Contact Information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email/Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Zeng</td>
<td>Staff Human Resources Representative</td>
<td>310-206-0976</td>
<td><a href="mailto:kzeng@mednet.ucla.edu">kzeng@mednet.ucla.edu</a></td>
</tr>
<tr>
<td>Audra Potz</td>
<td>Faculty Human Resources Representative</td>
<td>310-825-9438</td>
<td><a href="mailto:apotz@mednet.ucla.edu">apotz@mednet.ucla.edu</a></td>
</tr>
<tr>
<td>Laura Sheehan</td>
<td>Manager of Research Administration</td>
<td>310-794-8298</td>
<td><a href="mailto:LSheehan@mednet.ucla.edu">LSheehan@mednet.ucla.edu</a></td>
</tr>
<tr>
<td>Valencia Moody</td>
<td>Purchasing and Suite Coordinator</td>
<td>310-794-8952</td>
<td><a href="mailto:vmoody@mednet.ucla.edu">vmoody@mednet.ucla.edu</a></td>
</tr>
<tr>
<td>Chris Mullin</td>
<td>Senior Fund Manager</td>
<td>310-794-6094</td>
<td><a href="mailto:cmullin@mednet.ucla.edu">cmullin@mednet.ucla.edu</a></td>
</tr>
<tr>
<td>DGIT</td>
<td>IT Representatives</td>
<td>310-825-2219</td>
<td><a href="http://dgit.healthsciences.ucla.edu/">http://dgit.healthsciences.ucla.edu/</a></td>
</tr>
</tbody>
</table>

If you need to contact someone not listed above, go to http://directory.ucla.edu and search for the contact person or department.

Phones/Voicemail

Any UCLA number can be reached from our phones by dialing the last 5 digits. For example, for 310-825-4321, you can just dial x54321. Most UCLA numbers begin with the prefix 825-, 794-, or 206-, with some exceptions.

To get an outside line, dial 8-1 and then the area code and phone number. International phone calls should only be made with the explicit permission of the PI to whom the phone belongs. Please avoid making personal phone calls on office phones wherever possible.

If you are using a CBAM phone (main line 794-0619 with extension) please see Jennifer Baughman for operating instructions. Otherwise, see below.

Most phones come with a hold feature, handsfree button, conf/transfer button, and intercom feature. If you are in a cubicle, we request that you do not use the handsfree option. If you prefer not to use the handset, discuss with your PI about purchasing a headset instead.

To transfer a call to a different line, or to make a three-way call, press the conf/transf button when you are on the line with the first call, wait for a dial tone, dial the second number, and then press the conf/trasnf button again. You are now on a three-way call with the original call and the newly dialed number. You may hang up to leave the original caller on the phone with the new caller, or you can stay on the line for a three-way call.

To check your voicemail, pick up the line and dial 222#. You will be prompted for your mailbox number (the last 5 digits of your line, e.g. 54321) followed by the pound sign (#). Then you will be prompted for your password followed by the pound sign. Please speak to your PI to find out what the password is. To delete a message, press 7. To skip to the next message, press 6, to rewind the call a bit, press 1. For more information, please refer to the Voicemail Guide: www.cts.ucla.edu/support/publications/user_guides/Voicemail_UG.pdf.

Office Safety

All employees must complete annual safety training for the Oppenheimer building. To register for training:
First-time users: Go to http://rjwestmoretraining.com/register.aspx. Enter Registration Code: 765229D. Fill in all the remaining fields and choose your personal password. Click “Sign In” and you'll be taken straight to your building’s training home page.

Returning users: Once you have created a log-in, you can continue or complete your annual training by going directly to www.rjwestmoretraining.com.

Please complete all required training modules, and remember to renew your training annually.

**Human Resources**

For questions regarding timesheets, benefits, payroll and other Human Resources issues, please contact the Staff HR Representative Karen Zeng at kzeng@mednet.ucla.edu, 310-206-0976, or Faculty HR Representative Audra Potz at apotz@mednet.ucla.edu, 310-825-9438.

**Parking**

UCLA does not provide free employee parking. You can pay out of pocket for your own parking pass at the Oppenheimer Building, but be forewarned it is expensive. (Contact the Property Manager at 310-441-1763 if you would like to explore this option). You can also pay for a UCLA parking permit, the cost of which would be removed from your paycheck. Please speak with Karen Zeng or Rita Dartt in Human Resources for more information about this option. Lastly, there is free all-day street parking in the surrounding neighborhood, although the closest areas are about a 5-10 minute walk from our building. Please be aware of posted parking restrictions if you choose this option.

**IT/Computers**

For questions regarding computers, email, connectivity, network access, passwords, or other software/hardware issues, please contact the DGIT team at x52219 or submit a ticket at http://digit.healthsciences.ucla.edu/. For new employees, supervisors will work with HR and IT to grant access to University computers that are connected to the UCLA backbone. These computers are linked to the electronic health record system and so it is of critical importance that these computers only be used for business purposes and that passwords and usernames be secured.

**Office Suite**

For questions involving the suite, such as requesting new keys, problems with the phones, leaks/other maintenance requests, copier/printer/fax issues, mail distribution, storage, cubicles, etc., please contact Valencia Moody, the Suite Coordinator (vmoody@mednet.ucla.edu) or Laura Sheehan, Manager of Research Administration (LSheehan@mednet.ucla.edu).

**Copying/Printing/Scanning**

There is a shared copier/printer/scanner in the copy/supply room. To print to it, choose the “Ricoh” option from the drop down printer menu. To make copies, you will need a code. Please speak to your PI or to Valencia Moody (vmoody@mednet.ucla.edu) if you do not know what your code is. If there are any problems with the copier/printer, please inform Valencia.
**Faxing**

There is only one fax machine in the suite, which is located by the mailboxes. The fax number is 310-794-6097. If there are any problems with the fax machine, please inform Valencia.

**Mail**

Valencia distributes mail into the mailboxes on a daily basis. Outgoing mail requires a recharge ID in the top right corner (where the stamp would go). The recharge ID is a four-digit code that is project specific, so you will need to speak to your PI to determine which project/fund it should be charged to and what that recharge ID number is. If your PI knows the project/fund, but not the recharge ID, then please contact the Fund Manager (Chris Mullin, cmullin@mednet.ucla.edu). Campus mail does not require a recharge ID, but should be marked as campus mail (either use a campus mail envelope or inter-departmental envelope, or write “campus mail” somewhere on the envelope). Please put all outgoing mail into the appropriate outgoing bin on top of the mailboxes.

**Supplies**

There is a shared departmental supply cabinet next to the copier (the tall black cabinet). Feel free to take whatever desk supplies you require, but we ask that if you deplete a specific resource (e.g., take all of the remaining pens), please request that it be replenished by writing it on the supply sheet taped to the front of the cabinet. Basic office supplies such as paper, pens, notebooks, post-its, staples, tape, markers, folders etc. should be available or can be ordered. However, if you need a specialty item or a large quantity of supplies, we request that you speak with your PI and get permission to order it from your PI’s funds, rather than utilizing department supplies. Please see the next section regarding ordering/purchasing for more information on how to do this.

**Ordering/Purchasing**

If you need to make a purchase (such as ordering project-specific supplies, buying software, paying an invoice, etc.), you must discuss the order with your PI and obtain permission prior to proceeding. Once you have obtained guidance from your PI, you will need to complete a Purchase Order Request (you can obtain an electronic version from your PI or from Valencia). You will need to complete the vendor information at the top, the item(s) to be purchased (including quantity, price, item # if applicable), the justification for the purchase (be specific and detailed and avoid using acronyms), and the FAU (Financial Accounting Unit) information. If you do not know the FAU, but you know the project fund name (e.g. “Dr. Joe Bruin’s R01 award”), then list that.

Once the form is complete, obtain the PI signature on the form, and then place it in Chris Mullin’s mailbox for his approval. Chris will review it to ensure the fund information is correct and allowable, and then forward it to Valencia for processing. Valencia will review it for compliance with University policy and will place the order. (If there are any issues, your request will be returned with instructions on how to fix the problem). Typically, orders will be placed within 2-5 business days. If your request is urgent, please let the team know. If either Chris or Valencia is not available, please go to Laura Sheehan, Manager of Research Administration.
**Do not purchase items with your own funds and then seek reimbursement.** If you cannot purchase an item through our normal purchasing process, please schedule a meeting with your PI, Chris, and Valencia to determine the proper course of action.

**Ordering from OfficeMax**

UCLA receives special discounts for supplies ordered from OfficeMax. To browse the catalog for supplies (and to obtain the correct item number and price to complete the purchase request), please visit [http://www.officemaxworkplace.com/](http://www.officemaxworkplace.com/). The login is UCBROWSE and the password is BROWSE4. Then click on “Browse Catalog Only.”

**Travel and Entertainment Purchases/Reimbursements**

There is a special form for reimbursements related to travel or entertainment (e.g. to cover the cost of food for a lunch meeting). Please discuss these types of purchases with Valencia Moody BEFORE the cost is incurred so that you are in compliance with UCLA and sponsor policies. Many purchases can be made directly with UCLA funds using a purchase order (e.g., many local restaurants accept PO’s for catering, rather than paying with a credit card and seeking reimbursement later. Also, airline tickets should be purchased through our Travel system, not with a credit card). Again, please contact Valencia for further information/training.