

Department Resources Contact Sheet

Access

Building Access

Supervisor emails employee/student name and Employee ID/UCFID number to request access

BMS: Allison Connally (Allison.Connally@ucf.edu)

Lake Nona: Lisa Simcoe (Lisa.Simcoe@ucf.edu)

- College of Medicine ID cards cannot be created until employee hires have been authorized by HR and volunteers have completed all lab safety training.

Traka Boxes

Supervisor emails request with employee/student name and approved keys

BMS/HPA II: Allison Connally (Allison.Connally@ucf.edu)

- Employee/student brings UCF ID card to Allison in HPA II 335B to set up access

Lake Nona: Lisa Simcoe (Lisa.Simcoe@ucf.edu)

- Employee/student fills out form with Lisa in BBS 101 to set up access

Business Cards

Email the following information:

- Name, Title, Department/Division, Address, Email, Phone Number, Fax Number (optional)

Lake Nona: Lisa Simcoe (Lisa.Simcoe@ucf.edu)

Main Campus: Allison Connally (Allison.Connally@ucf.edu)

Conference Room Reservations

Check availability of meeting room calendar in Outlook > Click Address Book > Start typing the meeting room name in Search box

Annex: BMRA-139 Meeting Room

BMS: BIO-136A Meeting Room

HPA II: HPA2-345 Meeting Room

Lake Nona: BBS-101L, 103, 275, 315, 376, 415, 475 Meeting Room

Then, email the reservation contact below to reserve the room.

Annex: BMRAReservations@ucf.edu (Maria Windyga 407-882-2250)

BMS: BMSReservations@ucf.edu (Cyrille Unico 407-823-1312)

HPA II: HPAIIReservations@ucf.edu (Anders Marini or Joe Lutfey 407-823-5932)

Lake Nona: BBSReservations@ucf.edu (Lisa Simcoe or Amy Postlewait 407-266-7001)

Confirmation emails will be sent to the event organizer and forwarded to IT (if needed).

Door Inserts/Name Plates

Provide the following information: Name, Title

Annex: Maria Windyga (Maria.Windyga@ucf.edu)

BMS: Cyrille Unico (Cyrille.Unico@ucf.edu)

HPA II: Allison Connally (Allison.Connally@ucf.edu)

Lake Nona: Lisa Simcoe (Lisa.Simcoe@ucf.edu)

Engineering/Facilities

helpdesk.med.ucf.edu

- Login with NID and NID password > BSBS Engineering Incident **–OR–**
- Call or email Amy (407-266-7015 or Amy.Postlewait@ucf.edu) to submit a ticket on your behalf

For **urgent Engineering/Facilities** problems, call Amy Postlewait (407-266-7015)

- For **emergency** after-hours issues, contact Joseph Myerson (407-314-7536), Carol Lanouette (407-430-8846), or Tony Smith (407-276-5903)

Federal Express

Contact the person in your building for FedEx directions or questions.

Annex: Maria Windyga (Maria.Windyga@ucf.edu)

BMS: Cyrille Unico (Cyrille.Unico@ucf.edu)

HPA II: Anders Marini or Joe Lutfey (Anders.Marini@ucf.edu or Joseph.Lutfey@ucf.edu)

Lake Nona: Lisa Simcoe (Lisa.Simcoe@ucf.edu)

Graduate Program

BSBSGradAdmissions@ucf.edu – For prospective students/applicants to ask questions and send documents

BSBSGradAppts@ucf.edu – For students to set up an appointment with the graduate program

BSBSGradForms@ucf.edu – For all students to send forms (except registration forms)

BSBSGradInfo@ucf.edu – For questions about anything other than admissions, forms, and registration

BSBSGradRegistration@ucf.edu – For students to ask questions about registration and to send registration forms

HR-Related Questions

Allison Connally (Allison.Connally@ucf.edu) 407-823-0978

- To hire someone into a research lab, contact Greg Norris (Greg.Norris@ucf.edu) 407-266-7009

IT

helpdesk.med.ucf.edu

- Login with NID and NID password > Health IT Assistance

For **urgent IT** problems, call the help desk at 407-266-4357

Parking

Annex: No UCF decal required

BMS: UCF decal required

- To utilize a Reserved Spot for a visitor, contact Cyrille Unico (BMS 136) 407-823-1312

HPA II: UCF decal required

- To obtain a Daily Parking Pass for a guest speaker, contact Anders Marini or Joe Lutfey (HPA II 335) 407-823-5932

Lake Nona: UCF decal required

- Visitor parking spots are only to be used by people not affiliated with UCF

Payroll

BSBSPayroll@ucf.edu

- If signatures cannot be obtained in person, timesheets/LAPERs can be emailed
 - Please do not send timesheets/LAPERs directly to Allison

Purchasing

BSOrders@ucf.edu

- Email completed Supply Request Form (SRF)

Reimbursements

Susie Nisavic (Susie.Nisavic@ucf.edu)

- Reimbursements for food:
 - Must have approval or be arranged by Administration
 - The maximum is \$50.00 per person including tax and tip
 - The original detailed and credit card receipt are required for reimbursement
 - Please provide the names of all attendees

Travel

Maria Windyga (Maria.Windyga@ucf.edu) 407-882-2250