorado.edu 303-735-1641</p> <p>Student Assistants: Mohal and Meghashyam</p> | <p>Main Point of contact if “whom to contact” is unknown</p> <ul style="list-style-type: none"> • Seminar and event scheduling • Edits and maintains departmental website, social media sites • Distributes mail for faculty and students & assists with copier, fax and other shared office equipment (<i>when on-site work resumes</i>) • Chemistry conference room scheduling |
| <p>HUMAN RESOURCES</p> <p>TBD HR Coordinator chemhr@colorado.edu 303-735-4566</p> <p>Benefits: benefits@cu.edu or 303-860-4200, option 3</p> <p>Payroll: 303-860-4200, option 2</p> | <p>Human Resources:</p> <ul style="list-style-type: none"> • 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 <p>Faculty Affairs:</p> <ul style="list-style-type: none"> • 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. |
| <p>PURCHASING</p> <p>chempurchasing@colorado.edu</p> <p>Submit purchase request through CHEMPRS</p> | <ul style="list-style-type: none"> • Questions about: <ul style="list-style-type: none"> • 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 |
| <p>FINANCE INQUIRIES</p> <p>Kate Daugherty Finance and Accounting Manager chemfinance@colorado.edu 303-492-6469</p> <p>TBD Finance and Grant Professional chemfinance@colorado.edu 303-492-4906</p> | <ul style="list-style-type: none"> • Questions about <ul style="list-style-type: none"> • Research and General Fund balances, expenses, allocations • M-Fin (CU Data) reporting/access • Cost Sharing • Fabrication cost tracking • Effort reporting Issues (ePERs) • Processes: <ul style="list-style-type: none"> • Grant Closeout • Fabrication purchase fund setup • Service Center Charges • Gift Funds • Gift Cards • Request to process: <ul style="list-style-type: none"> • Payroll Expense Transfers (PETs) • (PI: Please Submit PET Request Form and include PI Justification) • Journal Entries |

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| <p>FINANCE/BUSINESS OPERATIONS</p> <p><u>Linda Hamaker</u> 303-492-7667 Director Fin. and Bus. Ops</p> | <ul style="list-style-type: none"> 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) |
| <p><u>Julia Shipman</u> Program & Personnel Ops. Mgr 303-492-3504</p> | <ul style="list-style-type: none"> Manages Administrative Processes: Faculty Affairs, Graduate Program, HR Oversees Graduate Program Administrator and HR Coordinator (Backup contact for staff) Interim Graduate Program Administrator (until GPA hired/onboarded) |
| <p>GRADUATE PROGRAM</p> <p><u>Jay Bolan</u> Graduate Program Administrator chemgrad@colorado.edu 303-492-6299</p> | <p>Primary point of contact for current and prospective graduate students</p> <ul style="list-style-type: none"> Inquires related to: <ul style="list-style-type: none"> 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 |
| <p>UNDERGRADUATE PROGRAM</p> <p><u>Barbara Middlebrook</u> Undergraduate Program Administrator chemundergrad@colorado.edu 303-492-8950</p> | <p>Associate Chair: Dr. Matt Wise</p> <ul style="list-style-type: none"> Grievances/Disputes, ACS Certification Transfer Credit Evaluations, FCQ Coordinator <p>Undergraduate Program Operations: Barbara Middlebrook</p> <ul style="list-style-type: none"> Course and Classroom/Lab Scheduling, Exam Scheduling Undergraduate Awards, Scholarships, Approved Tutor List Course enrollment questions and assistance |
| <p>CHEMSTORES</p> <p><u>Jack Gaston, Manager</u> Procurement and Chemistry ISC Manager chemstores@colorado.edu 303-492-3535</p> <p>Student Assistants: Tilmann, Lanie, Allie, Tony, Forest</p> | <ul style="list-style-type: none"> 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 |
| <p>BUILDING Operations</p> <p><u>Michael Firnhaber</u> Facilities and Asset Manager ChemProctor@colorado.edu O: 303-492-6546</p> <p>Contact Facilities Management if Proctor or Backup is unavailable: URGENT REQUEST: 303-492-5522 Submit a Service Request (FAMIS)</p> | <p>A Proctor functions as a liaison between a campus building, its occupants, and Facilities Management.</p> <ul style="list-style-type: none"> Point of Contact for Building Operations/Issues regarding Cristol and Ekeley Submits and manages service requests for chemistry buildings <ul style="list-style-type: none"> 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