

**Mechanical Engineering  
Department Responsibilities**

Name:	Lisa	Erin	Nikki	Ruth	Juanita	Lita	Penny	Steve	Tammie	William	Kim	Chris	Natalie	Jennifer	MEIT	EIT	DivIT
Telephone:	x5-6580	x5-6427	x5-2097	X5-6960	x5-2062	x5-5303	x5-5242	x5-7769	x5-2786	x5-7173	x5-3031	x5-2410	x5-1364	x5-1458	<a href="mailto:meit@umd.edu">meit@umd.edu</a>	<a href="mailto:eit-help@umd.edu">eit-help@umd.edu</a>	<a href="mailto:itsc@umd.edu">itsc@umd.edu</a>
<b>P = Primary</b> <b>B = Backup</b>																	
<i>BUSINESS OFFICE</i>																	
<b>Budget &amp; Finance:</b>	Lisa	Erin	Nikki	Ruth	Juanita	Lita	Penny	Steve	Tammie	William	Kim	Chris	Natalie	Jennifer	MEIT	EIT	DivIT
Account Oversight		B	P														
BA3 Website	B		P														
Cost Transfers							P										
Foundation Account		P	B														
KFS Records & Reconciliation					P		P										
KFS Status Report Creation	P	B															
KFS Status Report Updates	P	P	P														
<b>Facilities:</b>	Lisa	Erin	Nikki	Ruth	Juanita	Lita	Penny	Steve	Tammie	William	Kim	Chris	Natalie	Jennifer	MEIT	EIT	DivIT
Copiers (PINS & contracts)							P										
Copiers & Printer Maintenance (mailroom)												B			P		
Fax Machine												P			B		
Keys (hard/keycards)								B				P					
Machine Shop/PIRLS Lab & Inventory (Majid Aroom)																	
Mailboxes & Distribution												P					
Maintenance Problems	B				P												
Office Moves	B				P												
Parking Requests								B			B	P					
Room Reservations (0151, 2162, 2164)											P	B					
Space Allocations - Employees (Chair)	P																
Space Records	P																
Terrapin Trader					P												
<b>Human Resources &amp; Payroll:</b>	Lisa	Erin	Nikki	Ruth	Juanita	Lita	Penny	Steve	Tammie	William	Kim	Chris	Natalie	Jennifer	MEIT	EIT	DivIT
Benefits (health & retirement)								P	P	B							
Benefits (tuition remission)								P	P	B							
Effort Reports - Regular		B				P											
Effort Reports - Cost Share		B				P											
Employee Visas (H1s & J1s)								P	P								
Employment Verifications								P	P								
Faculty/Staff Appointments & Contracts								P	B								
Graduate/Hourly Appointments & Contracts								B	P								
New Employees - Establishing Salaries	P																
Overload Requests (faculty/staff)								P	B								
Overload Requests (graduate)								B	P								
Paycheck Distribution (available at Front Desk)												P					
Paycheck Inquiries/Corrections								P	P	B							
Paycheck Pickup & Verification							P					B					
Payroll Actions (new, adjustments, separations)								P	P	B							
Payroll Account Allocation		B	P							B							
Payroll Certification	P	B															
Payroll Records								P	P								
Payroll Transfers			P					B	B								
PRD Process Questions	B							P									
Staff Searches	P										B						
Staff Classifications & Promotions	P							B	B								
Termination Notification Letters								P	B								
Timesheet Compliance								B	B								
<b>Procurement &amp; Travel:</b>	Lisa	Erin	Nikki	Ruth	Juanita	Lita	Penny	Steve	Tammie	William	Kim	Chris	Natalie	Jennifer	MEIT	EIT	DivIT
Invoices/Memberships		P								B							
KFS Purchasing CALCE				B	P		B										
KFS Purchasing 01-4- & 01-5-				P			B										
KFS Purchasing 01-1- & 01-2-				B			P										
KFS Records & Reconciliation				P			P										
Ordering Office Supplies				B	P		P					B					
Ordering Office Supplies				B	P		P					B					
Receiving/Packages				P			P										
Travel (approvals/reimbursements)				B	P	P											
<b>Research Administration:</b>	Lisa	Erin	Nikki	Ruth	Juanita	Lita	Penny	Steve	Tammie	William	Kim	Chris	Natalie	Jennifer	MEIT	EIT	DivIT
Cost Sharing		P	B							B							
No-Cost Extensions		P								B							

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Telephone:	x5-6580	x5-6427	x5-2097	X5-6960	x5-2062	x5-5303	x5-5242	x5-7769	x5-2786	x5-7173	x5-3031	x5-2410	x5-1364	x5-1458	<a href="mailto:meit@umd.edu">meit@umd.edu</a>	<a href="mailto:eit-help@umd.edu">eit-help@umd.edu</a>	<a href="mailto:itsc@umd.edu">itsc@umd.edu</a>	
Proposals (preparation & routing)		P								B								
Subaward Management		P	B							B								
<b>ADMINISTRATIVE SUPPORT</b>																		
<b>External Relations:</b>	<b>Lisa</b>	<b>Erin</b>	<b>Nikki</b>	<b>Ruth</b>	<b>Juanita</b>	<b>Lita</b>	<b>Penny</b>	<b>Steve</b>	<b>Tammie</b>	<b>William</b>	<b>Kim</b>	<b>Chris</b>	<b>Natalie</b>	<b>Jennifer</b>	<b>MEIT</b>	<b>EIT</b>	<b>DivIT</b>	
Alumni Relations													P					
Corporate & Donor Relations													P					
Fundraising													P					
Gift Processing		P																
Marketing (gifts & supplies)											B		P					
ME Website (content & updates)														P				
Media & Communications (METRICS, electronic newsfeed & printed publications/brochures)														P				
Seminar Support (flyers, website & promotion)														P				
Special Events & Projects													P	B				
Visiting Committee											B		P					
<b>Faculty Affairs:</b>																		
<b>Faculty Affairs:</b>	<b>Lisa</b>	<b>Erin</b>	<b>Nikki</b>	<b>Ruth</b>	<b>Juanita</b>	<b>Lita</b>	<b>Penny</b>	<b>Steve</b>	<b>Tammie</b>	<b>William</b>	<b>Kim</b>	<b>Chris</b>	<b>Natalie</b>	<b>Jennifer</b>	<b>MEIT</b>	<b>EIT</b>	<b>DivIT</b>	
APT & FAR											P							
Chair's Calendar											P							
Faculty Committees											P							
Faculty Searches											P							
Faculty Visitors & VIPs (logistics)											P	B						
Letters, Reports & Presentations											P							
Meetings & Retreats											P							
Special Events & Projects											P	B						
<b>IT Support Services:</b>																		
<b>IT Support Services:</b>	<b>Lisa</b>	<b>Erin</b>	<b>Nikki</b>	<b>Ruth</b>	<b>Juanita</b>	<b>Lita</b>	<b>Penny</b>	<b>Steve</b>	<b>Tammie</b>	<b>William</b>	<b>Kim</b>	<b>Chris</b>	<b>Natalie</b>	<b>Jennifer</b>	<b>MEIT</b>	<b>EIT</b>	<b>DivIT</b>	
Hardware <sup>1</sup> , Software <sup>2</sup> , and Web Hostin <sup>3</sup> Advice															P			
Hardware <sup>1</sup> , Software <sup>2</sup> , and Web Hostin <sup>3</sup> Procurement															P			
Hardware <sup>1</sup> , Software <sup>2</sup> , and Web Hostin <sup>3</sup> Setup															P			
Hardware <sup>1</sup> , Software <sup>2</sup> , and Web Hostin <sup>3</sup> Troubleshooting															P			
Hardware <sup>1</sup> , Software <sup>2</sup> , and Web Hostin <sup>3</sup> Maintenance															P			
Hardware <sup>1</sup> , Software <sup>2</sup> , and Web Hostin <sup>3</sup> Decommission															P			
Data Jack Installation, Activation & Troubleshooting															P			
Printer Supplies (toner, drum, maintenance Kit)															P			
Spyware & Virus Removal															P			
System & Data Recovery															P			
Custom Technology Installations															P	B		
Custom Virtual Machines															B	P		
High Performance Computing															B	P		
Classroom & Teaching Lab Support															B	P		
Virtual Computer Lab (VCL)															B	P		
Large Format Printing															B	P		
Distance Education																P		
Canvas Support																P	B	
Campus Exchange Email & Directory Services																	P	
Telecommunications and (in-the-wall/wireless) Networking																	P	
Software Distribution (TerpWare)																	P	
IT Acceptable Use & Security Policies																	P	
<sup>1</sup> Hardware Includes: Desktops, Notebooks, Servers, Printers, Peripherals, Mobile Devices & Networking Equipment <sup>2</sup> Software Includes: Standalone, Network License, (iTunes and Mac) App Store & SaaS <sup>3</sup> Web Hosting Includes: Wordpress, Drupal & Custom HTML+CSS										<b>Staff Email:</b>								
										Anderson, Ruth	<a href="mailto:randers5@umd.edu">randers5@umd.edu</a>	Komsat, Penny		<a href="mailto:skomsat@umd.edu">skomsat@umd.edu</a>				
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