

Guide to Contacting Campus Shared Services

Division of Equity & Inclusion

CSS Services	CSS Contacts	Issues? Questions?
Business & Financial Services (B&FS)		
<ul style="list-style-type: none"> Purchasing goods and professional services Travel & Entertainment (T&E) reimbursements Submitting reimbursements 	<ul style="list-style-type: none"> 510-664-9000, option 2 sharedservices.berkeley.edu bnfscsshhelp@berkeley.edu 	<ol style="list-style-type: none"> Your program's Financial Analyst Steve Baez, B&FS Supervisor baezs@berkeley.edu 510-292-5743 Chris Mount, E&I divisional liaison cdmount@berkeley.edu 510-643-0800
Human Resources/Academic Personnel Support (HR/APS)		
<ul style="list-style-type: none"> Recruitment Benefits Leaves Administration Advisory & Employee Relations Payroll & Timekeeping Pre-Employment Activities (New Hire Sessions) Visas & Immigration Compensation 	<ul style="list-style-type: none"> Najah Trotty, HR/APS Partner ntrotty@berkeley.edu 510-981-9304 510-664-9000, option 3 sharedservices.berkeley.edu hrapscsshhelp@berkeley.edu 	<ol style="list-style-type: none"> Debbie Fong, E&I divisional liaison dafong@berkeley.edu 510-643-9430
Information Technology (IT)		
<ul style="list-style-type: none"> Computer Support Application Support To Buy Equipment General IT Support 	<ul style="list-style-type: none"> 510-664-9000, option 1 sharedservices.berkeley.edu itcsshelp@berkeley.edu blu.berkeley.edu 	<p><u>Zone 1 – E&I Staff:</u></p> <ol style="list-style-type: none"> Noah McGee, IT Supervisor nkmcgee@berkeley.edu – 510-725-1379 <p><u>Zone 3 – Div. Admin., AAP, GDP, MCC, & PDP:</u></p> <ol style="list-style-type: none"> Duane Straub, IT Supervisor straub1@berkeley.edu – 510-725-2794 <p><u>Zone 4 – CE3, CEP, DSP, GenEq, MSD & SAGE:</u></p> <ol style="list-style-type: none"> Lois Wareham, IT Supervisor lwareham@berkeley.edu – 510-664-9064 Kim Steinbacher, E&I divisional liaison steinbacher@berkeley.edu 510-643-4343
Research Administration (RA)		
<ul style="list-style-type: none"> Pre-Award Services Post-Award Services Fund Management Research Gift Coordination 	<p>Research Administrators:</p> <ul style="list-style-type: none"> Center for Educational Partnerships (CEP) - Carlos Gonzalez cgonzalez275@berkeley.edu Undergraduate and Graduate programs - Maggie Smith maggiesmith@berkeley.edu 	<ol style="list-style-type: none"> Your program's Financial Analyst Alex Luna, CSS RA Supervisor aluna@berkeley.edu 510-663-6683 Chris Mount, E&I divisional liaison cdmount@berkeley.edu 510-643-0800