

## Odum School of Ecology - Referral Sheet

*Amendments to this document should be submitted as a request to Mica Turner (mturner@uga.edu). Requests will be validated by appropriate parties before entered as an update.*

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\*Emailing ecologyfrontdesk@uga.edu means your email will be received by three staff members who can provide support immediately or can direct your email to the appropriate person.

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Balance Reports, Grants or Foundation	Sr. Accountant		Mica Turner
Balance Reports, other than Grants or Foundation	Sr. Accountant		Mica Turner
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Employment, others	Jennifer Mathews	<a href="mailto:jtm@uga.edu">jtm@uga.edu</a>	Sr. Accountant
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Events, forms	Ecology Front Desk	<a href="mailto:ecologyfrontdesk@uga.edu">ecologyfrontdesk@uga.edu</a>	Leslie Sitz
Events, OSE only	Ecology Front Desk	<a href="mailto:ecologyfrontdesk@uga.edu">ecologyfrontdesk@uga.edu</a>	Leslie Sitz
Faculty Affairs	Leslie Sitz	<a href="mailto:lsitz@uga.edu">lsitz@uga.edu</a>	Dean and Mica Turner
Faculty Evaluations	Dean	<a href="mailto:ecohead@uga.edu">ecohead@uga.edu</a>	Dr. John Drake, Dr. Jeb Byers, Leslie Sitz
Faculty Personnel Relations	Dean	<a href="mailto:ecohead@uga.edu">ecohead@uga.edu</a>	Dr. John Drake
Field Study/Study Away/Maymester	Jennifer Mathews	<a href="mailto:jtm@uga.edu">jtm@uga.edu</a>	Sr. Accountant
Finance questions, general	Sr. Accountant		Jennifer Mathews
Foundation deposits, requests	Mica Turner	<a href="mailto:mturner@uga.edu">mturner@uga.edu</a>	Dean
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Funding changes, payroll, graduate students	Julie Gunby	<a href="mailto:gunby@uga.edu">gunby@uga.edu</a>	Dr. Craig Osenberg
Funding changes, payroll, other than graduate students	Jennifer Mathews	<a href="mailto:jtm@uga.edu">jtm@uga.edu</a>	Mica Turner
FYOS, First Year Odyssey	Ecology Front Desk	<a href="mailto:ecologyfrontdesk@uga.edu">ecologyfrontdesk@uga.edu</a>	Leslie Sitz
Grade Changes	Misha Boyd	<a href="mailto:mlboyd@uga.edu">mlboyd@uga.edu</a>	Dr. John Drake
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Graduate Program and/or Students	Dr. Craig Osenberg	<a href="mailto:osenberg@uga.edu">osenberg@uga.edu</a>	Julie Gunby
Grants, Awarded	Mica Turner	<a href="mailto:mturner@uga.edu">mturner@uga.edu</a>	Jennifer Mathews
Grants, Budget Review post award	Mica Turner	<a href="mailto:mturner@uga.edu">mturner@uga.edu</a>	Jennifer Mathews
Grants, Post Award	Mica Turner	<a href="mailto:mturner@uga.edu">mturner@uga.edu</a>	Jennifer Mathews
Grants, Pre Award***	Jenna Jones	<a href="mailto:jllester@uga.edu">jllester@uga.edu</a>	Mica Turner and Jennifer Mathews
<b>***IDC unit should always be 26000ADM. Please contact Mica or Jennifer to obtain the appropriate management unit.</b>			
Grants, Proposals	Jenna Jones	<a href="mailto:jllester@uga.edu">jllester@uga.edu</a>	Mica Turner and Jennifer Mathews
Hiring Process, Faculty	Leslie Sitz	<a href="mailto:lsitz@uga.edu">lsitz@uga.edu</a>	Mica Turner
Hiring Request, Faculty	Dean & Dr. John Drake	<a href="mailto:ecohead@uga.edu">ecohead@uga.edu</a> and <a href="mailto:jdrake@uga.edu">jdrake@uga.edu</a>	Leslie Sitz and Mica Turner
Hiring, postdocs	Mica Turner	<a href="mailto:mturner@uga.edu">mturner@uga.edu</a>	Jennifer Mathews
Hiring, others	Jennifer Mathews	<a href="mailto:jtm@uga.edu">jtm@uga.edu</a>	Sr. Accountant
Hotel accommodations, direct billed	Ecology Front Desk	<a href="mailto:ecologyfrontdesk@uga.edu">ecologyfrontdesk@uga.edu</a>	Sr. Accountant
Human Resources (HR) Policy and Procedure	Jennifer Mathews	<a href="mailto:jtm@uga.edu">jtm@uga.edu</a>	Mica Turner
IDEAS Program	IDEAS	<a href="mailto:ideas@uga.edu">ideas@uga.edu</a>	
iLabs/Central Research Stores	Sr. Accountant		Jennifer Mathews

Instructor Credentialing (faculty and non-faculty)	Dr. John Drake Leslie Sitz	<a href="mailto:jdrake@uga.edu">jdrake@uga.edu</a> <a href="mailto:lsitz@uga.edu">lsitz@uga.edu</a>	Misha Boyd and Julie Gunby Jennifer Mathews
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Inventory	Tyler Ingram	<a href="mailto:tyleri@uga.edu">tyleri@uga.edu</a>	Brian Perkins
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Invoicing, sponsored projects	SPA representative for your award		Mica Turner
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Lab Fees	Dr. John Drake	<a href="mailto:jdrake@uga.edu">jdrake@uga.edu</a>	Jennifer Mathews
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Leave requests, Faculty	Jennifer Mathews	<a href="mailto:jtm@uga.edu">jtm@uga.edu</a>	Mica Turner
Leave requests, other than faculty	Dean	<a href="mailto:ecohead@uga.edu">ecohead@uga.edu</a>	Leslie Sitz
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<b>(REQUIRED to notify employee in writing at least 120 days in advance, regardless of circumstance)</b>			
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UGAMart/POs	Sr. Accountant		Jennifer Mathews
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Web Page/Website (OdumNet - Internal Website, TEAMS)			
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	Leslie Sitz	<a href="mailto:lsitz@uga.edu">lsitz@uga.edu</a>	Jennifer Mathews