

HR/General Administration	Academic Administration
<p><b><u>Human Resources</u></b></p> <ul style="list-style-type: none"> <li>• Annual Activities Report</li> <li>• Faculty Assignment Reports</li> <li>• Hires/Terminations</li> <li>• Lump Sum Payments</li> <li>• Security Roles/Identity Management</li> <li>• Summer Faculty Appointments</li> <li>• Tenure &amp; Promotion</li> <li>• Time/Leave Approvals</li> <li>• Visas</li> <li>• Wage/Paycheck/Benefits</li> <li>• Payroll distributions</li> </ul> <p><b><u>General Administration</u></b></p> <ul style="list-style-type: none"> <li>• Calendar Management</li> <li>• Department Website</li> <li>• Event Coordination</li> <li>• News/Social Media/Website</li> <li>• Physics Alumni</li> <li>• Shipping/Receiving/Mail</li> <li>• Visitor/Speaker Travel</li> </ul>	<p><b><u>Graduate Student Administration</u></b></p> <ul style="list-style-type: none"> <li>• Recruiting &amp; Admissions</li> <li>• Hires/Terminations (RA/TA)</li> <li>• Tenure Tracking (<i>committees, petitions, exams, GPA, graduation, registration</i>)</li> <li>• Teaching Lists</li> <li>• Tuition/Letters of Appointment</li> <li>• Evaluations</li> </ul> <p><b><u>Undergraduate Graduate Student Administration</u></b></p> <ul style="list-style-type: none"> <li>• Canvas Course Setup (initial)</li> <li>• Course Exams via Canvas &amp; other</li> <li>• Course Evaluations</li> <li>• Course Scheduling by Semester</li> <li>• Exam &amp; Academic Room Scheduling</li> <li>• Grades (tracking &amp; entry)</li> <li>• Textbooks Adoptions</li> <li>• Registration &amp; Advisement</li> </ul>
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Fiscal Administration
<ul style="list-style-type: none"> <li>• Budget and Expenditure Management (Departmental funds)</li> <li>• Cryogenics Billing</li> <li>• Invoice Payments (myufmarketplace)</li> <li>• Order placing on behalf of non-PCard holders</li> <li>• Payroll Planning/Projections (Departmental funds)</li> <li>• PCard Applications</li> <li>• PCard Charge Processing</li> <li>• Purchase Orders (myufmarketplace)</li> <li>• Reconciliation (Departmental Funds)</li> <li>• Space Reporting</li> <li>• Travel Authorizations</li> <li>• Travel &amp; Expense Reimbursements</li> <li>• UFF Foundation (UFF) Management</li> </ul>
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Research Administration
<ul style="list-style-type: none"> <li>• Agreements (NDA, MOU, Contracts)</li> <li>• Award Modifications (NCE, Funding Increments)</li> <li>• Budget development (pre-award)</li> <li>• Budget and Expenditure Management (post-award)</li> <li>• CAS Exemption Requests (post-award)</li> <li>• Effort Reporting (all activities)</li> <li>• Liaison to C&amp;G and DSP</li> <li>• Department Tax - Overhead Returns</li> <li>• Management of Overhead (Department, Center, &amp; PI)</li> <li>• Payroll Planning/Projections (Research funds)</li> <li>• Proposal Processing</li> <li>• Startup Fund Management</li> <li>• Summer Salary Planning</li> </ul>
<p><b>Russell "Russ" Walker - RA Manager</b> 352-294-3072 r.walker@ufl.edu</p>
<ul style="list-style-type: none"> <li>• <b>Anila Neupane - Research Admin II</b> 392-6697 <a href="mailto:aneupanepaudyal@ufl.edu">aneupanepaudyal@ufl.edu</a></li> <li>• <b>Kelley Cunningham - Research Admin II</b> 273-3138 <a href="mailto:kcunnin@ufl.edu">kcunnin@ufl.edu</a></li> <li>• <b>Thomas Fox - Research Admin I</b> 846-3595 <a href="mailto:tommyfox@ufl.edu">tommyfox@ufl.edu</a></li> </ul> <p><b>All Research questions and requests should be sent to:</b> <a href="mailto:r.walker@ufl.edu">r.walker@ufl.edu</a></p>