

## What's The Buzz

Getting Familiar with Office Staff



**Lisa Schuetz** is the *Administrative Director* and a helpful CEE staff who can assist you with your needs when visiting the CEE main office.

### Job Duties

- Department Administrative Management
- Reconcile Foundation Accounts, Plant Fund, and Fund Balance Accounts
- Department Equity Officer
- Fellowships
- Payroll: PHR Approval
- Appointments: ARS Approval Searches (exempt, non-exempt, FRA)
- Effort Reports
- Faculty Searches
- Appointments: ARS Processing
- Payroll: PHR processing
- Over site of Department Invoices to MSHA and I-95 Corridor Coalition

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### Chem and Physics Store Purchases

- Students should seek approval from **PI/Advisor** prior to purchases
- **Return** receipts to the CEE main business office when transactions are complete
- **Remember** to indicate on the receipts the **FRS account** and **project** for which the equipment is being purchased

Travel: "What you should know"

Schedule of domestic (50 United States, including Alaska and Hawaii) reimbursable meal rates for University of Maryland travelers:

	Standard (including tax & tip)
Breakfast	\$8.00
Lunch	\$10.00
Dinner	\$24.00
<b>Total</b> (per diem) - including tax & tip	\$42.00

University of Maryland travelers will normally be reimbursed in accordance with the standard travel meal per diem schedule set forth above. Receipts are not required when utilizing per diem (or lower allowances as may be required by budget constraints). Additional reimbursement is not appropriate if a meal has been pre-paid as part of a conference, hotel free breakfast plan or the like. Alcoholic beverages are not reimbursable.

### DID YOU KNOW?

"Some Apple mobile devices such as iPhones and iPads are not able to connect to the umd-secure wireless network. System administrators are working to resolve the issue. In the meantime, Apple devices are able to use the umd and eduroam wireless networks. For information about other wireless services, see this page:

<http://www.oit.umd.edu/nts/noc/wireless/>

### Terp Store:

"Interested in buying a new computer or software package at a discounted price here on campus? How about a new iPod? Well, you're in luck. The Terrapin Technology Store is open, and is operated by the Office of Information Technology as a service to University of Maryland students, faculty, and staff.

The store is designed to provide high-tech equipment and software to the university community at favorable prices. The store offers Dell and Apple laptop and desktop computers through the university's Academic Computers for Terps (ACT) program as well as iPods and other accessories. For your convenience, a number of software products are also available at discount prices.

Selected ACT models are displayed in the store, and the computers come equipped with university software programs, on-campus support, warranties, and extended repair agreements. Further, visits by Apple and Dell representatives offer additional technology assistance, making the Terrapin Technology Store the perfect stop.

For more information, please call 301.314.7000 or visit [www.act.umd.edu](http://www.act.umd.edu).

### Book Adoption SPRING Semester 2012

Timely submission of the book information to the University Book Store for students to view and purchase books online for a course is important. It gives students the opportunity to purchase books cheaper and even sell books back to the University Book Store that can be used for upcoming semesters. If you will be adopting a book/books or even if your adopting nothing at all for your course submit the information to Charity McGee (Book Adoption Coordinator) [crmcgee@umd.edu](mailto:crmcgee@umd.edu) before the semester begins on January 25th. The earlier the better is the key!

### COURSE INFORMATION

ENCE

Will you use a book for this Course?

Estimate how many students will take the course?

Book Name:

Author:

Publisher:

ISBN#:

Would you like a Desk Copy?

Would you like a Solutions manual if any?

Is the book Optional/Required?