**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, 541-737-1762
**Mary Mucia**, Program Assistant, Graduate Program Coordinator:
mary.mucia@oregonstate.edu, 541-737-9079

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| 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 employee.benefits@oregonstate.edu |
| Bulletin Board Postings | Mary Mucia |
| Class Overrides | Mary Mucia |
| Computer Purchasing Support | Contact ROOTS IT directly at: roots.support@oregonstate.edu |
| Copy & Fax Machine Assistance | Mary Mucia |
| Courtesy & Affiliate Appointments | Cheyenne Pozar |
| Curriculum Proposals | Mary Mucia |
| Document Scanning  | Mary Mucia |
| EmpCenter/Timesheet Issues Contact | Cheyenne Pozar;EmpCenter Information and Training:<http://mytime.oregonstate.edu/> |
| Employment Verification | The Work Number – OSU’s Automated Employment Verification System: <https://hr.oregonstate.edu/employees/current-employees/work-number-employment-verification-system> |
| Event Planning / Catering | Cheyenne Pozar |
| External Seminar Speaker Travel & Itinerary Coordination | Cheyenne Pozar |
| Facility Issues Contact | Cheyenne Pozar |
| Faculty Meeting Coordination | Cheyenne Pozar |
| GRA Appointments | Mary Mucia |
| Graduate Program Contact | Mary Mucia |
| Grants & Contracts: Budgets, Proposals, Questions, Issues | Cindi Mafit, Grants and Contracts Coordinator, cindi.mafit@oregonstate.edu, 541-737-5908 |
| Hallway Digital Display | Cheyenne Pozar |
| H-1B & J-1 Exchange Visitor Applications Contact | Cheyenne Pozar |
| Hiring & Recruitment of Academic Wage Appointments\* | Please see note below\* |
| Hiring & Recruitment of Classified, Unclassified & OSU Temp Employees (not temp agency)\*\* | Please see note below\*\* |
| HR-Related Issues Contact | Cheyenne Pozar |
| Inventory Contact | Cheyenne Pozar |
| Invoice Processing | Mary Mucia |
| Key Requests | Mary Mucia;Key Request Requirements: <https://emt.oregonstate.edu/emt/key-requests> |
| Lab Coats | For information to obtain a laboratory coat for your use in an EMT laboratory, please contact Cintas at customerservice463@cintas.com. For larger new lab coat orders, please contact Phillip Larsen, LarsenP@cintas.com. |
| Lab/Office Moving Contact | Cheyenne Pozar |
| Late Registration | Mary Mucia |
| Mail Distribution / Lab Notification of Package Delivery | Mary Mucia |
| Newsletter | Cheyenne Pozar |
| New User – IT Support Information | ROOTS IT: roots.support@oregonstate.edu, 541-737-2443, <https://support.roots.oregonstate.edu>;OSU Helpdesk: osuhelpdesk@oregonstate.edu, 541-737-8787, <https://oregonstate.teamdynamix.com/TDClient/1935/Portal/Home/> |
| Office Supply Ordering (BennyBuy) | Mary Mucia |
| Order Business Cards | Mary Mucia |
| Parking Permits (Daily – for guests) | Mary Mucia |
| Payroll Issues | Please contact the Payroll Office directly at 541-737-3232. |
| PDF Forms and Documents | Mary Mucia |
| Personal Reimbursements | Mary Mucia;Personal Reimbursement Request Form:<https://emt.oregonstate.edu/personal-reimbursement-requests> |
| Phone & Telecommunications Contact | Cheyenne Pozar |
| PI Indexes | Cindi Mafit, Grants and Contracts Coordinator, cindi.mafit@oregonstate.edu, 541-737-5908 |
| Postdoctoral Scholar Appointment & Reappointment Processing\*\*\* | Cheyenne Pozar – Please see note below\*\*\* |
| Proctoring | Mary Mucia |
| Promotion & Tenure  | Cheyenne Pozar |
| Purchase Orders | Gwen Frye, Accounting Technician, gwendolyn.frye@oregonstate.edu, 541-737-8124 |
| Recycling Contact | Mary Mucia |
| Safety Information | Contact Stacey Harper, Chair of the Safety Advocates for EMT (SAFE), for safety-related concerns, questions and guidance: safety.harper@oregonstate.edu |
| Schedule of Classes(Updates & Changes) | Mary Mucia |
| Scheduling of the Conference Room & Equipment | Mary Mucia |
| Seminar Posting & Advertising | Mary Mucia |
| Social Media Updates | Cheyenne Pozar |
| Student Employment & Extensions | Mary Mucia |
| Surplus Contact | Mary Mucia |
| Temporary Agency Employment Contact | Mary Mucia |
| Textbooks/Library Reserves/Office Reserves | Mary Mucia |
| Travel & Lodging for Campus Visitors | Cheyenne Pozar |
| Travel Reimbursements | Cheyenne Pozar;Travel Resources and Reimbursement Request Form:<https://emt.oregonstate.edu/emt/travel-resources> |
| VISA, Process Orders | Mary Mucia |
| Website Updates & Maintenance | Cheyenne Pozar |
| Workers’ Compensation Claim Forms, Instructions & Training | <https://risk.oregonstate.edu/workerscomp> |

**Special Notes:**

**\*For Hiring and Recruitment of Academic Wage Appointments**:
 Please submit your request directly to: hovlandsc.recruitment@oregonstate.edu.

**\*\*For Hiring and Recruitment of Classified, Unclassified, and OSU Temp Employees (not temp agency):**The process starts by sending the position description directly to position.descriptions@oregonstate.edu. Once approved, HR will handle the rest of the recruitment process and will contact you directly for more information.

The PD template can be found here: <https://emt.oregonstate.edu/file/pd-template-2019docx>

If you require someone’s specific PD or need a sample to use for reference, please ask Cheyenne.

**\*\*\*Postdoctoral Scholar Appointment and Reappointment**:
Documents are processed on behalf of the PI by Cheyenne. Appointment and Reappointment initiation is handled by the PI and does not involve HR. More information can be found here: <https://gradschool.oregonstate.edu/postdocs> and
<https://gradschool.oregonstate.edu/postdocs/appointment-and-recruitment>

Link to Postdoc offer letter and reappointment letter (to be completed by the PI):
<https://hr.oregonstate.edu/policies-procedures/administrators/contract-renewal-and-non-renewal-model-letters/offer-letter-mod-3>

**The PI is responsible for supplying the candidate’s name, email address, appointment dates, labor distribution and pay information in addition to the offer letter.** This information is to be sent to Cheyenne for further processing. Cheyenne will contact the candidate for all other related hiring documents such as I9, W-4 and direct deposit forms.

**Postdoctoral Scholar recruitment information and for questions regarding the program:**
No formal recruitment process is required for Postdoctoral Scholars. Faculty are encouraged to send announcements of open positions to Maureen Childers, Administrative Support for the Office of Postdoctoral Programs. Questions regarding the program may also be directed to her as well: Maureen Childers, maureen.childers@oregonstate.edu, 541-737-2033.