



WHO TO CONTACT

Administrative

Keys	Chuck Stenley cstenle1@jhu.edu , Barb Birsit Haas bbirsit@jhu.edu
J-Card Access to Rooms	Chuck Stenley cstenle1@jhu.edu , Barb Birsit Haas bbirsit@jhu.edu
Room Reservations for UTL B74 and Mudd 29 (Krescal) Or visit Room Scheduling Department of Biology Johns Hopkins University (jhu.edu)	Barb Birsit Haas bbirsit@jhu.edu
Room Reservations for all other space – use 25Live (Barb can also book this on your behalf) https://25live.collegenet.com/pro/jhu#!/home/dash	
Packages, Mail and FedEx Assistance or Shipping Management Solutions (eShipGlobal)	Barb Birsit Haas bbirsit@jhu.edu , Back up: Chey Armstead carmste3@jh.edu
Front Desk Operations – greets visitors, answer phones, manages department AV equipment, inventory of storage room	Chey Armstead carmste3@jh.edu Barb Birsit Haas bbirsit@jhu.edu
Set up phone lines or issues with phone lines	Barb Birsit Haas bbirsit@jhu.edu
Security Issues and Concerns	Call Security at 410-516-7777 (Emergency) and 410-516-4600 (Non-Emergency). Please tell BarbBirsit in the front office. (Chuck Stenley, Donna Schriver, or Ellen Libao if Barb isn't available)
IT Issues	Contact via email: bio_help@jh.edu or call Kevin Imes 443-691-4638 or email him at kimes1@jh.edu
Website updates	Biology Dept webpage: Academic program pages: Anthony Mberekpe amberek1@jh.edu Other pages: Chey Armstead Chey Armstead carmste3@jh.edu and Kevin Imes kimes1@jh.edu



WHO TO CONTACT

	<p>CMDB webpage: Kat Mincey kmincey1@jhu.edu</p> <p>KSAS Assistance Request for website: online web request form</p>
Credit Card Processing	<p>Chey Armstead carmste3@jh.edu, Ellen Libao elibao1@jhu.edu</p>

Facilities

Housekeeping Concerns	Barb Birsit Haas bbirsit@jhu.edu
For generic facilities requests, for offices and issues such as AC not working or window doesn't open	Barb Birsit Haas bbirsit@jhu.edu
For Lab specific issues, this includes issues such as, valve not working, plumbing or electrical issues, etc.	Chuck Stenley cstenle1@jhu.edu
Your group can also make facilities requests here: https://maximo.jhu.edu/ezrequest/login/homewood	
Emergency Facility issues	Call Security at 410-516-7777 (Emergency) and 410-516-4600 (non-Emergency). Please tell Barb Birsit and Chuck Stenley.



WHO TO CONTACT

Finance

Pre-Award (applications)	Grants and Contracts Analyst (or Jen Berger jberger@jhu.edu , Ellen Libao elibao1@jhu.edu , Donna Schriver donnas@jhu.edu)
Post-Award (spending, progress reports, closeout)	Grants and Contracts Analyst (or Jen Berger jberger@jhu.edu , Ellen Libao elibao1@jhu.edu , Donna Schriver donnas@jhu.edu)
Fellowships (all types, all questions)	Grants and Contracts Analyst (or Jen Berger jberger@jhu.edu , Ellen Libao elibao1@jhu.edu , Donna Schriver donnas@jhu.edu)

HR/Payroll

Payroll	Grants and Contracts Analyst (or Jen Berger jberger@jhu.edu , Ellen Libao elibao1@jhu.edu , Donna Schriver donnas@jhu.edu , Eboni Jackson ejacks47@jhu.edu)
Hiring (Student/Postdoc)	Grants and Contracts Analyst (or Jen Berger jberger@jhu.edu , Ellen Libao elibao1@jhu.edu , Donna Schriver donnas@jhu.edu , Eboni Jackson ejacks47@jhu.edu)
Hiring (Staff)	Donna Schriver donnas@jhu.edu and Ellen Libao elibao1@jhu.edu
Visiting Appointments (Faculty/Research Staff/Postdocs)	Jen Berger jberger@jhu.edu , Ellen Libao elibao1@jhu.edu , Donna Schriver donnas@jhu.edu)
Visiting High School and Undergraduate Students	Anthony Mberekpe amberek1@jh.edu
Visiting Graduate Students	Alecia Flynn aflynn12@jhu.edu



WHO TO CONTACT

Benefits – faculty/staff	Contact benefits https://hr.jhu.edu/benefits-worklife/
Benefits – Student HEALTH CARE INQUIRES	JHUStudentBenefits@jhu.edu
Benefits – Postdoc	Postdoc Benefits PostDocBenefits@jhu.edu
University Experiential Learning – Handbook for Student which includes information for Direct Deposit, ESS, etc.	Handbook (Students) University Experiential Learning (jhu.edu)



WHO TO CONTACT

Tax Issues/Questions

For TAX ISSUES/QUESTIONS, please contact the JHU Tax Office at tax@jhu.edu .	
W-2 Current Employees	https://ssc.jhmi.edu/hr_payroll/w2_index.html
W-2 Former Employees	https://ssc.jhmi.edu/hr_payroll/w2_fe.html

Making Arrangements for Travel

For assistance booking travel, please email bio-travelrequests@jh.edu	Chey Armstead carmste3@jh.edu Back up: Barb Birsit Haas bbirsit@jh.edu
This link is a great resource that has been developed by the JHUCONCUR Training Team for the CONCUR System/App https://livejohnshopkins.sharepoint.com/sites/SAPTraining/SitePages/Concur.aspx	



WHO TO CONTACT

Reimbursements

Submitting CONCUR reimbursements for Faculty	Please email : bio-reimbursements < bio-reimbursements@jh.edu >
Submitting CONCUR reimbursements for everyone else, must be self-initiated via CONCUR	https://us2.concursolutions.com/home.asp or go to my.jhu.edu/TRAVEL
Questions about non-travel reimbursement process	Please email : bio-reimbursements < bio-reimbursements@jh.edu >, or ask your Grants and Contracts Analyst, Jen Berger, Ellen Libao or Donna Schriver
For Faculty only – to submit receipts for TRAVEL reimbursements	Please email : bio-reimbursements < bio-reimbursements@jh.edu > , Chey Armstead will respond.

Purchasing questions, including Pcard

Please contact Biology Department - Purchasing Requests directly. Be sure to include quotes/all info for purchases.	Please email Biology Department - Purchasing Requests at bio-purchasing-request@jh.edu
---	---

Academic

CMDB PhD Program: program-related issues, questions, student milestones, admissions	Kat Mincey kmincey1@jh.edu
Undergraduate, BS/MS & MS: program-related issues, questions, admissions	Anthony Mberekpe amberek1@jh.edu
Academic Program Operations, CMDB Student Advising, Accommodations & Probations, Student Status Changes, DGA, GPP issues/questions, anything else academic if you're not sure who to contact	Alecia Flynn aflynn12@jh.edu
Emails from prospective undergrads	Anthony Mberekpe amberek1@jh.edu
Emails from Prospective PhD students	cmdb@jh.edu



WHO TO CONTACT

Prospective undergrad visits or walk-ins	The front office may be able to speak with these visitors. If the individual has already visited the Office of Undergraduate Admissions and has specific program questions, they can be directed to Dr. Emily Fisher efisher@jhu.edu
Course scheduling & changes to courses	Anthony Mberekpe amberek1@jh.edu
Rotations	Kat Mincey kmincey1@jhu.edu
Progress Reports	Anthony Mberekpe amberek1@jh.edu
Seminar Series	Chey Armstead carmste3@jh.edu
Undergraduate Events, including assistance to TriBeta	Anthony Mberekpe amberek1@jh.edu
STUDENTS: For SIS issues (including, but not limited to financial holds, difficulty registering, and account balances), please contact SEAM at https://seam.jhu.edu/ .	If further action is needed by the department for your issue, SEAM will contact Alecia Flynn: 1.) financial holds 2.) difficulty registering 3.) account balances



WHO TO CONTACT

International Concerns/VISA Questions

Visit their website: https://ois.jhu.edu/About_OIS/Contact_Us/index.html	<input type="text"/>
Office of International Services	OIS@jhu.edu
Student Advising (F-1 and J-1 Student (Degree and Exchange) Questions	ois@jhu.edu or call 667-208-7001
J-1 Scholar and Visiting Student Questions	J1-Advising@jhu.edu
H-1B and other temporary employment questions (ie TN, O-1, E-3, etc.	H1B-Employment@jhu.edu *Scholar and Employee PHONE Advising is <u>by appointment</u> . Email the contact information above to schedule a call with a Scholar/Employee advisor.*
Regular hours of operation are Monday through Friday, 8:30am - 4:30pm.	After-hours emergency number for border emergencies only: 443-240-1938.