**IMPORTANT UNIVERSITY PHONE NUMBERS & WEBSITES**

### To Report a Fire
- x13

### Security
- Emergency: x13
- Emergency – Cell Phone: x413
- Non-emergency: x5-3333
- After hours escort service to your car: x5-3333

### Shuttle Buses
Free service between divisions of the University.
- Schedules are available online at [www.rochester.edu/parking/shuttles](http://www.rochester.edu/parking/shuttles)
- x5-5953

### ID Offices
- MC Office G-7009: M-F 8:00 am to 4:30 pm x3-2000
- RC Office SBA Bldg: M-F x5-3978
  - **School Year**
    - M-F 10:00 am to 7:00 pm
    - Sat 10:00 am to 2:00pm
  - **Summer**
    - M-F 10:00 am to 4:00 pm

### Parking
- 70 Goler: M-F 8:00 am to 4:30pm x5-4524
- East Drive
- PO Box 270348

### Payroll
- x5-2040
  - MC 1-7220: M-F 9:00 am to 4:00 pm

### Office of Human Resources
- [www.rochester.edu/working/hr](http://www.rochester.edu/working/hr)
  - Ask-URHR Help Line: x5-8747
  - HR Service Center: x5-4989
  - MC HR Field Office: x5-2513
  - RC HR Field Office: x3-4320
  - Benefits Office: x5-2084

### University Health Service
- [www.rochester.edu/uhs](http://www.rochester.edu/uhs)
  - Medical Center (MC) office: x5-2662
  - River Campus (RC) office: x5-2662
  - Eastman School of Music office: 274-1230

### Employee Assistance Program
- [www.urmc.rochester.edu/eap.aspx](http://www.urmc.rochester.edu/eap.aspx)
  - 475-0432

### Family Care
- Child & Elder Care referrals: x5-9151
- 110 Office Park Way, Box 278949

### ID Offices
  - **School Year**
    - M-F 10:00 am to 7:00 pm
    - Sat 10:00 am to 2:00pm
  - **Summer**
    - M-F 10:00 am to 4:00 pm

### Parking
- x5-4524
  - MC 1-7220: M-F 9:00 am to 4:00 pm

### Discounts Available to University Employees

**Athletic Facilities**
- Annual Memberships Available at:
  - MC Athletic Facility (G-5654): x5-2437
  - RC Sports Complex: x5-7643

**ESM Concert Office**
- x4-1100

**Memorial Art Gallery Memberships**
- x6-8939

**Employee Pharmacy**
- x6-3900
- SMH South Corridor - Crittenden Blvd near Orange elevators
- M-F 9a.m. to 6p.m.

**Computer Sales Stores**
- MC G-7020: x5-9747
- RC Fauver Stadium: x5-8353
SERVICES AVAILABLE TO UNIVERSITY EMPLOYEES

**ATM’s – Medical Center**
- Ground floor – Entrance from Whipple Circle
- 1st Floor – Near thrift shop
- 1st Floor – Near Silver Elevators

**ATM’s – Other Campuses**
- Eastman School of Music
- Rush Rhees Library – Library Rd
- Rush Rhees Library – Tunnel entrance
- Todd Union
- Wilson Commons

**Bookstores**
- UR Official Bookstore (B&N) – College Town
- ESM (Barnes & Noble) – Gibbs St

**Cafeterias**
- ESM – Eastman Center
- MC – House of Six Nations
- RC – The Commons (Wilson Commons)
- Danforth Center
- Douglas Center
- Meliora

**Canandaigua National Bank**
- College Town
- Hours: M-Th 9-5; F 9-6; S-S 9-1

**Chase Bank**
- MC – Ground floor, near post office
- Hours: M-F 9-5
- RC – Todd Union
- Hours: M-F 9-5

**Interfaith Chapels**
- MC x5-2187
- RC x5-4321

**Libraries**
- ESM Sibley x4-1350
- MC Miner x5-3361
- RC Rush Rhees x5-7600
- Carlson x5-4488

**Medical Center Gift Shop**
- SMH Main Lobby x5-2577

**Photo/Illustrations**
- Film purchase & developing
- (passport photos, etc.)
- MC G-8633 x5-5731

**Post Offices**
- MC G-5122 x5-2630
- RC Todd Union x5-3991

**Weather Line**
- x4-TEMP

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**How to access information about University Policies & Procedures**
- A University Policy and Procedure Manual is located on the web at www.rochester.edu/working/hr/policies
- Contact your Human Resources Representative at the River Campus (x3-4320) or Medical Center (x5-2513)

**Legend:**
- MC = Medical Center
- ESM = Eastman School of Music
- RC = River Campus
- MAG = Memorial Art Gallery
- SMH = Strong Memorial Hospital

www.rochester.edu