

Psychology FAQ's

Keys

Betty Heggemeier in room 327 distributes keys to all rooms in the Psychology Building. To obtain keys, a \$10.00 deposit is required, and the deposit will be refunded when the keys have been returned. Betty's work hours are M/W/F, 8:30 a.m.-5:00 p.m., T/R, 10:30a.m. – 5:00 p.m., and closed for the lunch hour.

Copy Room

Alix Abbott supervises the copy room in room 338. To obtain permission to copy, Alix will need to issue a pass code to use when operating the copy machines. Also, to obtain entry to room 338 after hours, Alix will need to make a copy of your I-Card to program into the door lock. You will need to swipe your I-Card to gain entry after hours. Alix works Monday-Friday, 8:30 a.m.-5:00 p.m.

Telephones

Margie Link in room 337 handles anything to do with telephone service. Margie's work hours are M/W/F, 8:30 a.m.-5:00 p.m., T/R 10:30 a.m.-5:00 p.m., and closed for the lunch hour.

Room Reservations

Katie Beall in room 321 schedules rooms for both the course catalog and other meetings as needed. See Katie for all room scheduling. Katie's email is sbeall@uiuc.edu
Katie's work hours are Monday-Friday, 8:30 a.m.-5:00 p.m.

Office Supplies

Office supplies are kept in room 338, the copy room. Basic supplies are kept in the cabinet in that room, and larger supplies are kept in an adjoining storage room. Alix Abbott supervises the copy room, so if a supply is not in the cabinet, please ask Alix, and she can assist in finding it. Alix works Monday-Friday, 8:30 a.m.-5:00 p.m.

Travel and Miscellaneous Reimbursements

Margie Link in room 337 processes reimbursement vouchers. Before she can process a travel voucher, she will need an Approved Travel and Absence Form signed by the supervising Professor if a student is traveling or by the Department Head if a Professor is traveling. Margie will need the original copies of all receipts and boarding passes for which the traveler wishes to be reimbursed. On the bulletin board across from room 337 is a list of additional required documentation for travel reimbursement.

There are some meals at the University that can be reimbursed if a visitor is included at the meal. For those reimbursements, Margie will need an itemized list of the food ordered, and the names of the people who attended the meal, along with a completed Psychology Department Invoice Voucher Worksheet that can be found in room 337.

For more information on University Policies concerning employee reimbursements, <http://www.obfs.uillinois.edu/obfshome.cfm?level=1&path=reimbursements&xmldata=reimbursements1>

Margie's work hours are M/W/F, 8:30 a.m.-5:00 p.m., T/R, 10:30 a.m.-5:00 p.m. and closed for the lunch hour.

Mail Room

Dana Loschen supervises the mail in room 312. U.S. mail and campus mail get delivered to the Psychology Building each morning, and it is placed in the mailboxes on the third floor, north hallway. Faculty and staff mailboxes are on the south side of the hallway, and honors students, post docs and graduate students' mailboxes are on the north side of the hallway.

The mailroom has a postal machine for outgoing department mail. When using the postal machine, please fill out the log book that is next to the machine, so the proper faculty or departmental account can be charged for the shipment. Personal mail, already stamped, can also be mailed by placing it in the outgoing bin under the postal machine.

UPS is the preferred shipping vendor for the University of Illinois. UPS picks up at the Psychology Building each day at 3:30 from the mail room. Please let Dana know as early as possible if you have a shipment, and she will prepare the necessary paperwork for you. She will need to know an account number to use for the shipment. The mailroom is open Monday-Friday, 8:30 a.m.- 5:00 p.m.

Faxes

Dana Loschen also sends and receives all faxes for the building. The Psychology Department fax number is 217-244-5876. Again, Dana will need to know which account number to charge the fax. To send a fax, please fill out a fax form in room 308, and Dana will send the fax for you. Personal faxes can also be sent at a charge of \$1.00 per page including the cover sheet for domestic faxes, and \$2.00 per page for international faxes. That charge can be paid to Margie Link in room 337. Dana's work hours are Monday-Friday, 8:30 a.m.-5:00 p.m.

Textbook Orders

Katie Beall handles textbook ordering for psychology courses. To place a textbook order, please see Katie in room 321 or email at sbeall@psych.uiuc.edu . Katie's work hours are Monday – Friday, 8:30 a.m. -5:00 p.m.