

## Human Resources: Administrative Resources

### Financial & Budgeting

#### [FSRs](#)

This online application allows you to interactively traverse the IFAS ledger (or ledgers) and review the financial status or transaction detail for projects and cost centers.

#### [PO Query & Virtual Stockroom](#)

An online application that allows you to search for vendors, stockroom inventory, vouchers and existing purchase orders. Also includes a budgeting application that is used by individuals to develop an enterprise wide budget using workflow and modeling tools.

#### [Controller's Office website](#)

WHOI's Controller's Office is responsible for the Woods Hole Oceanographic Institution's accounting practices, the maintenance of its fiscal records, and the preparation of its financial reports.

#### [Procurement Forms](#)

Forms to be used for purchasing, travel, and meeting services.

### Personal

#### [Employee Online](#)

An online tool for viewing and changing your personal information, tax status, pay and benefits.

#### [MyWHOI](#)

MyWHOI is an intranet portal that allows you to edit your personal information, manage your email accounts, view internal and external news generated from RSS feeds, and view modules such as the WHOI directory, weather from Weather.com, quick links, and more.

#### [Employee and Student Assistance Program](#)

The Employee and Student Assistant Program (ESAP) can provide you and your family members with help in obtaining confidential, professional assistance for a variety of personal problems.

### Office Tools

#### [People Finder](#)

Find contact information for individuals at WHOI.

#### [CIS Forms](#)

Request email account, ftp account, telephone work and more.

#### [Shipping Request](#)

An online application that allows a user to request for a package to be picked up and shipped.

#### [Keys & Parking Stickers](#)

An online application to request a new room key or parking sticker.

#### [Room Scheduler](#)

An online application allows you to reserve rooms and schedule resources for an upcoming meeting or event.

### Communications and Outreach

#### [Join the WHOI Community](#)

Join the WHOI community on Facebook, Twitter, and much more.

#### [WHOI Weekly Calendar](#)

Schedule of seminars and lectures at WHOI.

#### [WHOI Headlines](#)

Headlines is a weekly electronic publication distributed to all hands. It includes news/notes, that facilitate work for WHOI employees or relate to employee functions.

### **[Oceanus Magazine](#)**

*Oceanus* explores the oceans in depth, highlighting the research and researchers at Woods Hole Oceanographic Institution in news, features, and interviews written by magazine staff, with full-color photographs and illustrations.

### **[WHOI News Releases](#)**

The latest news releases from WHOI Media Relations.

### **[Weekly Updates from WHOI's President & Director](#)**

### **[Committees](#)**

Links to WHOI committee websites.

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