Room # Biomolecular Sciences Building Bldg #296
University of Maryland
College Park, Maryland 20742
Campus Phones

- Campus phones and faxes work the same way.
- From off campus to reach someone here dial 301-405-xxxx or 301-314-xxxx.
- To reach someone on campus dial 5xxx or 4xxxx.
- To reach someone off campus dial 9, their area + #.
- To reach someone out of the DC area dial 9, 1, their area code + #.
“Who ya gonna call?...”
For help with your

- Health Benefits
- Employment status
- Tax-related issues, etc.
- Pay issues

Arlene Schenk
x 56726
New office: 2131 AVW
For your parking

- **Edna Walker**  
  X56722, Room 2119 AVW

  - *Edna is also the person I have to contact to get bldg clearance for you*
For your

• Computer related problems
Friendly tech staff

- X51775
- Staff@umiacs.umd.edu
- In person - check schedule on Rm. 3120A
Something broken, I’m not here?

• Work Control x 52222
Setting up a meeting?

Contact me for 3118 or 3120A

If room is empty & nothing is scheduled on the calendar on the door, schedule your time on the calendar, then go in
More “insider” info

Our housekeeper’s name is Maria
Our maintenance person is Jo
Our HVAC person is Moe
If the temperature is uncomfortable in your office, please let me know
To get your telephone messages dial x55300
The supply closet is unlocked, please let me know if you can’t find what you’re looking for
Travel 101

• That’s the name of an email I sent last month.
  • It has full details of traveling with the us

Here are some highlights
If you’re being sponsored by a professor, ask that prof to contact me FIRST with the sponsoring grant account number

Keep all receipts

If you’re booking your own flight overseas use a US air carrier for the first leg OR have me book it for you

Keep All Receipts

Even if the university is not being charged for your travel, the business office wants a record of all university related travel

If you can’t get a receipt, keep an expense log

The university does not reimburse for room service

KEEP ALL RECEIPTS
University of Maryland
Airport Fast Park - BWI

We have an account with Fast Park which allows us special parking rates, luggage assistance, free newspapers and other perks. You can use it for both personal and business travel and accumulate points.

Please see me for more info.
Ground Transportation

- Department of Transportation Services – DOTS
  [http://www.transportation.umd.edu/trips.html](http://www.transportation.umd.edu/trips.html) x42255
- Personal & Business Carpools
- Zipcars
- Holiday Shuttles to NY, NJ, and BWI Airport
- Electric Car Charge Port
For your safety

• 24 Hour escort service from campus police
• Call **UMDPS**
  301-405-3555 (off campus)
• x53555 (on campus).

• You may also use a blue light emergency **PERT** phone to call for an escort.
University Holiday Schedule

- [www.inform.umd.edu/CampusInfo/Committees/PHR/PayPers/HolidaySchedule.pdf](http://www.inform.umd.edu/CampusInfo/Committees/PHR/PayPers/HolidaySchedule.pdf)

<table>
<thead>
<tr>
<th>Holiday/Type</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earned</td>
<td>Observed</td>
<td>Earned</td>
<td>Observed</td>
<td>Earned</td>
</tr>
<tr>
<td>UMCP Admin/Burslough Leave Day</td>
<td>March 24, 2011</td>
<td>March 24, 2011</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Election Day/Holiday</td>
<td>--</td>
<td>--</td>
<td>November 6, 2012</td>
<td>March 20, 2013</td>
</tr>
</tbody>
</table>
For your car

- Flat tire
- Jumpstart
- Lockout
- Gas
- Tire change
- Inflation

Call x44CAR

Your car has to be on campus
Stressed?

- **Tom Ruggieri, LCSW**
  - X 48170, ruggieri@health.umd.edu

- Faculty Staff Assistance Program (FSAP)
  - [Emergency Loan Fund](#) [Overcoming Depression](#) [Managing Stress and Anger](#) [Effective Communication](#) [Healthy Families](#)

- Web page: [http://www.health.umd.edu/fsap/services.html](http://www.health.umd.edu/fsap/services.html)
Of note

- Fyi digest sends you daily email of events on campus
  - www.umd.edu/fyi/

- Good morning commuters - free light breakfast 1st Wed. of the month
  - www.union.umd.edu/offcampus/signature_programs.html
some more notes

- 1st Look Fair
  Sept. 14 & 15
  McKeldin Mall
  [www.thestamp.umd.edu/firstlookfair/](http://www.thestamp.umd.edu/firstlookfair/)

- All niter
  Sept. 30
  Stamp Student Union
  [http://www.thestamp.umd.edu/allniter/Index.html](http://www.thestamp.umd.edu/allniter/Index.html)
Who’s Who

(Shh – don’t tell the faculty, anyone can use it)

Here’s a pointer to Who’s Who and What’s What on campus

University New Employee Orientation

- Offered every month by our Human Resources
- Not mandatory