Administrative

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| Keys | Chuck Stenley [cstenle1@jhu.edu ,](mailto:cstenle1@jhu.edu) Barb Birsit Haas [bbirsit@jhu.edu](mailto:bbirsit@jhu.edu) |
| J-Card Access to Rooms | Barb Birsit Haas [bbirsit@jhu.edu](mailto:bbirsit@jhu.edu)  Chuck Stenley [cstenle1@jhu.edu](mailto:cstenle1@jhu.edu) |
| Room Reservations for UTL B74 and Mudd 29 (Krescal) Or visit <https://bio.jhu.edu/departmental-resources/room-scheduling/>  Room Reservations for all other space – use 25Live (Barb can also book this on your behalf) <https://25live.collegenet.com/pro/jhu#!/home/search/event/list> \*\*If you don’t have access, please reach out to Barb\*\* | Barb Birsit Haas [bbirsit@jhu.edu](mailto:bbirsit@jhu.edu) |
| Packages, Mail and FedEx Assistance or Shipping Management Solutions (eShipGlobal) | Barb Birsit Haas [bbirsit@jhu.edu,](mailto:bbirsit@jhu.edu)  Back up: Madeline Tamburo [mtambur4@jh.edu](mailto:mtambur4@jh.edu) |
| Front Desk Operations – greets visitors, answer phones, manages department AV equipment, inventory of storage room | Barb Birsit Haas [bbirsit@jhu.edu](mailto:bbirsit@jhu.edu)  Madeline Tamburo [mtambur4@jh.edu](mailto:mtambur4@jh.edu) |
| Set up phone lines or issues with phone lines | Barb Birsit Haas [bbirsit@jhu.edu](mailto:bbirsit@jhu.edu) |
| Security Issues and Concerns | Call Security at 410-516-7777 (Emergency) and 410-516-4600 (Non-Emergency). Please tell Barb Birsit 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](mailto:bio_help@jh.edu)  to contact Kevin Imes. If he is not available, another KSAS IT member will be available to assist. |
| Website updates | **Biology Dept webpage:**  Academic program pages: Anthony Mberekpe [amberek1@jh.edu](mailto:amberek1@jh.edu)  Other pages: Madeline Tamburo [mtambur4@jh.edu](mailto:mtambur4@jh.edu) and Kevin Imes  [kimes1@jh.edu](mailto:kimes1@jh.edu) |

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|  | **CMDB webpage:**  Kat Mincey [kmincey1@jhu.edu](mailto:kmincey1@jhu.edu)  **KSAS Assistance Request for website**: online web request form |
| Credit Card Processing | Madeline Tamburo [mtambur4@jh.edu](mailto:mtambur4@jh.edu)  Ellen Libao [elibao1@jhu.edu](mailto:elibao1@jhu.edu) |

Facilities

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| Housekeeping Concerns | Barb Birsit Haas [bbirsit@jhu.edu](mailto: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](mailto: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](mailto:cstenle1@jhu.edu) |
| Your group can also make facilities and housekeeping 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. |

Finance

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

HR/Payroll

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| Payroll | Grants and Contracts Analyst (or Jen Berger [jberger@jhu.edu](mailto:jberger@jhu.edu) , Ellen Libao [elibao1@jhu.edu](mailto:elibao1@jhu.edu) , Donna Schriver  [donnas@jhu.edu](mailto:donnas@jhu.edu) , Eboni Jackson [ejacks47@jhu.edu](mailto:ejacks47@jhu.edu%20) ) |
| Hiring (Student/Postdoc) | Grants and Contracts Analyst (or Jen Berger [jberger@jhu.edu](mailto:jberger@jhu.edu) , Ellen Libao [elibao1@jhu.edu](mailto:elibao1@jhu.edu) , Donna Schriver  [donnas@jhu.edu](mailto:donnas@jhu.edu) , Eboni Jackson [ejacks47@jhu.edu](mailto:ejacks47@jhu.edu) ) |
| Hiring (Staff) | Donna Schriver [donnas@jhu.edu](mailto:donnas@jhu.edu) and Ellen Libao [elibao1@jhu.edu](mailto:elibao1@jhu.edu) |
| Visiting Appointments (Faculty/Research Staff/Postdocs) | Jen Berger [jberger@jhu.edu](mailto:jberger@jhu.edu) , Ellen Libao [elibao1@jhu.edu](mailto:elibao1@jhu.edu) , Donna Schriver [donnas@jhu.edu](mailto:donnas@jhu.edu) ) |
| Visiting High School and Undergraduate Students | Anthony Mberekpe [amberek1@jh.edu](mailto:amberek1@jh.edu) |
| Visiting Graduate Students | Alecia Flynn [aflynn12@jhu.edu](mailto:aflynn12@jhu.edu) |
| Benefits – faculty/staff | Contact benefits https://hr.jhu.edu/benefits- worklife/ |
| Benefits – Student HEALTH CARE INQUIRES | [JHUStudentBenefits@jhu.edu](mailto:JHUStudentBenefits@jhu.edu) |
| Benefits – Postdoc | Postdoc Benefits [PostDocBenefits@jhu.edu](mailto:PostDocBenefits@jhu.edu) |
| University Experiential Learning – Handbook for Student which includes information for Direct Deposit, ESS, etc. | Handbook (Students) | University Experiential Learning (jhu.edu) |

Tax Issues/Questions

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| For TAX ISSUES/QUESTIONS, please contact the JHU Tax Office at [tax@jhu.edu.](mailto: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

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| For assistance booking travel, please email [bio-](mailto:bio-travelrequests@jh.edu) [travelrequests@jh.edu](mailto:bio-travelrequests@jh.edu) | Madeline Tamburo [mtambur4@jh.edu](mailto:mtambur4@jh.edu)  Back up: Barb Birsit Haas [bbirsit@jhu.edu](mailto:bbirsit@jhu.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/SAPTrai ning/SitePages/Concur.aspx |  |

Reimbursements

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| Submitting CONCUR reimbursements for Faculty | Please email **:** bio-reimbursements <bio- [reimbursements@jh.edu](mailto: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](mailto: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](mailto:reimbursements@jh.edu)> , Madeline Tamburo or Chris Reyes will respond. |

Purchasing questions, including Pcard

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| 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@jhu.edu](mailto:request@jhu.edu) |

Academic

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| **CMDB PhD Program:**  program-related issues, questions, student  milestones, admissions | Kat Mincey [kmincey1@jhu.edu](mailto:kmincey1@jhu.edu) |
| **Undergraduate, BS/MS & MS:**  program-related issues, questions, admissions | Anthony Mberekpe [amberek1@jh.edu](mailto: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@jhu.edu](mailto:aflynn12@jhu.edu) |
| Emails from prospective undergrads | Anthony Mberekpe [amberek1@jh.edu](mailto:amberek1@jh.edu) |
| Emails from Prospective PhD students | [cmdb@jhu.edu](mailto:cmdb@jhu.edu) |

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| 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](mailto:efisher@jhu.edu) |
| Course scheduling & changes to courses | Anthony Mberekpe [amberek1@jh.edu](mailto:amberek1@jh.edu) |
| Rotations | Kat Mincey [kmincey1@jhu.edu](mailto:kmincey1@jhu.edu) |
| Progress Reports | Anthony Mberekpe [amberek1@jh.edu](mailto:amberek1@jh.edu) |
| Seminar Series | Madeline Tamburo [mtambur4@jh.edu](mailto:mtambur4@jh.edu) |
| Undergraduate Events, including assistance to TriBeta | Anthony Mberekpe [amberek1@jh.edu](mailto:amberek1@jh.edu) |
| STUDENTS: For SIS issues (including, but notlimited to financial holds, difficulty registering, and account balances), please contact SEAM at https://seam.jhu.edu/. | If further action is needed by the departmentfor your issue, SEAM will contact Alecia Flynn: 1.) financial holds 2.) difficulty registering 3.) account  balances |

**International Concerns/VISA Questions**

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