

## Office of Environmental & Molecular Toxicology

### Who to Contact for Assistance / Resource Information

**Cheyenne Pozar**, Departmental Administrator, Assistant to the Department Head:

cheyenne.pozar@oregonstate.edu

**Mary Mucia**, Program Assistant, Graduate Program Coordinator:

mary.mucia@oregonstate.edu

RESOURCE/TASK	CONTACT
After-Hours Passes	Mary Mucia
Appointment Extensions & Reappointments (Classified, Unclassified, Academic Wage)	Cheyenne Pozar
Appointment Terminations (Classified, Unclassified, Academic Wage, Postdoctoral Scholars)	Cheyenne Pozar
Appointment Terminations (Student Employment)	Mary Mucia
Benefits Questions including Insurance, Protected Leave, Retirement/Pensions, and Wellness	Please contact the Benefits Team directly at 541-737-2805 or <a href="mailto:employee.benefits@oregonstate.edu">employee.benefits@oregonstate.edu</a>
Beyond Benefits Employee Assistance Program	<a href="https://emt.oregonstate.edu/emt/beyond-benefits-employee-assistance-program">https://emt.oregonstate.edu/emt/beyond-benefits-employee-assistance-program</a>
Bulletin Board Postings	Mary Mucia
Class Overrides	Mary Mucia
Computer Purchasing Support	Contact ROOTS IT directly at: <a href="mailto:roots.support@oregonstate.edu">roots.support@oregonstate.edu</a>
Copy & Fax Machine Assistance	Mary Mucia
Courtesy & Affiliate Appointments	Cheyenne Pozar
Curriculum Proposals	Mary Mucia
Direct Deposit Sign Up	<a href="https://fa.oregonstate.edu/controllers-unit/payroll/direct-deposit-sign-up">https://fa.oregonstate.edu/controllers-unit/payroll/direct-deposit-sign-up</a>
Document Scanning	Mary Mucia
EmpCenter/Timesheet Issues Contact	Cheyenne Pozar;  EmpCenter Information and Training: <a href="http://mytime.oregonstate.edu/">http://mytime.oregonstate.edu/</a>

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<b>Employment Verification</b>	OSU Employment Verification: <a href="https://hr.oregonstate.edu/employees/current-employees/employment-verification">https://hr.oregonstate.edu/employees/current-employees/employment-verification</a>
<b>EMT Directory</b>	Cheyenne Pozar
<b>EMT Job Opportunities page</b>	<a href="https://emt.oregonstate.edu/emt/job-opportunities">https://emt.oregonstate.edu/emt/job-opportunities</a>
<b>Event Planning / Catering</b>	Cheyenne Pozar
<b>External Guest Travel &amp; Itinerary Coordination</b>	Cheyenne Pozar
<b>Faculty Meeting Coordination</b>	Cheyenne Pozar
<b>GRA Appointments</b>	Mary Mucia
<b>Graduate Program Contact</b>	Mary Mucia
<b>Hallway Digital Display</b>	Cheyenne Pozar
<b>H-1B &amp; J-1 Exchange Visitor Applications Contact</b>	Cheyenne Pozar
<b>Hiring &amp; Recruitment of Academic Wage Appointments</b>	Cheyenne Pozar
<b>Hiring &amp; Recruitment of Classified, Unclassified &amp; OSU Temp Employees (not external temp agency)</b>	Cheyenne Pozar
<b>HR-Related Issues Contact</b>	Cheyenne Pozar
<b>Inventory Contact</b>	Cheyenne Pozar
<b>Invoice Processing</b>	Mary Mucia
<b>Key Requests</b>	Mary Mucia;  Key Request Requirements: <a href="https://emt.oregonstate.edu/emt/key-requests">https://emt.oregonstate.edu/emt/key-requests</a>
<b>Lab Coats</b>	Lab coats are available for pickup and drop off in ALS 1153. If a lab coat in your size is not available, email <a href="mailto:ehs@oregonstate.edu">ehs@oregonstate.edu</a> .
<b>Late Registration</b>	Mary Mucia
<b>Mail Distribution</b>	Mary Mucia
<b>Newsletter</b>	Cheyenne Pozar
<b>New User – IT Support Information</b>	ROOTS IT: roots.support@oregonstate.edu, 541-737-2443, <a href="https://support.roots.oregonstate.edu">https://support.roots.oregonstate.edu</a> ;

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	OSU Helpdesk: <a href="mailto:osuhelpdesk@oregonstate.edu">osuhelpdesk@oregonstate.edu</a> , 541-737-8787, <a href="https://oregonstate.teamdynamix.com/TDClient/1935/Portal/Home/">https://oregonstate.teamdynamix.com/TDClient/1935/Portal/Home/</a>
<b>Office Supply Ordering (BennyBuy)</b>	Mary Mucia
<b>Order Business Cards</b>	Mary Mucia
<b>OSU Grievance Resources</b>	<a href="https://emt.oregonstate.edu/emt/employee-resources/osu-grievance-resources">https://emt.oregonstate.edu/emt/employee-resources/osu-grievance-resources</a>
<b>Parking Permits (Daily – for guests)</b>	Mary Mucia
<b>Payroll Issues</b>	Please contact the Payroll Office directly at 541-737-3232
<b>PDF Forms and Documents</b>	Mary Mucia
<b>Personal Reimbursements</b>	Concur Travel & Expense System: <a href="https://fa.oregonstate.edu/travel-and-expense">https://fa.oregonstate.edu/travel-and-expense</a>
<b>Phone &amp; Telecommunications Contact</b>	Cheyenne Pozar
<b>Postdoctoral Scholar Appointment &amp; Reappointment Processing</b>	Cheyenne Pozar
<b>Proctoring</b>	Mary Mucia
<b>Promotion &amp; Tenure</b>	Cheyenne Pozar
<b>Purchase Orders</b>	Gwen Frye, Accounting Technician, <a href="mailto:gwendolyn.frye@oregonstate.edu">gwendolyn.frye@oregonstate.edu</a> , 541-737-8124
<b>Recycling Contact</b>	Mary Mucia
<b>Safety Information</b>	Contact Andrew Annalora, Chair of the Safety Advocates for EMT (SAFE), for safety-related concerns, questions and guidance: <a href="mailto:andrew.annalora@oregonstate.edu">andrew.annalora@oregonstate.edu</a>  Safety Information: <a href="https://emt.oregonstate.edu/emt/safety-information">https://emt.oregonstate.edu/emt/safety-information</a>
<b>Schedule of Classes (Updates &amp; Changes)</b>	Mary Mucia
<b>Scheduling of the Conference Room &amp; Equipment</b>	Mary Mucia
<b>Seminar Posting &amp; Advertising</b>	Cheyenne Pozar
<b>Social Media Updates</b>	Cheyenne Pozar
<b>Student Employment &amp; Extensions</b>	Mary Mucia
<b>Surplus Contact</b>	Mary Mucia

RESOURCE/TASK	CONTACT
<b>Temporary Agency Employment Contact</b>	Mary Mucia
<b>Textbooks/Library Reserves/Office Reserves</b>	Mary Mucia
<b>Travel Planning and Reimbursements</b>	Concur Travel & Expense System: <a href="https://fa.oregonstate.edu/travel-and-expense">https://fa.oregonstate.edu/travel-and-expense</a>
<b>Updating EMT Directory Profile</b>	Instructions: <a href="https://emt.oregonstate.edu/emt/updating-your-emt-directory-profile">https://emt.oregonstate.edu/emt/updating-your-emt-directory-profile</a>
<b>Updating OSU Contact Information</b>	<a href="https://fa.oregonstate.edu/fag/how-do-i-change-my-address-telephone-number-campus-address-or-other-personal-data-university">https://fa.oregonstate.edu/fag/how-do-i-change-my-address-telephone-number-campus-address-or-other-personal-data-university</a>
<b>VISA, Process Orders</b>	Mary Mucia
<b>Website Updates &amp; Maintenance</b>	Cheyenne Pozar
<b>Workers' Compensation Claim Forms, Instructions &amp; Training</b>	<a href="https://risk.oregonstate.edu/workerscomp">https://risk.oregonstate.edu/workerscomp</a>