



NEW EMPLOYEE INFORMATION SHEET

This document has been prepared to assist new employees and current staff involved with the personnel aspect of new employees. This document contains a list of privileges and services afforded new *UB* employees. Also included are the departments and persons to contact in the event of problems regarding new employees gaining access to the various privileges and services.

DB Card: "Your UBCard is your key to campus life"

FSA 645-6344

Martha McIlroy mnl@acsu.buffalo.edu

Email /Web Access: "Your key to communications" **CIT-Accounts 645-3542**

CIT Accounts cit-accounts@acsu.buffalo.edu

Library Privileges: "Your key to knowledge" **Libraries 645-2814**

Karen D Senglaup lolkds@acsu.buffalo.edu

Parking Services: "Your key to parking" **Parking 645-3943**

Chris Austin chaustin@acsu.buffalo.edu

General personnel related concerns or issues:

Human Resource Services 645-7777

CSEA Office # 716-645-3040 Fax 716-645-3415

CSEA email: csea602office@yahoo.com

CSEA website: www.csea602.com