If you need help with……	Who to Contact:
Sara Craft secraft@iastate.edu	
Mindy Hanna mhanna@iastate.edu	
Edie Hunter ehunter@iastate.edu	**294-0283**
Sarah Kallsen kallsen@iastate.edu	**294-1742**
Ann Laws *(in PSYCH: T,R)* **laws@iastate.edu**	**294-1545**
Heidi Merfeld hmerfeld@iastate.edu	**294-2295**
Accounting Related:	
Travel and non-travel reimbursements	Sara Craft/Self
Airline travel requests	Sara Craft
Cash advances or deposits	Edie Hunter
Building Coordination:	
Telephone/data & key coordination	Heidi Merfeld
Office assignments	Heidi Merfeld
Building maintenance (too hot/too cold, etc)	Sarah Kallsen
Copier issues	Heidi Merfeld
Communications:	
Newletter submissions	Heidi Merfeld
Website updates	Heidi Merfeld
Course Work Related:	
Copying or scanning of coursework and tests	Sarah Kallsen
Course scheduling	Heidi Merfeld/Joan Dodd
Course room scheduling	Heidi Merfeld/Joan Dodd
Course evaluations	Heidi Merfeld/Joan Dodd
Grade submission processing	Heidi Merfeld/Joan Dodd
Textbook adoptions	Heidi Merfeld/Joan Dodd
Event Hosting:	
Seminar coordination assistance	Heidi Merfeld
Conference hosting	Heidi Merfeld
Special Events room scheduling	Heidi Merfeld

Duties as of July 1, 2019

Updated 07/31/19

If you need help with……	Who to Contact:
Fiscal Related:	
Approval of accounting transactions	Ann Laws
Managing funding budgets	Ann Laws
Special course fee analysis and accountability	Ann Laws
Staff training on appropriatness and allowability	Ann Laws
EASE form coordination	Ann Laws
Budget recommendations and reallocations	Ann Laws
Financial reports and projections	Ann Laws
General Office Duties:	
Conference room reservations	Sarah Kallsen
Misc questions/requests	Sarah Kallsen
Answering main office phone line	Sarah Kallsen
Graduate Student Related:	
All Graduate student coordination	Sarah Kallsen
MDP Coordination	Sarah Kallsen
Grant Related:	
Pre-award grant support	lasers@iastate.edu
Post-award grant support	Mindy Hanna
Human Resource Related:	
Preparing P&T portfolios	Heidi Merfeld
Annual review process assistance	Heidi Merfeld
ARPA Annual Coordination Process	Heidi Merfeld
Payroll Related:	
Payroll action approvals	Ann Laws
Hourly Payroll/Department Timekeeper	Heidi Merfeld
EPA's for faculty, lecturers, post-docs and visiting scholars	Ann Laws
Purchasing Related:	
Supply purchasing	Sara Craft/Self
Requisitions	Sara Craft
P-card purchases	Sara Craft
SONA/IRB Related:	
SONA processing	Sarah Kallsen