

Topical Contact Information: Office of Finance & Administration

Function	Topic	Contact
Access	Duke@Work	Shawn MacDuff
	dFac	
	iForms	
	eCert	
	My Research	
	Grants Management	
	Faculty Reports	
	Candidate Selection	
	BPS	
	SAP R/3	
	Business Warehouse (BW)	
	Web Tool-budget	
	FDS – for faculty evaluations	
Budget	Budget Process	Kurt Avery
	BPS	
	Web Tool	
	Faculty Evaluations- FDS	
	Staff & B/W Evaluations- PEP	Susan Davis
	Org Charts	
	Facilities, space	Cathy Carter
	WebCentral, STAR	
	Budget modifications	Shawn MacDuff
	Budget meeting schedule	Kathy Peterson

Finance	Faculty commitments	Shawn MacDuff
	Startup funds	
	Research funds	
	Research Buyouts	
	Course Buyouts	
	Year end overdrafts- 39x, 4xx	
	Cost Center requests	
	Salary Setting	Kurt Avery
	Year End Close	
	Budget modifications	
	Management Incentive	
	SIP	
	Budget variances	
	BFR hierarchy	
	Endowments	
Human Resources	Exempt Staff, Non-exempt Staff	Susan Davis
Payroll	Faculty – Regular Rank	Jaada Bowens
	dFac	
	Faculty Workflow	
	Faculty – Non Regular Rank	Donna Brown
	Exempt Staff, Non-exempt staff, students	Lisa Daniels
	Student & Staff Workflow	
	JF 27 (Post Docs, Research)	Shawn MacDuff

Staff Contact Information: Office of Finance & Administration

Staff	Title	Phone	Email	Location
Kurt Avery	Finance Director	684-2915	kurt.avery@duke.edu	107A Allen
Jaada Bowens	Financial Management Analyst	684-8070	jaada.bowens@duke.edu	108A Allen
Donna Brown	Financial Analyst	684-9941	donna.brown@duke.edu	013A Allen
Sandy Connolly	Sr. Assoc. Dean, Finance & Administration	660-5264	sandy.connolly@duke.edu	109A Allen
Lisa Daniels	Financial Management Analyst	684-1859	lisa.daniels@duke.edu	013C Allen
Susan Davis	Human Resource Manager	660-3131	susan.davis@duke.edu	013B Allen
Shawn MacDuff	Financial Analyst	613-6331	shawn.macduff2@duke.edu	106A Allen

Departmental Contact Information: Office of Finance and Administration

Reception phone: 684-2755
Fax, 1st floor: 684-8697
Fax, basement: 684-3274
Physical address: 109 Allen Building [map](#)
Durham, NC 27708
DukeMail address: Box 90044
Durham, NC 27708-0044