Religious Life/Chaplains
Rev. Callista Isabelle, College Chaplain, Egner Memorial Chapel,(3121), Catholic Campus Minister, Alexa Doncsecz, Newman Center,(3122); Rabbi Melissa Simon, Jewish Chaplain, Hillel House, (3244).

Repair and Maintenance Requests

Room Reservations
Complete a Facility Reservation Request Form available at the Information Desk of the Student Union. Call 3494 for assistance.

Salary Payments
Monthly salary payments are on the 20th of the month. Bi-Weekly payments are every other Thursday. Schedule of payments is available from Human Resources.

Shredder
Located on the Ground Floor of the College Center. Sign-out key located in the Controller’s Office.

Student Health Services
Flu Shots, On-the-job injury assessments. Call 3199.

Supplies
To order supplies, call Purchasing at 3116.

Time Sheets (return to Human Resources)
Monthly due during the first 5 days of the following month. Bi-weekly due the Monday following the end of the pay period. Questions: Call Human Resources at 3147. Extra time sheets are available in the Copy Center.

Travel Reservations
Contact Travel Leaders (866)214-6361

Van Reservations
Campus vans may be reserved by completing a Van Reservation Request located on Related Links/Faculty Staff/Departmental forms. The Van Transportation Policy is located by clicking the link on that page. Questions: Call the Athletic Office at

Important Phone Numbers
CAMPUS SAFETY: (484) 664-3112
CASHIER: (484) 664-3155
CONTROLLER’S OFFICE: (484) 664-3150
HUMAN RESOURCES: (484) 664-3165
INFORMATION TECHNOLOGY: (484) 664-3460
MAIL ROOM: (484) 664-3160
PAYROLL: (484) 664-3150
PLANT OPERATIONS: (484) 664-3400
PURCHASING: (484) 664-3116
COPY CENTER: (484) 664-3229
STUDENT HEALTH CENTER: (484) 664-3199
STUDENT UNION: (484) 664-3494

Muhlenberg College operates under an equal opportunity policy of non-discrimination on the basis of age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status or any other basis protected by applicable federal, state or local laws. This policy applies to employment, personnel decisions, and all other activities and programs of the College. All discrimination concerns and inquiries should be made to the Vice President of Human Resources, Haas College Center, Third Floor, 2400 Chew Street, Allentown, PA 18104 (484) 664-3165.

Information in this brochure is provided by the Human Resources Office
Welcome to Muhlenberg College

It's not always easy to figure out where to go or who to see to get things done in a new environment. For that reason, the Human Resources Office, with advice from many experienced Staff Associates, has compiled this quick reference guide to address the most common, day-to-day operational questions. You will find that one of the best sources of information is the College website, www.muhlenberg.edu. In fact, you'll see many references to portions of the college website in this brief listing.

Where to go/who to contact regarding...

Athletic Facilities

Employees and family members with valid ID cards are entitled to use the facilities of the Life Sports Center (swimming pool, weight room, gymnasium, fitness center, racquetball courts). Call the Athletic office at 3379 or 3023 for more information. Family ID card authorization is obtained from Human Resources.

Bookstore Discount

10% for employees on most items. Show ID card to clerk at checkout.

Building/Desk Keys

Complete a “Work Order” form located on the Plant Operations web page:
http://www.muhlenberg.edu/main/aboutus/plantops/

Business Cards

Contact the Copy Center at 3229 with the following information: Name, Title, Department, Campus Phone, Campus Fax and email address.

Business Credit Card

(Departmental approval required) Call the Controller’s Office at 3150.

Car Rentals

Call Purchasing at 3116

Cashier

Ground Floor, College Center. Open Mon. & Fri. 10:30-11:30 a.m.; Wed. 10:00-11:30 a.m.; Mon.-Fri. 1:00 p.m.-3:00 p.m.

College Map

Copies available in Human Resources or on the Muhlenberg College website. Click on: http://www.muhlenberg.edu/main/aboutus/tour/map.html

Computers

Have a computer question? Need to purchase a computer? Contact Information Technology at 3460.

Departmental Forms

Plant Operations work order, label requests, van reservations, Support Desk, Media Services Requests, etc. Available on Related Links, click on Faculty/Staff and scroll to Departmental Forms. (You must have your Berg ID number assigned to access this site.)

Dining Services

General’s Quarters (food court), Seegers Union Campus Restaurant and Java Joe’s (Starbucks Coffee, pastries, sandwiches) are located in Seegers Union. Life Sports Center Café is located in the Life Sport Center. Lunch discounts available Monday through Friday (in the Campus Restaurant only) to employees using flex accounts.

Email Account & Network Account

Department Heads/Supervisors or Departmental Administrative Assistants need to complete a New Employee Account Request form found on Related Links; click on Faculty/Staff, then scroll to Departmental Forms. It is recommended that this be done before the new hire begins his/her assignment.

Emergency College Closings

Call the College’s Weather Hotline at: (484) 664-6000 or tune in to local TV stations for delay or closure announcements (Channels 69, 16, 28 and 22). Also announced on radio stations WMUH (91.7 FM), WAEB (104.1 FM, 790 AM), WZZO (95.0 FM), WEST (1400 AM), WCTO (96.1 FM), WLEV (100.7 FM) WODE (99.9 FM), WWYY (107.1 FM), WKB (770 AM) and WBYN (1160 AM).

Flex Account

Muhlenberg ID card can be used as a declining balance card for meals or bookstore purchases. See the Cashier, Ground Floor, College Center, or call 3155 for further information.

ID Card

Visit Human Resources for authorization form. ID photos are taken in Seegers Union. Call 3494 for further information.

Labels/Lists (for mailings to employees)

To order mailing labels or lists of employees, go to Related Links; click on Faculty/Staff, and scroll down to Departmental Forms.

Labels/Lists (for mailings to students)

To order mailing labels or lists of students, contact the Registrar’s Office at 3190. Put student mail in box number order for the Mail Room.

Mail Services

Stamps, UPS, Overnight, bulk mailings, etc. Visit our mail room or call 3160.

New Hire Paperwork

Call Human Resources at 3165 to set-up an appointment.

Office Hours

College Offices are open from 8:30 a.m. until 5:00 p.m. during the Academic Year. During the summer months office hours may be amended at the discretion of the President.

On-the-Job Injury

Report all injuries to your immediate Supervisor or Campus Safety and Human Resources within 24 hours.

Printing Services

Visit or contact the Copy Center at 3229.

Purchasing Questions

Call 3116 if assistance is needed. You can also view the Purchasing Website at:
http://www.muhlenberg.edu/main/aboutus/purchasing/