# 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

**Academic Administration**
- Recruitings & 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

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

**Fiscal Administration**
- Anila Neupane - Research Admin II
  - 392-6697
- Anilaneupane@ufl.edu
- Kelley Cunningham - Research Admin II
  - 273-3138
- kcunnin@ufl.edu
- Thomas Fox - Research Admin I
  - 846-3595
- tommyfox@ufl.edu

**Research Administration**
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**Madel Sotomayor - Admin Specialist III**
352-392-8860
madel@ufl.edu

**Jiechun Li - Accounting Manager**
352-392-0509
lij1@ufl.edu

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**HR/General Administration**

**Fiscal Administration**

**Research Administration**

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All HR and payroll requests should be sent to:

**Madel Sotomayor** - Admin Specialist III
352-392-8860
madel@ufl.edu

**Jiechun Li** - Accounting Manager
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**All Research questions and requests should be sent to:**

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### University of Florida Physics Department

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