

Computer Science Processes

Task	Responsible Person	Person to Assist
Budgetary Matters	Theresa Collins	Cortright Francis
CS Senior Design Support	Michael Powell	Sys. Prog (Vacant)
CS&T		
Add, Terminate, Move Phone	Sys. Prog (Vacant)	Osepha Felix
Broken Phone	Sys. Prog (Vacant)	Osepha Felix
FI Request	Sys. Prog (Vacant)	Michael Powell
Graduate Advising	Jeanine Clements	Graduate Coordinator
HR Processes		
Approve ePAF	Theresa Collins	Dean's HR Office
Onboarding (welcome, business cards, etc.)	Osepha Felix	Cherry Place
Office & Research Lab Keys	Sys. Prog (Vacant)	Pete Alfieris
Teaching Lab Keys	Sys. Prog (Vacant)	David Douglas
Hiring, Terminations, Position Updates		
A&P, Faculty and USPS	Osepha Felix	Dean's HR Office
OPS Hourly	Osepha Felix	Cherry Place
GTA/GRA Agreements	Jeanine Clements	Osepha Felix
Initiate ePAF		
A&P, Faculty and USPS	Osepha Felix	Cherry Place
OPS Hourly	Osepha Felix	Cherry Place
GTA/GRA Agreements	Jeanine Clements	Osepha Felix
Position Reclassifications	Dr. Leavens	Dean's HR Office
Lab Space Allocations	Sys. Prog (Vacant)	Dr. Leavens
Lab Security	Sys. Prog (Vacant)	Michael Powell
Memberships, Licenses, and Publications Fees	Cherry Place	Osepha Felix
Office Allocations	Sys. Prog (Vacant)	Dr. Leavens
Payroll		
Process	Osepha Felix	Cherry Place
Approve	Theresa Collins	Cortright Francis
PCard Approver	Theresa Collins	Cortright Francis
Property		
Internal Property (less than 5k)	David Douglas	Sys. Prog (Vacant)
Property 5k and greater (taggable assets)	David Douglas	Sys. Prog (Vacant)
Purchasing		
Approve order request	Theresa Collins	Cortright Francis
Approve requisitions	Theresa Collins	Cortright Francis
General Purchasing	Ken Enloe	Osepha Felix
Computer Purchasing	Sys. Prog (Vacant)	Ken Enloe
Office Supplies	Julie Faris/Osepha Felix	Theresa Collins
Room Reservations (356, 438 & 450)	Osepha Felix	Cherry Place
Shipping		
FedEx	Ken Enloe	Jeanine Clements
Teaching Lab Support	Michael Powell	Tech Support
Technical Support	Tech Support (help@eecs.ucf.edu)	
Text Books	Julie Faris	Sys. Prog (Vacant)
Toshiba Copier (Agreement/Maintenance)	Sys. Prog (Vacant)	Osepha Felix
Travel	Cherry Place	Osepha Felix
Undergraduate Advising (CS/IT)	Jenny Shen	Julie Faris
Undergraduate Assistance	Julie Faris	Jenny Shen
Website Updates	Sys. Prog (Vacant)	Michael Powell
Work Orders	Sys. Prog (Vacant)/Osepha Felix	Pete Alfieris