You are here:

To have something sent here use:

Your 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 5xxxx or 4xxxx
- To reach someone off campus dial 9, their area code + #
- 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, arlene@umiacs.umd.edu
Office: 2131 AV Williams Bldg
For your parking

• **Edna Walker**  
  X56722, edna@umiacs.umd.edu  
  Room 2119 AVW

*She is also the person I have to contact before you can get bldg clearance*
For your

- Computer related problems
Friendly tech staff

- X51775 Staff@umiacs.umd.edu
- In person here - check schedule on Rm. 3120A
Something broken, Denise isn’t here?

- Work Control x 52222
Setting up a meeting?

Contact Denise x55936 dcross@umd.edu 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

I can also schedule some other rooms on campus, if needed
More “insider” info

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

• A doc with all you need to know about traveling with the University.

Here are some highlights:
If your trip is sponsored by your PI, ask that PI to contact me FIRST with the sponsoring grant account number

Keep all receipts

It’s best to book any sponsored flight through me and our travel agency; certain rules have to apply if you want to be reimbursed

Keep All Receipts

Even if the university is not being charged for your travel, the business office needs 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
x42255

• Personal & Business Carpools

• Zipcars

• Holiday Shuttles to NY, NJ, PA 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

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

## 2011-2013 College Park Holiday Schedule

<table>
<thead>
<tr>
<th>Holiday/Type</th>
<th>Earned</th>
<th>Observed</th>
<th>Earned</th>
<th>Observed</th>
<th>Earned</th>
<th>Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMCP Admin Furlough Leave Day</td>
<td>March 24, 2011</td>
<td>March 24, 2011</td>
<td>--</td>
<td>--</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>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>
For your car

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

Call x44CAR

Your car has to be on campus
Hours differ during breaks and summer
Stressed?

Students
• University Counseling Center – x47651

Staff and Faculty
Tom Ruggieri, LCSW
x48170, ruggieri@health.umd.edu

Faculty Staff Assistance Program (FSAP)
• Emergency Loan Fund Overcoming Depression Managing Stress and Anger Effective Communication Healthy Families
Of note

• Fyi digest sends you daily email of events on campus
  • [www.umd.edu/fyi/](http://www.umd.edu/fyi/)

• Good morning commuters - free light breakfast 1\textsuperscript{st} Wed. of the month
  • [www.union.umd.edu/offcampus/signature_programs.html](http://www.union.umd.edu/offcampus/signature_programs.html)
There’s so much going on: here are just 2:

- **1st Look Fair**
  Mid-September
  McKeldin Mall
  [www.thestamp.umd.edu/firstlookfair/](http://www.thestamp.umd.edu/firstlookfair/)

- **All niter**
  Late September
  Stamp Student Union
  [http://www.thestamp.umd.edu/allniter/Index.html](http://www.thestamp.umd.edu/allniter/Index.html)
New Employee Orientation

• Offered every month by our Human Resources
• Not mandatory