

University of Central Florida

Computer Science

Quick References

Office Phone 407-823-3957
Number
Office Location 4000 Central Florida Blvd.
Harris Engineering, 437
Orlando, FL 32816-2362

Department Contacts

Employee		Title	Phone Number	E-mail
Leavens	Gary	CS Department Chair	407-823-4758	Leavens@ucf.edu
Pattanaik	Sumanta	Associate Chair for IT	407-823-2638	sumant@cs.ucf.edu
Shah	Mubarak	CRCV Director	407-823-5077	shah@cs.ucf.edu
Wang	Liqiang	CS Graduate Coordinator	407-823-3187	lwang@cs.ucf.edu
Orooji	Ali	Undergraduate Coordinator	407-823-5660	orooji@cs.ucf.edu
Zou	Cliff	MS Digital Forensics Grad. Coord.	407-823-5015	czou@cs.ucf.edu
Garibay	Ivan	MS Data Analytics Grad. Coord.	407-882-1163	igaribay@ucf.edu
Shen	Jenny	CS Undergraduate Advisor	407-823-5439	Jenny.shen@ucf.edu
Donovan	Sean	IT Undergraduate Advisor	407-823-2784	Sean.donovan@ucf.edu
Clements,	Jeanine	Graduate Advisor	407-882-2313	jeanine.clements@ucf.edu
Place	Cherry	CRCV Office Assistant	407-823-4952	cherry.place@ucf.edu
Evans	Donna	CS Office Assistant	407-823-3957	Donna.evans@ucf.edu
Hayner	Malia	CS Human Resources Generalist	407-823-5373	Malia.hayner@ucf.edu
Francis	Cortright	Coordinator, Accounting	407-823-3229	cortright.francis@ucf.edu
Enloe	Ken	Purchasing Agent	407-823-5790	kenloe@cs.ucf.edu
Rivera	Olga	Payroll and Travel Coordinator	407-823-2050	Olga.rivera@ucf.edu
		Tech Support	407-882-2299	help@cs.ucf.edu

Phone Calls: When calling a phone line that is on campus only dial the last 5 digits of the phone number. Example: To call 407-823-3957, only dial 3-3957.

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When calling an off campus phone line a 9 must be dialed before the number. Example: To call 407-555-3152, dial 9-407-555-3152. In case of an emergency only dial "911".

Emergency phone numbers & My UCF alerts: Set up through Employee Self Service in MyUCF.

EmplID, PID & NID

UCFID	Identification number assigned to you from UCF
NID (network identification)	Identification number assigned to you from UCF to access networks; Main uses – MyUCF, Outlook Webmail, Webcourses, Wireless Network

Copiers

There are copiers located on the third floor (room 346) and on the fourth floor (room 437). These copiers will make copies (double sided), and scan documents as a PDF directly to your e-mail address. The access codes to the copiers are the last five digits of your UCFID.

Mail

All mail is circulated through the mail room on the third floor of Harris Engineering, room 346. Interdepartmental mail should be addressed as below:

Employee
Department
Building
Campus +4 Zip Code

Each department on campus has a specific +4 zip code assigned. The +4 zip codes can be found on the UCF Postal Services website: <http://www.rm.fs.ucf.edu/ent/postal/Zip4.pdf>

External mail can be sent via USPS or FedEx. For external mail contact the Purchasing Agent, if the Purchasing Agent is unavailable please contact the Coordinator, Administrative Services.

Office of Research and Commercialization

http://www.research.ucf.edu/funding_assistance.html

The Office of Research and Commercialization is the point of contact for all research funding. For questions regarding financial processes please contact the Coordinator, Accounting.

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Office Supplies

Office supplies can be found on the fourth floor of Harris Engineering, room 437. If you need any specific items please notify the Coordinator, Administrative Services.

Orders

Order requests should be sent via the Online Ordering System by the requesting staff or faculty member http://cs.ucf.edu/resources/cs_resources.php

ownCloud

<https://www.cs.ucf.edu/cscloud/>

ownCloud is a an open-source web application for data synchronization that provides universal access to our secured Computer Science files. Updated policies, meeting minutes and other documents shared by the Chair are stored here. The login for ownCloud is as follows:

Username: first name initial followed by last name, all lower case (ex. jdoe)

Password: last name (ex. doe)

The original password established for the account should be changed upon accessing the system for the first time.

Parking

Parking permits are required to park on campus. Parking permits can be purchased from UCF Parking Services (<http://parking.ucf.edu/>). Visit the interactive Campus Map at <http://map.ucf.edu/> to locate buildings and nearby parking options.

Visitor Parking

Temporary parking tags can be requested in HEC-437. Please be sure to request in advance so we can ensure availability of the number of tags you are requesting.

Payroll

Payroll is facilitated by the Payroll Coordinator. All OPS employees (except GTAs and GRAs) are to complete timesheets and have them authorized by their supervisors by the established due

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date for processing. Reminder e-mails are sent to employees with the payroll deadline. Late timesheet submittals will not be processed without a written justification from the supervisor. The timesheet for the OPS employees can be found at http://www.cs.ucf.edu/resources/cs_resources.php.

Research Lab Assignments

Research lab assignments are facilitated by the Systems Programming Manager. The Systems Programming Manager will assign available space and should be notified when space allocation needs to be updated. To gain access to a lab for yourself or a student, please send an email request to the CS Coordinator to request a key.

Employee First/Last Name
UCFID
Lab Room Number
Supervisor's Name

Room Reservations

Computer Science has three main conference rooms (outlined below). To request a reservation please contact the Office Assistant. If the Office Assistant is unavailable, please contact the CS Coordinator.

If you need to reserve a large classroom, please submit a request through the college's website, <http://www.cecs.ucf.edu/>, under faculty & staff.

Teaching/Research Assistants

Graduate Teaching Assistants (GTA) are facilitated by the Graduate Coordinator. The Graduate Coordinator will assign the GTAs at the beginning of each semester. The hiring of all the GTAs and Graduate Research Assistants (GRA) are facilitated by the Graduate Advisor. Please contact the Graduate Coordinator or Graduate Advisor with any questions regarding GTAs and GRAs.

Travel

Computer Science has a Travel Coordinator that facilitates travel arrangements for all faculty, staff, and students. To initiate a travel request, the Travel Request Form should be completed. A Travel justification form is necessary when using funds for a grant/contract when the travel

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relates to that grant/contract. Once a travel request is approved, the Travel Specialist will initiate a requisition for a purchase order. Travel arrangements cannot be made until the Travel Specialist has received a purchase order. Upon receiving a purchase order all arrangements will be made.

The Travel Request Form can be found on the CS Resources website:

http://www.cs.ucf.edu/resources/cs_resources.php.

When returning from travel, please provide all receipts (hotel, taxi, tolls, shuttles, etc.) to the Travel Specialist to process the reimbursement.
