

You are here:



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

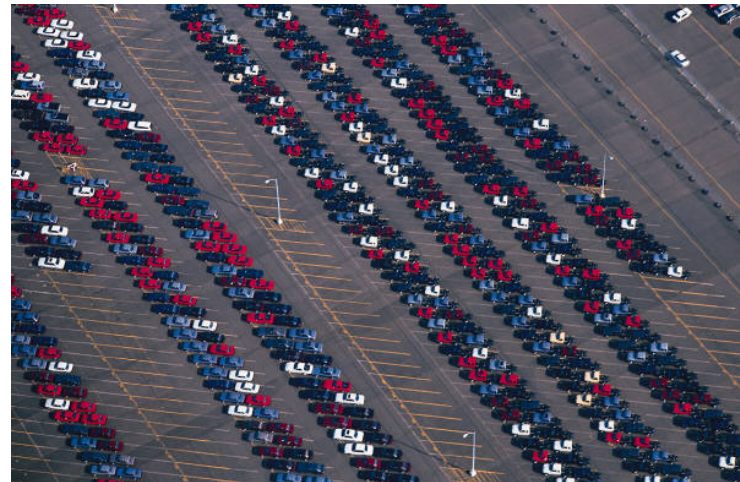
x 56726

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



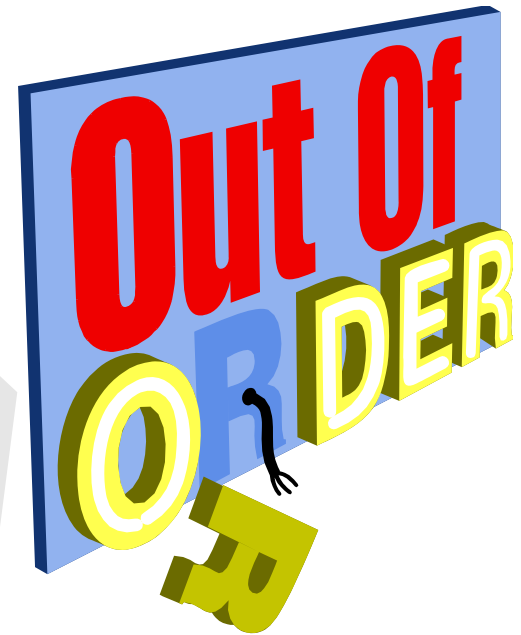
Friendly tech staff

- 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

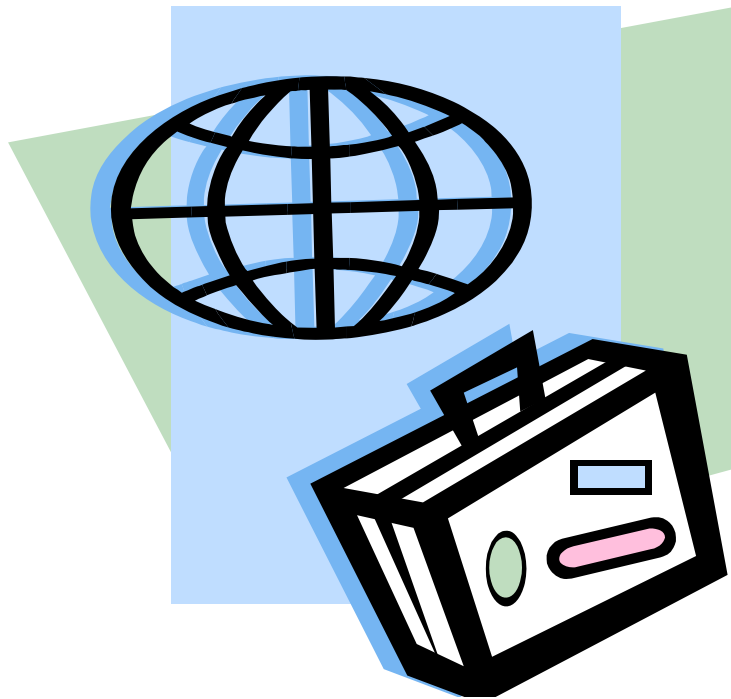
If the temperature is uncomfortable in your office, please let me know

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

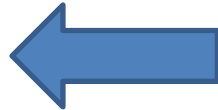
- *A doc with all you need to know about traveling with the University.*



Here are some highlights:

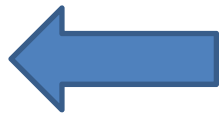
If you're being sponsored by a professor, ask that prof to contact me FIRST with the sponsoring grant account number

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

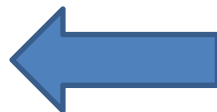


Even if the university is not being charged for your travel, the business office wants a record of all university related travel

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>

2011-2013 College Park Holiday Schedule

University of Maryland at College Park Holiday Schedule						
Holiday/Type	2011		2012		2013	
	Earned	Observed	Earned	Observed	Earned	Observed
New Year's Day/Holiday	January 1, 2011	December 31, 2010	January 1, 2012	January 2, 2012	January 1, 2013	January 1, 2013
Martin Luther King Day/Holiday	January 17, 2011	January 17, 2011	January 16, 2012	January 16, 2012	January 21, 2013	January 21, 2013
Presidents' Day/Holiday	February 21, 2011	December 27, 2011	February 20, 2012	December 26, 2012	February 18, 2013	December 26, 2013
Spring Break/University Holiday	March 21, 2011	March 21, 2011	March 19, 2012	March 19, 2012	March 18, 2013	March 18, 2013
Spring Break/University Holiday	March 22, 2011	March 22, 2011	March 20, 2012	March 20, 2012	March 19, 2013	March 19, 2013
Spring Break/University Holiday	November 2, 2010	March 23, 2011	--	--	November 6, 2012	March 20, 2013
UMCP Admin Furlough Leave Day	March 24, 2011	March 24, 2011	--	--	--	--
Memorial Day/Holiday	May 30, 2011	May 30, 2011	May 28, 2012	May 28, 2012	May 27, 2013	May 27, 2013
Independence Day/Holiday	July 4, 2011	July 4, 2011	July 4, 2012	July 4, 2012	July 4, 2013	July 4, 2013
Labor Day/Holiday	September 5, 2011	September 5, 2011	September 3, 2012	September 3, 2012	September 2, 2013	September 2, 2013
Columbus Day/Holiday	October 10, 2011	December 28, 2011	October 8, 2012	December 27, 2012	October 14, 2013	December 27, 2013
Election Day/Holiday	--	--	November 6, 2012	March 20, 2013	--	--
Veteran's Day/Holiday	November 11, 2011	December 29, 2011	November 12, 2012	December 28, 2012	November 11, 2013	December 30, 2013
Thanksgiving Day/Holiday	November 24, 2011	November 24, 2011	November 22, 2012	November 22, 2012	November 28, 2013	November 28, 2013
Thanksgiving Break/Holiday	November 25, 2011	November 25, 2011	November 23, 2012	November 23, 2012	November 29, 2013	November 29, 2013
Christmas Day/Holiday	December 25, 2011	December 26, 2011	December 25, 2012	December 25, 2012	December 25, 2013	December 25, 2013
Winter Break/University Holiday	December 30, 2011	December 30, 2011	December 31, 2012	December 31, 2012	December 31, 2013	December 31, 2013

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](#)

There's so much going on: here are just 2:

- 1st Look Fair
Mid-September
McKeldin Mall
www.thestamp.umd.edu/firstlookfair/



- All niter
Late September
Stamp Student Union
<http://www.thestamp.umd.edu/allniter/Index.html>



University New Employee Orientation

- Offered every month by our Human Resources
- Not mandatory
- http://training.umd.edu/index.cfm?fuseaction=catalog.CourseDetail&CLASS_ID=326

