

Staff FAQ

There may be times when questions arise about how to do something or where to get information, but you don't know who to ask or where to go. Check out the Resources page on our website for most common questions and general information. Otherwise, the frequently asked questions below should help.

General Resources: [ME Department Faculty & Staff Resources Page](#)

How Do I...?

Change the time my class is scheduled?

- Contact the [Academic Operations Coordinator](#)

Correct an issue with my paycheck?

- Faculty & Staff Contact the [HR & Operations Coordinator](#)
- Research Faculty & Students Contact the [Payroll & HR Coordinator](#)

File a complaint about an administrative process or staff member?

- Contact the [HR & Operations Coordinator](#)

Make a correction on the ME website or my staff/faculty page?

- Contact the [Content and Communications Specialist](#)

Order food for a meeting or event?

- Contact the [Front Desk](#). For more in-depth questions contact the [Coordinator of Office Operations](#).

Plan a conference or regional meeting?

- Contact the [Coordinator of Office Operations](#).

Get rid of equipment or give it to someone else?

- Contact the [Facilities Management Coordinator](#)

Purchase a piece of equipment that costs more than \$5K?

- Contact the [ME Finance Team](#).

Get help with travel expenses?



- Contact the [CEAS Financial Service Center](#) please visit the [Procurement Service Center](#). Utilize the [ME Finance Guides & Resources](#).

Find out how much funding I have?

- Contact your ME Finance Team member.

Submit a purchase request?

- Contact your ME Finance Team member.

Interpret financial reports?

- Contact your ME Finance Team member.

Purchase “x” on a grant?

- Contact your ME Finance Team member.

Get help setting up my office?

- Contact the [Facilities Management Coordinator](#)

Get myself or my students access to my lab or classrooms?

- Contact the [Facilities Management Coordinator](#)