Who Does What in HR

Service	HR Staff	Title	Email	Phone**
403(b) Enrollment/Changes	**Marcie Clark**	Benefits Specialist	mclark23@...*	2237
403(b) Transfers/Withdrawals	**Mary (Armstrong) Mays**	Benefits Manager	mmays2@...*	2158
Address Changes	**Blaire Bushart**	Administrative Assistant I	bbushart@...*	3509
Banner Liaison for HR	**Haley Stedelin**	Coordinator of Emplymt & Comp	hstedelin@...*	3094
Benefit Claims & Questions	**Mary (Armstrong) Mays**	Benefits Manager	mmays2@...*	2158
Benefit Changes & Questions	**Allison Graham**	Assistant Benefits Manager	agraham1@...*	4428
Benefits Reconciliation	**Marcie Clark**	Benefits Specialist	mclark23@...*	2237
Clearance Process	**Emily Evans**	Employment Specialist	eevans1@...*	2152
COBRA Notices and Payment Collections	**Marcie Clark**	Benefits Specialist	mclark23@...*	2237
Compensation & Pay	**Haley Stedelin**	Coordinator of Emplymt & Comp	hstedelin@...*	3094
Dental, FSA, Disability, Vision, HSA Questions	**Allison Graham**	Assistant Benefits Manager	agraham1@...*	4428
Employee Relations, Grievances, & Hearings	**Courtney Hixon**	Manager of EE Rel & Training	chixon@...*	2156
Employment Verification	**Whitney Prescott**	Administrative Assistant II	wwicker@...*	2146
Faculty & Staff Compensation	**Haley Stedelin**	Coordinator of Emplymt & Comp	hstedelin@...*	3094
Health Fairs	**Lauren Smee**	Wellness Coordinator	lsmee@...*	4672
Hiring Faculty & Exempt Staff	**Nancy Clendenin**	Employment Specialist	nclendenin@...*	2153
Hiring Non-Exempt Staff	**Kayla Johnson**	Employment Specialist	kjohnson48@...*	2147
HR Website	**Whitney Prescott**	Administrative Assistant II	wwicker@...*	2146
Keyboard and Excel Tests	**Blaire Bushart**	Administrative Assistant I	bbushart@...*	3509
Leaves (FLMA, Sick Leave Bank & Other Leaves)	**Courtney Hixon**	Manager of EE Rel & Training	chixon@...*	2156
Lunch and Learns	**Lauren Smee**	Wellness Coordinator	lsmee@...*	4672
Medical, Life, Supplemental Life/Deductions	**Mary (Armstrong) Mays**	Benefits Manager	mmays2@...*	2158
Missed Deduction Notices & Payment Collections	**Marcie Clark**	Benefits Specialist	mclark23@...*	2237
On-Boarding & Benefits Orientation	**Allison Graham**	Assistant Benefits Manager	agraham1@...*	4428
PAs for Adjuncts	**Nancy Clendenin**	Employment Specialist	nclendenin@...*	2153
PAs for Exempt Staff	**Nancy Clendenin**	Employment Specialist	nclendenin@...*	2153
PAs for Extra Compensation & Terminations	**Emily Evans**	Employment Specialist	eevans1@...*	2152
PAs for Leaves and Title Changes	**Emily Evans**	Employment Specialist	eevans1@...*	2152
PAs for Non-Exempt Staff	**Kayla Johnson**	Employment Specialist	kjohnson48@...*	2147
PAs for Temporary Staff	**Kayla Johnson**	Employment Specialist	kjohnson48@...*	2147
Performance Appraisals	**Haley Stedelin**	Coordinator of Emplymt & Comp	hstedelin@...*	3094
Personnel Policy & Procedure Manual	**Tom Hoffacker**	Director of Human Resources	thoffacker@...	2146
Position Creation and Changes	**Haley Stedelin**	Coordinator of Emplymt & Comp	hstedelin@...*	3094
Racer Wellness	**Lauren Smee**	Wellness Coordinator	lsmee@...*	4672
Retirement Applications & Questions	**Mary (Armstrong) Mays**	Benefits Manager	mmays2@...*	2158
Termination of Employment	**Courtney Hixon**	Manager of EE Rel & Training	chixon@...*	2156
Training (AKA, Workplace Learning)	**Courtney Hixon**	Manager of EE Rel & Training	chixon@...*	2156
Tuition Waivers	**Whitney Prescott**	Administrative Assistant II	wwicker@...*	2146
Typing Tests & Other Employment Tests	**Blaire Bushart**	Administrative Assistant I	bbushart@...*	3509
Unemployment Insurance Program Management	**Courtney Hixon**	Manager of EE Rel & Training	chixon@...*	2156
Unemployment Insurance Questions	**Emily Evans**	Employment Specialist	eevans1@...*	2152
Worker's Compensation Program Management	**Courtney Hixon**	Manager of EE Rel & Training	chixon@...*	2156
Workers Compensation Questions	**Emily Evans**	Employment Specialist	eevans1@...*	2152

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