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 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
Office: 2131 AV Williams Bldg
For your parking

• **Edna Walker**  
  X56722, 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

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

• Work Control x 52222
Setting up a meeting?

Contact me (x55936) 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 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

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

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
  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>2011</th>
<th></th>
<th>2012</th>
<th></th>
<th>2013</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Earned</td>
<td>Observed</td>
<td>Earned</td>
<td>Observed</td>
<td>Earned</td>
<td>Observed</td>
</tr>
<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

Students and Faculty

• 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
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
There’s so much going on: here are just 2:

- **1\textsuperscript{st} Look Fair**
  Mid-September
  McKeldin Mall
  \url{www.thestamp.umd.edu/firstlookfair/}

- **All niter**
  Late September
  Stamp Student Union
  \url{http://www.thestamp.umd.edu/allniter/Index.html}
University New Employee Orientation

- Offered every month by our Human Resources
- Not mandatory