

<p>FRONT DESK</p> <p>chemistry@colorado.edu 303-735-1641</p> <p>Student Assistants: Ashley, Zack</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>) • <i>Interim mail processing and sorting located in ChemStores (West)</i> • Chemistry conference room scheduling (<i>when on-site work resumes</i>)
<p>HUMAN RESOURCES</p> <p>Quinn Bates 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 303-492-4906</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

<p>FINANCE/BUSINESS OPERATIONS</p> <p>Linda Hamaker chemdir@colorado.edu 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 Administrative Staff (Backup contact for staff)
<p>GRADUATE PROGRAM</p> <p>Matt Bohn Graduate Program Manager 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>Associate Chair: Dr. Matt Wise</p> <ul style="list-style-type: none"> • Grievances/Disputes, ACS Certification • Transfer Credit Evaluations <p>Undergraduate Program Operations: Anne McWilliams</p> <ul style="list-style-type: none"> • Course and Classroom/Lab Scheduling, Exam Scheduling • Interim FCQ Coordinator • Undergraduate Awards, Scholarships • Approved Tutor List • Course enrollment questions and assistance
<p>CHEMSTORES</p> <p>Jack Gaston, Manager Procurement and Chemistry ISC Manager chemstores@colorado.edu 303-492-3535</p> <p>Student Assistants: Jasmine, Tilmann, Sam, Julia</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 • <i>Interim mail processing and sorting located in ChemStores (West)</i> • Backup to Building Proctor
<p>BUILDING Operations</p> <p>Robbie Ingram Manager and Proctor ChemProctor@colorado.edu O: 303-492-6546 C: 601-606-9279</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 • Oversees and tracks space usage/needs and occupancy • Department Environmental Health & Safety (EH&S) Liaison • Department OIT Liaison • 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