

Functional Area	Function or Responsibility	Primary	Secondary	Secondary 2
<i>Events and Scheduling</i>				
	Room Scheduling	Choi, Dennis	Meuer, Elyse	
	Seminars and Colloquia	Choi, Dennis	Cluff, Taylor	
	Chair Calendar and Meetings	Choi, Dennis	Cluff, Taylor	
<i>Facilities Management</i>				
	Capital Equipment Inventory and Disposal	Oliva, Joe	Cluff, Taylor	
	Equipment Maintenance/Repair	Oliva, Joe		
	Facilities Maintenance/Repair	Oliva, Joe		
	Keycard Access	Oliva, Joe	Choi, Dennis	
	Keys	Choi, Dennis	Cluff, Taylor	
	Parking	Choi, Dennis	Cluff, Taylor	
	Phone Line Setup and Changes	Oliva, Joe		
	Service Calls, Physical Plant	Oliva, Joe	Choi, Dennis	
<i>Fiscal Affairs and Purchasing</i>				
	Account Setup	Miskoski, Derek	Hamilton, Garrett	
	CapEx	Miskoski, Derek	Hamilton, Garrett	
	E-Reimbursements	Meuer, Elyse	Miskoski, Derek	
	Expense Allocation	Miskoski, Derek	Hamilton, Garrett	
	Funding Changes	Miskoski, Derek	Hamilton, Garrett	
	External Vendor Purchasing	Per Lab	Miskoski, Derek	
	Internal Purchasing	Per Lab	Miskoski, Derek	
	Registrations and Memberships	Per Lab	Meuer, Elyse	
	Check Deposits	Miskoski, Derek	Hamilton, Garrett	
	Invoicing	Miskoski, Derek	Hamilton, Garrett	
	Monthly PI Financial Reports	Miskoski, Derek	Hamilton, Garrett	
<i>General Operations</i>				
	Outgoing Mail	Choi, Dennis	Meuer, Elyse	
	Daily Package Delivery	Meuer, Elyse	Choi, Dennis	
	Office Supplies	Choi, Dennis	Miskoski, Derek	
	Directories and Listservs	Choi, Dennis	Meuer, Elyse	
	Office Management	Cluff, Taylor		

<i>HR and Payroll</i>				
	Employee Relations	Cluff, Taylor	Huser, Brittany*	
	Hiring - Student Hourly Employees	Choi, Dennis	Huser, Brittany*	
	Benefits and Leave Balances	Choi, Dennis	Marklein, Coreen	
	Visas	Meuer, Elyse	Cluff, Taylor	
	Onboarding for New Employees	Choi, Dennis	Cluff, Taylor	
	Appointment Setup	Huser, Brittany*		
	Leave Requests and Reports	Cluff, Taylor		
	Hourly Student Time Approval	Per Lab	Choi, Dennis	Meuer, Elyse
	Appointment Funding and Changes	Miskoski, Derek	Hamilton, Garrett	
	Hiring and Job Postings - Academic Staff, LTE, Grad Students	Huser, Brittany*		
	*Brittany Huser is replacing Jennifer Scheuer until she returns from maternity leave in early 2019.			
<i>Instruction</i>				
	Course Setup and Changes	Meuer, Elyse	Choi, Dennis	
	Grades and Grade Changes	Meuer, Elyse	Choi, Dennis	
	SIS Representative	Meuer, Elyse	Choi, Dennis	
	Course Enrollment	Meuer, Elyse	Choi, Dennis	
<i>IT/Computing</i>				
	Computer Support	Oliva, Joe		
	Website - Formatting and Major Changes	Oliva, Joe		
	Website - Content Updates	Meuer, Elyse	Oliva, Joe	
	Equipment Reservations	Oliva, Joe	Choi, Dennis	
	Setup and New Accounts	Oliva, Joe		
<i>Research Administration</i>				
	Allowability of Expenses	Hamilton, Garrett	Miskoski, Derek	Cluff, Taylor
	Effort Coordinator	Cluff, Taylor		
	Proposal Budgets	Cluff, Taylor		
	Proposal Creation and Routing (e.g. Cayuse, Fastlane)	Cluff, Taylor		
	Project Setup	Cluff, Taylor		
	Budget Review for PIs	Hamilton, Garrett	Cluff, Taylor	
<i>Travel</i>				
	Fleet Vehicle Use	Per Lab	Choi, Dennis	Meuer, Elyse

	Flight Purchasing	Per Lab	Choi, Dennis	Meuer, Elyse
	Hotel Reservations	Per Lab	Choi, Dennis	Meuer, Elyse
	Registration	Per Lab	Choi, Dennis	Meuer, Elyse
	Rental Cars	Per Lab	Choi, Dennis	Meuer, Elyse
	Travel Reimbursements	Meuer, Elyse	Choi, Dennis	Meuer, Elyse