



**BIOCHEMISTRY AND MOLECULAR BIOPHYSICS
MEMBER HANDBOOK**

1 Administrative Staff

John Cooper, Department Head (jacooper@wustl.edu)	314-362-0287
Casey Critchlow, Business Manager (ccritchlow@wustl.edu)	314-362-0262
Melissa Torres, Assistant to the Chair (torresm@wustl.edu)	314-362-0287
Darrell Baldwin, Facilities Coordinator (dbaldwin@wustl.edu)	314-747-0425 <i>pager 663-0627</i>
Ken Buss, Dept Accounting Assistant kenbuss@wustl.edu	314-273-7968
Nick Caito, Systems Manager (caiton@wustl.edu) <i>for computer support</i>	314-362-0265 (http://biochemsupport.wustl.edu)
Patti Hunt, Supervisor, Lab Support Services (phunt@wustl.edu)	314-362-3339
Ginny Ribaldo, Research Administrator (ribaldo@wustl.edu)	314-362-4216
Kenly Taylor, Sr. Grants Specialist kenly@wustl.edu	314-273-7729

2 Calendars

The schedule for conference rooms, projectors and laptops is held in a Web-based application that is available through the departmental website under Resources or at <http://biochem.wustl.edu/calendars>.

3 Computer Support

Computer support is provided by Nick Caito. Please submit support requests to <http://biochemsupport.wustl.edu/>.

4 Copiers/Printers

Departmental copiers/printers are located in 266 McDonnell Sciences and 2901 South.

5 eRA Commons Access

Ginny Ribaldo (314-362-4216) will request access for all new PIs and applicable staff.
eRA Commons <https://public.era.nih.gov/commons/>

6 Facilities

Darrell Baldwin (beeper 314-663-0627) handles all facility related issues for the department. If you have a plant issue or need a piece of equipment moved or a shelf hung please contact Darrell.

7 Faculty Financial Reporting

Faculty at WUSM have access to financial information related to their funding via the Faculty Financial Reporting website at https://raps.wustl.edu/approot/ffr/ffr_login.htm. Contact Ginny Ribaldo (314-362-4216) or Kenly Taylor (314-273-7729) for questions regarding the FFR system. Ginny and Kenly also generate a monthly report that provides fund balance and sourcing information for each PI.

8 Glassware Washing

The Department of Cell Biology offers a glassware washing service. The glassware washing area is located on the 7th floor of McDonnell Medical Sciences. Marin Markov performs the glasswashing. Heather Reed is the manager of this service and can be reached at (314-362-6944).

9 Grant Proposals – Pre and Post Award

Ginny Ribaldo (314-362-4216) and Kenly Taylor (314-273-7729) provide grant proposal and management assistance. Please contact either Ginny or Kenly when planning to submit to any agency.

10 Helpdesk – Systems and Procedures – 314-935-5707

Helpdesk hours are 8:30 a.m. - 5:00 p.m. Monday – Friday. Technicians can assist with Marketplace and AIS system questions. They can also be reached via email SAP@wustl.edu. The Systems and Procedures website contains a variety of useful university links <http://fishelp.wustl.edu/Pages/default.aspx>.

- **Zoom Information:** <https://wustl.zoom.us>

11 Laundry

The department utilizes Faultless Laundry Service for cleaning of lab coats. A bin is located in the old glassware washing facility (1910 South) for soiled lab coats. Please contact Patti Hunt (314-362-3339) prior to placing lab coats in the bin for the first time.

12 Liquid Nitrogen

The Department of Biochemistry and Molecular Biophysics offers a liquid nitrogen delivery service. Darrell Baldwin (314-747-0425) is the contact to request this service.

13 Mail/Express Mail/Parcel Services

Mail is picked up and delivered to the departmental mailroom (2901 South) by Mail Services personnel. Express mail and parcel services are also available through FedEx and UPS. Supplies are housed in the 2901 South mailroom but address slips are kept by Patti in the Stockroom (5th floor South).

14 New Hire Procedure

Paperwork for employment is handled at the department level. See Casey Critchlow (314-362-0262) to complete paperwork and obtain key(s) and badge.

15 Package Delivery

The Department of Biochemistry and Molecular Biophysics employs personnel to pick-up packages shipped to receiving and deliver them to your lab. Delivery personnel can be reached at 314-362-3093.

16 Phone Lines

Requests for phone lines are handled by Casey Critchlow (314-362-2062).

17 Photos

Photos for departmental bulletin board are taken by Casey Critchlow (314-362-0262).

18 Purchasing

The majority of purchasing is accomplished using the SciQuest MarketPlace system. This system is available to everyone in the department. Please contact Ken Buss (314-273-7968) or Casey Critchlow (314-362-0292) for training. Each purchase requisition entered into MarketPlace requires a requisitioner approval before it is routed to the financial system. Equipment purchases over

\$5,000 must be entered into the financial system by admin personnel. If you have any questions regarding purchasing, please contact Ken Buss (314-273-7968) or Casey Critchlow (314-362-0262).

19 Seminars

Melissa Torres (314-362-0287) provides administrative support for the BMB Seminar Series.

Biophysical Evenings and Science Fridays are coordinated by the DBBS graduate students.

20 Staff Recruitment Process

Contact Casey Critchlow (314-362-0262) when ready to recruit.

21 Staff Time and Attendance Records

All monthly and biweekly staff members are required to complete either leave records or time and attendance records and submit them on designated dates through the HRMS system. Your WUSTL key is used to access this website. <https://wuisrv20.wustl.edu/psp/HRMS/>. Click on “Employee Self Service” to access “Time Reporting.” Please contact Casey Critchlow if you have any questions (314-362-0262).

22 Stockroom

The Biochemistry Stockroom is located on the 5th floor of the South Building. Patti Hunt (314-362-3339) is the Stockroom manager. Please visit <http://biochem.wustl.edu/stockroom/> for information on the Stockroom.

23 Travel

Travel guidelines and forms are provided on the BMB website at

<http://biochem.wustl.edu/resources/operations/forms-info>.

Please contact Ken Buss (314-273-7968) or Casey Critchlow (314-362-0262) with any questions regarding travel policies or procedures prior to traveling. The University Travel Advances and Travel Expenses Policy can be found at

<https://fishelp.wustl.edu/ap/Documents/070116%20Policy%20Statement%20for%20Travel%20Advances%20%20Travel%20Expenses%20v3.pdf>

24 Visa Requests

Requests for J-1 and H-1B visas are processed by the Office of International Students and Scholars at Washington University. Please contact Casey Critchlow (314-362-0262) if you are interested in an applicant who requires visa certification.

25 Webpage Development

Faculty Webpages are generally developed by Nick Caito (<http://biochemsupport.wustl.edu>) after consultation with the PI.

26 WUSTLKEY Help

Nick Caito can help with WUSTLKey issues. Please submit an IT ticket to <http://biochemsupport.wustl.edu> if you need help.

27 Helpful University Links

BMB Phone Directory - http://biochem.wustl.edu/data/pdfs/forms_info/telephonestlist.pdf

BMB Website - <https://biochem.wustl.edu/resources>

Campus Tours, Culture & Entertainment at WU, Food Services, Shops, University Services, Offices & Departments, The Campuses & St. Louis Region Information ~
<http://wustl.edu/visit/>.

Employment Policies, Rights & Responsibilities -
<http://hr.med.wustl.edu/Policies/>

HRMS (Human Resource Management System) Webpage:
<https://wuissrv20.wustl.edu/psp/HRMS/?cmd=login>

For access to personal information via Human Resources, including employee self-service menu, time reporting, vacation accruals, personal information, benefits, forms, etc.

- **Benefits Information:** <http://hr.med.wustl.edu/Benefits/>
Benefits Guide/Presentation:
https://mybenefitoverview.wustl.edu/presentation_html5.html
- **Family Care:**
<https://hr.wustl.edu/worklife/family-care/>
- **Employee Assistance Program:**
<https://hr.wustl.edu/worklife/eap/>
- **Wellness Connection Programs:**
<https://hr.wustl.edu/wellness-connection/>

Office of the VC for Research - <https://research.wustl.edu/>. Complete information on compliance, office of sponsored research services, sponsored projects accounting, technology management, animal and biological safety protocol submission, etc.

Transportation Services - <http://parking.wustl.edu/>

U-Pass for Metro Transit, Parking permits, and parking maps - 362-6824

WUSM Faculty Ombuds Office - <https://ombuds.med.wustl.edu/>

The Office offers assistance to faculty in the informal resolution of work-related conflicts, advocates for fair treatment and process, and follows four distinctive principles: [Confidentiality](#), [Independence](#), [Impartiality / Neutrality](#), [Informality](#)

28 Other Helpful Links

Area Banking Information - www.bankofamerica.com; www.usbank.com; www.pulaskibankstl.com

Area Housing Information - <http://dbbs.wustl.edu/resources/Pages/RelocatingToStLouis.aspx>

Missouri Driver's License - <http://dor.mo.gov/drivers/>