# Physics Department Chart of Administrative Teams and Tasks

### Human Resources
- Annual Activities Report
- Faculty Assignment Reports
- Hires/Terminations
- Lump Sum Payments
- Security Roles/Identity Management
- Summer Faculty Appointments
- Tenure & Promotion
- Time/Leave Approvals
- Visas
- Wage/Paycheck/Benefits
- Payroll distributions

### Fiscal Administration
- Budget and Expenditure Management (Departmental funds)
- Cryogenics Billing
- Invoice Payments (myUF marketplace)
- Order placing on behalf of non-PCard holders
- Payroll Planning/Projections (Departmental funds)
- PCard Applications
- PCard Charge Processing
- Purchase Orders (myUF marketplace)
- Reconciliation (Departmental funds)
- Space Reporting
- Travel Authorizations
- Travel & Expense Reimbursements
- UFFoundation (UFF) Management

### HR/General Administration
- Graduate Student Administration
  - Recruiting & Admissions
  - Hires/Terminations (RA/TA)
  - Tenure Tracking (committees, petitions, exams, GPA, graduation, registration)
  - Teaching Lists
  - Tuition/Letters of Appointment
  - Evaluations
- Undergraduate Graduate Student Administration
  - Canvas Course Setup (initial)
  - Course Exams via Canvas & other Course Evaluations
  - Course Scheduling by Semester
  - Exam & Academic Room Scheduling
  - Grades (tracking & entry)
  - Textbooks Adoptions
  - Registration & Advisement

### Academic Administration
- Research Administration
  - Agreements (NDA, MOU, Contracts)
  - Award Modifications (NCE, Funding Increments)
  - Budget development (pre-award)
  - Budget and Expenditure Management (post-award)
  - CAS Exemption Requests (post-award)
  - Effort Reporting (all activities)
  - Liaison to C&G and DSP
  - Department Tax - Overhead Returns
  - Management of Overhead (Department, Center, & PI)
  - Payroll Planning (Research funds)
  - Proposal Processing
  - Startup Fund Management
  - Summer Salary Planning

### Account Management
- Jiechun Li - Accounting Manager
  - 352-392-0509
  - lij1@ufl.edu

### Research Administration
- Russell "Russ" Walker - RA Manager
  - 352-294-3072
  - r.walker@ufl.edu

### Human Resources
- Madel Sotomayor - Admin Specialist III
  - 352-392-8860
  - madel@ufl.edu

### Undergraduate Graduate Student Administration
- Jessica Doty - Admin Support Assistant II
  - 392-5803
  - sirius1@ufl.edu

- Pam Marlin - Graduate Academic Assistant II
  - 392-9472
  - pmarlin@ufl.edu

- Kathy Nelson - Undergraduate Academic Assistant II
  - 392-8742
  - kanelson@ufl.edu

- Eli Campos - Senior Clerk
  - 392-0521
  - elicampos@ufl.edu

All HR and payroll requests should be sent to: madel@ufl.edu

### Fiscal Administration
- Sofia DeRocco - Fiscal Assistant II
  - 392-0523
  - sderocco@ufl.edu

- So Young Kim - Fiscal Assistant II
  - 392-0521
  - soyoungkim@ufl.edu

All fiscal requests should be sent to: fiscal@phys.ufl.edu

### Payroll Administration
- Megha Kankale - Payroll Specialist III
  - 352-392-8860
  - megha@ufl.edu

All payroll questions should be sent to: madel@ufl.edu