Administrative

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| Keys | Chuck Stenley cstenle1@jhu.edu , Barb Birsit Haas bbirsit@jhu.edu |
| J-Card Access to Rooms | Barb Birsit Haas bbirsit@jhu.eduChuck Stenley 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 |
| Packages, Mail and FedEx Assistance or Shipping Management Solutions (eShipGlobal) | Barb Birsit Haas bbirsit@jhu.edu,Back up: Madeline Tamburo mtambur4@jh.edu  |
| Front Desk Operations – greets visitors, answer phones, manages department AV equipment, inventory of storage room | Barb Birsit Haas bbirsit@jhu.edu Madeline Tamburo mtambur4@jh.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 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  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.eduOther pages: Madeline Tamburo mtambur4@jh.edu and Kevin Imeskimes1@jh.edu |

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

Facilities

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| 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 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 BarbBirsit and Chuck Stenley. |

Finance

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| Pre-Award (applications) | Grants and Contracts Analyst (or Jen Berger jberger@jhu.edu , Ellen Libaoelibao1@jhu.edu , Donna Schriver donnas@jhu.edu ) |
| Post-Award (spending, progress reports, closeout) | Grants and Contracts Analyst (or Jen Berger jberger@jhu.edu , Ellen Libaoelibao1@jhu.edu , Donna Schriver donnas@jhu.edu ) |
| Fellowships (all types, all questions) | Grants and Contracts Analyst (or Jen Berger jberger@jhu.edu , Ellen Libaoelibao1@jhu.edu , Donna Schriver donnas@jhu.edu ) |

HR/Payroll

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| Payroll | Grants and Contracts Analyst (or Jen Berger jberger@jhu.edu , Ellen Libao elibao1@jhu.edu , Donna Schriverdonnas@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 Schriverdonnas@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 |
| 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) |

Tax Issues/Questions

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| 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

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| For assistance booking travel, please email bio- travelrequests@jh.edu | Madeline Tamburo mtambur4@jh.edu Back up: Barb Birsit Haas bbirsit@jhu.edu  |
| This link is a great resource that has been developed by the JHUCONCUR Training Team for the CONCUR System/Apphttps://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> |
| 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> , 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 |

Academic

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| **CMDB PhD Program:**program-related issues, questions, studentmilestones, admissions | Kat Mincey kmincey1@jhu.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 tocontact | Alecia Flynn aflynn12@jhu.edu |
| Emails from prospective undergrads | Anthony Mberekpe amberek1@jh.edu |
| Emails from Prospective PhD students | 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 canbe 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 | Madeline Tamburo mtambur4@jh.edu  |
| Undergraduate Events, including assistance to TriBeta | Anthony Mberekpe 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.) accountbalances |

**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 |
| 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 by appointment. Email the contact information aboveto 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. |