

Human Resources At A Glance-AUGUST 2009				
<u>William Fleming #23854</u>	<u>Lori Preiss #23162</u>	<u>Janice Dickey #23160</u>	<u>Kelly Kennedy #23006</u>	<u>Annette Campbell #22351</u>
<i>Assistant to the Chancellor for HR</i>	<i>Employment Services Mngr.</i>	<i>Office Assistant</i>	<i>Benefits Counselor EPA/FAC</i>	<i>Salary Administration Assistant</i>
Campus leadership/HR related subject matters	Search Committee Support	Applicant Data	New Employee Benefits Enrollment	Employment Verifications
Faculty & EPA employee relations	EEO/AA Analysis	Reception/Phones	Benefit Counseling	Temp EPA/SPA Banner entry
University Equal Employment Opportunity Officer	ADA Coordinator for employees	Files and Reports	Exit Conference	Perm SPA Banner entry
	Unemployment Insurance	Invoicing for Ad's	Workers Comp Manager	Directory Updates
<u>Janet Branciforte #23854</u>	PeopleAdmin/Consensus	PeopleAdmin	Shared Leave, FMLA, Disability	Prior State Service
<i>Executive Assistant</i>	Vacant Position tracking		Supplemental Retirement Plans	Guest email setup for new faculty
Office Manager	Emp. Policy Interpretation	<u>Dale Lockwood #23161</u>	Notary Public	Personnel/Position files
Budget/Banner finance		<i>Comp/Class Specialist</i>		Incoming Print Mail
Quarterly/Annual reports	<u>Robyn Maness #22103</u>	Classification EPA/SPA	<u>Elizabeth Greene #23713</u>	
EEO/AA support	<i>Applicant Credentials Asst.</i>	Compensation EPA/FAC/SPA	<i>Benefits Counselor SPA</i>	<u>Liz Grimes #23274</u>
Manage Work Study	Background Criminal Check	SPA Career Banding	New Employee Benefits Enrollment	<i>Dir. Emp Relations & Staff Development</i>
	Employment Support	PeopleAdmin Position Mgmt.	Benefits Counseling	Disciplinary
<u>JoAnn McDowell #23712</u>	SPA Educational Credentials	Org/Comp studies	Exit Conference	Grievances
<i>Director of HR Administration</i>	Independent Contractor Form	FLSA review	Shared Leave, FMLA, Disability	Mediation
Salary & Benefits Policy	E-Verify and I-9's		Supplemental Retirement Plans	Performance Management
Employment Policy		<u>Denise Matroni #23698</u>	Notary Public	Recognition Programs
Classification & Compensation Management	<u>Sandie Ward #23339</u>	<i>Comp & Class Analyst</i>		EAP Referrals
HR Systems Administrator	<i>EPA Employment Coord.</i>	Classification EPA/SPA	<u>Kim Roughton #27110</u>	Staff Training
	EPA Advertising	Compensation EPA/FAC/SPA	<i>Salary Administration Coordinator</i>	
<u>Amv Evans #23392</u>	EPA Position Mgmt	SPA Career Banding	EPA Salary Actions	<u>Carol Noble #27773</u>
<i>Executive Assistant</i>	EPA New Hires/Coordinator	PeopleAdmin Position Mgmt.	Payroll Coordinator	<i>Employ/Staff Dev Assistant</i>
HR Liaison contact	Consensus	Org/Comp studies	HR Online Coordinator/Problem Solver	Employee Recognition Support
Benefits Orientation Assistant	EPA/Faculty Credenitals	New Employee Orientation	EPA Banner Data	Grievances Support
Leave/Banner	Supplemental Pay	EEO/AA Report/Plan	PMIS Approval	Performance Evaluations
Tuition Waivers			Longevity Payments	KUDOS
Travel	<u>Julie Ricker-Hagler #27031</u>	<u>Patti Hale #22033</u>		Employee Discounts
	<i>SPA Employment Coord.</i>	<i>Salary and Benefits Mngr.</i>	<u>Pam Caulk #27713</u>	SPA Probationary Status
<u>Andrea Powell #22652</u>	SPA Recruitment/Advertising	Benefits Management	<i>Salary Administration Leader</i>	
<i>Technology Support Technician</i>	Screen/Refer SPA vacancies	Salary Administration Mngmt.	SPA Salary Actions	
Banner Problem/Resolution	PeopleAdmin	WC Administrator	SPA Banner Data	
HR Systems	New Hire Banding Process	HR Online Administration	Banner Leave Coordinator	
Banner Training	Temporary Employees	HR Online Training	PMIS Data Entry	
Report development for HR		EPA & SPA Leave Mgmt.		
IT Support				