

| Issue | Contact |
|---|--|
| Building Swipe Access | Todd Karwoski |
| Concur: Worktag Information | PI/Advisor <i>Backup: Joanna Patterson/Michelle Montero</i> |
| Concur: General Questions | Nancy King <i>Backup: Michelle Montero</i> |
| Concur: Non-UMD travel arrangements/ GRAs not on payroll | Nancy King <i>Backup: Michelle Montero</i> |
| Department Computing/IT Issues | Todd Karwoski |
| Department Field Trips | Nancy King |
| FedEx, Shipping, Mail Distribution | Tierra Crudup |
| Dept Food Orders | Nancy King <i>Backup: Michelle Montero</i> |
| Dept Food Order: Sign in Sheets | Michelle Montero |
| Grad Matters | Michelle Montero Ved Letic |
| Invoicing: Internal/External | Joanna Patterson |
| Key Orders/Name Plates | Nancy King |
| Office Supply Orders | Tierra Crudup (GEOL) Nancy King (CHEM) <i>Backup: Joanna Patterson</i> |
| Parking Permits: faculty/staff | Nancy King |
| Paycheck Distribution | Tierra Crudup |
| Payroll and Benefits | Bernadette Gatewood |
| Pcard Transactions | Tierra Crudup <i>Backup: Joanna Patterson</i> |
| Proposal Preparation | Joanna Patterson |
| Room Reservations: Course Scheduling | Tierra Crudup |
| Room Reservations: General | Tierra Crudup Nancy King <i>Backup: Michelle Montero</i> |
| Workday General Questions | Michelle Montero |

Administrative Assistant

Room reservations,

Key distribution,

Concur: Main POC of Concur questions

Travel request and reimbursement processing for non-UMD travelers,

Faculty & Staff Parking permits,

Supply orders (CHEM Building),

Department events,

College Park Scholars and department field trips.

Business Office Assistant

Department inquiries

Scheduling

Room reservations

Tracking, receiving and verifying shipments,

Travel request and reimbursement approver,

Process J1 visa,

Pcard transactions (MAIN CONTACT): placing orders for equipment and office supplies

Creating and processing non-paid contingent, PTK and hourly faculty contracts, non-paid Workday appointments,

I-9 Employment Verification,

Paycheck pickup and distribution

Workday costing allocation.

Director, Administrative Services

Financial Accounts

Responsible for department administration,

Manages financial transactions, pre- and post-award management, academic appointments, payroll and benefits, travel, procurement, Develop and manage the department annual budget,

Recruit and supervise administrative and business office staff, Maintain working relationships with various units across campus,

Reports to CMNS and University as required,

Approver for payroll, travel, purchasing, appointments, visas, proposals and invoicing.

Assists with administration of the M.S and PhD programs.

Grant and Proposal Coordinator

Account reconciliation (grants, CPS, DUP, lab accounts, startup, etc)

Proposal coordinator: prepare budget, justification and routing documents

Pcard transactions (backup for Tierra): placing orders for equipment and office supplies;

Invoice processing: internal/external invoice processing,

Department inventory management and equipment tagging,

Records management

Travel request and expense reviewer and approver.