1 **Administrative Staff**

- Jayma Mikes, Business Manager 362-6944 (jmikes@biochem.wustl.edu)
- Gloria Hoch, Assistant Business Manager 362-6946 (hochg@wustl.edu)
- Dee Owyoung, Research Administrator 362-6946 (dowyoung@wustl.edu)
- Amanda Hedrich, Administrative Coordinator 362-6949 (hedricha@wustl.edu)
- Marin Markov, Lab Asst. II/Glasswasher 362-3338
- Chris Kaufmann, Operations & Systems Specialist 362-8488 (kaufmann@wustl.edu)
- Terese Hall, Assistant to Dr. David Piston 362-5057 (tereseh@wustl.edu)
- Paula Reynolds, Administrative Assistant, CIMED 286-1758 (paula@wustl.edu)

2 **Computer Support - Helpdesk**

Chris Kaufmann, Operations and Systems Specialist III, provides IT support to the Department. Chris may be reached at: 314-362-8488, cell 618-917-4088 or kaufmann@wustl.edu.

3 **Conference Room & Projector Reservations**

The schedule for conference rooms and projectors are maintained by Amanda Hedrich, in the administrative office. Contact Amanda Hedrich by phone at 362-6949, or at hedricha@wustl.edu to reserve a room or a projector.

4 **Copiers/Printers**

The departmental copier/printer/fax is located in Room 4923 in the South Building. It is accessible with a copy code. Contact Chris Kaufmann at 362-8488 or kaufmann@wustl.edu to obtain a code.

5 **E-Monitor**

If you would something posted to the department e-monitors, please contact Terese Hall at 362-2254 or tereseh@wustl.edu. Some examples of news items we are interested in are: faculty, staff and student news and/or achievements, new grants and awards, upcoming lectures and seminars, and new journal publications. We will make every effort to run your announcements as soon as possible.

6 **eRA Commons**

Gloria Hoch (362-6950) and/or Dee Owyoung (362-6946) will request access for all new PIs as well as for pre- and postdoctoral trainees as needed.

E-RA Commons [https://commons.era.nih.gov/commons/](https://commons.era.nih.gov/commons/)

7 **Faculty Financial Reporting**

Faculty at WUSM have access to financial information related to their funding via the Faculty Financial Reporting website at [https://raps.wustl.edu/approot/ffr/ffr_login.htm](https://raps.wustl.edu/approot/ffr/ffr_login.htm). Contact Jayma Mikes (362-6944) for questions regarding the FFR system.
8 Glassware Washing
The Department of Cell Biology and Physiology offers glassware washing services. The glassware washing facility is located on the 1st floor of the South Building. Marin Markov can be reached at 362-3338.

9 Grant Proposals – Pre and Post Award
Gloria Hoch (362-6950) and Dee Owyoung (362-6946) provide grant proposal and management assistance. Contact Gloria or Dee in advance when planning to submit an application.

10 Laundry
The department utilizes Faultless Laundry Service for cleaning of lab coats. A bin is located in the South Building, Room 4915. Please contact Chris Gonzalez (362-6964) prior to placing lab coats in the bin for the first time.

11 Liquid Nitrogen
The Department offers a liquid nitrogen delivery service. Chris Gonzalez (362-6964) is the contact to request this service.

12 Mail/Express Mail/Parcel Services
Mail is picked up and delivered to the departmental mailrooms twice per day by Marin Markov (362-3338). Express mail and parcel services are also available through FedEx and UPS. Supplies are housed in the administrative office, Room 4912 of the South Building.

13 Notaries

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diane Smith (Mainly for MD students)</td>
<td>Admission Department</td>
<td>362-8541</td>
</tr>
<tr>
<td>Mellie Euler</td>
<td>Anatomy &amp; Neurobiology</td>
<td>362-3531</td>
</tr>
<tr>
<td></td>
<td>McDonnell Science, Room 915</td>
<td></td>
</tr>
<tr>
<td>Zoe Martin</td>
<td>Becker Library</td>
<td>362-2781</td>
</tr>
<tr>
<td>Janice Otis</td>
<td>Design and Construction</td>
<td>362-6814</td>
</tr>
<tr>
<td></td>
<td>East Building</td>
<td></td>
</tr>
<tr>
<td>Carolyn Carbery</td>
<td>Otolaryngology</td>
<td>362-7395</td>
</tr>
<tr>
<td></td>
<td>10th Floor, McMillan</td>
<td></td>
</tr>
<tr>
<td>Sheryl Wunderlich</td>
<td>Orthopaedic Surgery</td>
<td>747-2531</td>
</tr>
<tr>
<td>Theresa Horn</td>
<td>Security (Library Annex Bldg.)</td>
<td>362-0460</td>
</tr>
<tr>
<td></td>
<td>Scott and Taylor</td>
<td></td>
</tr>
</tbody>
</table>

Banks usually have notaries. Contact the institution where you do your personal banking.
14 Package Delivery
The department employs personnel to pick-up packages shipped to receiving and delivers them to your lab. Marin Markov is the contact (362-3338) or, in case of an emergency, call Amanda Hedrich at 362-6949.

15 Phone/Facilities Work Orders
Requests for Phone and Facilities work orders are handled by Amanda Hedrich (362-6949).

16 Photos
Photos for departmental bulletin board are taken by Dee Owyoung (362-6946).

17 Procurement Cards
A University Procurement Card is available to faculty for travel and purchases related to University business. See Amanda Hedrich about polices and procedures related to the ProCard.

18 Purchasing
The majority of purchasing is accomplished using the SciQuest MarketPlace system. https://resourcemanagement.wustl.edu/marketplace/Pages/default.aspx This system is available to everyone in the department. Contact Amanda Hedrich (362-6949) for training. Each purchase requisition entered into MarketPlace requires a requisitioner approval before it is routed to the financial system. Equipment purchases over $5,000 must be entered directly into the financial system by administrative personnel. Please also see Amanda to set up blanket orders for gases, sequencing, etc.

19 Staff Recruitment Process
When you are ready to hire staff for your lab, contact Amanda Hedrich (362-6949) for recruitment assistance and the processing of all related paperwork. She can also assist you with personnel issues related to offer letters, the normal termination process, etc. In Amanda’s absence, contact Dee Owyoung (362-6946) or Gloria Hoch (362-6950). See also “Visa Requests” below.

20 Staff Time and Attendance Records
All monthly and biweekly staff members must complete time and attendance records and submit them on designated dates through the HRMS system. Individuals will need their WUSTL key to access this website. https://wuissrv20.wustl.edu/psp/HRMS/?cmd=login. Click on “Employee Self Service” to access “Time Reporting.” Contact Amanda Hedrich (362-6949) if you have any questions. Note: Pre-doctoral and postdoctoral researchers do not report time in the HRMS system.
21 Stockroom & Tissue Culture Support Center
The Department of Biochemistry operates a stockroom located on the 5th floor of the South Building. Patti Hunt (2-3339) is the Stockroom manager. For information, visit http://www.biochem.wustl.edu/stockroom/index.html.

The Tissue Culture Support Center operates a vendor stockroom located in the Biotechnology Bldg. Contacts are:
   Teri Davidson, Assoc. Director
   314-362-3622
   tdavidson@genetics.wustl.edu

   Laura Luecking, Contract Tissue Culture Services and Seahorse Technology
   314-747-1297
   lluecking@genetics.wustl.edu

   Beth Mattingly, Reagents and Consumables Vending Services
   314-362-2934
   bmattingly@genetics.wustl.edu

22 Travel
Travel guidelines and forms are available from Amanda Hedrich (362-6949). Contact her with any questions regarding travel policies or procedures. The University Travel Advances and Travel Expenses Policy can be found at https://fishelp.wustl.edu/ap/Pages/default.aspx/.

23 Visa Requests
Requests for J-1 and H-1B visas are processed by the Office of International Students and Scholars at Washington University. Contact Dee Owyoung (362-6946) if you are interested in hiring an applicant who may require a visa to work in the U.S.

24 Webpage Development
The Department maintains Website at http://www.cellbiology.wustl.edu/. If you would like news or items of general departmental interest placed on the Website, contact Terese Hall (362-2254 or Jayma Mikes (362-6944). Individual laboratory websites are developed and maintained by the PI at their discretion.
25 Helpful University Links

**HUMAN RESOURCES & BENEFITS**
Benefit Information - [http://medschoolhr.wustl.edu/Benefits/Pages/Home.aspx](http://medschoolhr.wustl.edu/Benefits/Pages/Home.aspx)
Employment Policies, Rights & Responsibilities - [http://medschoolhr.wustl.edu/Policies/Pages/Home.aspx](http://medschoolhr.wustl.edu/Policies/Pages/Home.aspx)
HRMS (Human Resources Management System) Website - [https://wuissrv20.wustl.edu/psp/HRMS/?cmd=login](https://wuissrv20.wustl.edu/psp/HRMS/?cmd=login)

Using your WUSTL Key, log in to access/update your personal information via the HRMS system, including the self-service menu, time reporting, vacation accruals, personal information, benefits, tax withholding forms, etc.

**CAMPUS LOGISTICS**
Campus Tours, Culture & Entertainment at WU, Food Services, Shops, University Services, Offices & Departments, The Campuses & St. Louis Region Information - [http://visitor.wustl.edu/](http://visitor.wustl.edu/)
Medical Campus Parking - [https://medfacilities.wustl.edu/parkingtransportation/Pages/Services.aspx](https://medfacilities.wustl.edu/parkingtransportation/Pages/Services.aspx).
For information about WUSM parking permits, rates and maps, call 362-6824.
Transportation Services (U-Pass Program) - [https://parking.wustl.edu/transportation/Pages/u-pass.aspx](https://parking.wustl.edu/transportation/Pages/u-pass.aspx)  Benefits-eligible faculty, staff, postdoctoral students and fellows complete a U-Pass request form online using their WUSTL key to access the HRMS system. Contact WU’s Parking and Transporation Services at 935-4140 about any questions.
WeCar - [www.wecar.com/wustl](http://www.wecar.com/wustl)  If you need the short-term use of car, WeCar rental cars are available on campus and rental starts at $5/hour with gas included. Just preregister via the WeCar website.

**CAMPUS MAPS**
Maps for the Medical Campus: [http://medicine.wustl.edu/maps](http://medicine.wustl.edu/maps)
Maps for the Danforth Campus: [http://wustl.edu/community/visitors/maps/](http://wustl.edu/community/visitors/maps/)

**RESEARCH ADMINISTRATION**
Office of Sponsored Research Services (OSRS)  [http://research.wustl.edu/Offices_Committees/OSRS/Contacts/Pages/default.aspx](http://research.wustl.edu/Offices_Committees/OSRS/Contacts/Pages/default.aspx)
This office supports the Washington University research community in obtaining and administering external funds in support of faculty interests. They review all external funding proposals submitted, and any documents or other correspondence submitted to external funding agencies, as well as
providing institutional signature on all approved proposals. The office also manages the negotiation and administration of contracts and subcontracts.

**Sponsored Projects Accounting (SPA) -** [http://spa.wustl.edu/](http://spa.wustl.edu/)

SPA provides financial stewardship, policy interpretation and compliance assurance to the university’s research community and the sponsoring agencies. The staff also determines what purchases are allowable as per A-21 guidelines.

**Compliance Information -** [https://research.wustl.edu/Pages/ResearchGateway.aspx](https://research.wustl.edu/Pages/ResearchGateway.aspx), Log in with your WUSTL Key, go to Compliance Tools to view a consolidated source of compliance information, as well as complete your individual compliance requirements.

**RESEARCH RESOURCES & FACILITIES**

**Core Research Facilities and Resources -**
[http://research.wustl.edu/Cores/AddUpdateCore/CoreRecords/Pages/default.aspx](http://research.wustl.edu/Cores/AddUpdateCore/CoreRecords/Pages/default.aspx)


This office’s primary task is to convert university inventions into commercial assets. The office also handles Material Transfer Agreements.

**Other Helpful Links**

**MetroLink Schedules –** [http://www.metrostlouis.org/PlanYourTrip/MetroLinkPDFSchedules.aspx](http://www.metrostlouis.org/PlanYourTrip/MetroLinkPDFSchedules.aspx).

**Missouri Driver’s License -** [http://dor.mo.gov/mvd1/drivers/](http://dor.mo.gov/mvd1/drivers/)