

Personnel & Budget Duties & Responsibilities

Address & Name Change	Warner
Advertising-Vacancies	Fernandes
Awards & Special Events	Fernandes
Benefits	Fernandes
Budget Preparation/Revisions	Wright
Budget Amendments	Wright
Budget Oversight	Foster
Classification	Foster
Contract Renewals (Contingent I & II)	Morris
Contract & Grant Accounting	Wright
Direct Deposit	Warner
Document Destruction	Wirth
Employee Relations	Foster
Employment Processing-Staff	Fernandes
-Students	Warner
Employment Verification – Staff	Morris
- Students	Warner
Exit Processing	Morris
Forms	Warner
Graduate Assistant Information	Fernandes
Health Insurance	Fernandes
Information/Service Desk (59245)	Warner
Interdepartmental Billing	Taavoni
Job Exchange	Love
Journal Transfers	Wright
Labor & Assistance Financial Mgt Sys	Wright
Leave Policy & Reporting	Morris
LIMS Financial Reports/Accounting	Wright
Orientation, New Employee	Love
Mentor Programs	Love
PRD (Performance Review & Development)	Love
Payroll	Morris
Paychecks Problems/Distribution	Morris
Personnel Database	Wright
Personnel Files	Wirth
Policies & Procedures	Foster
Probation	Love
Procurement Policies & Procedures	Taavoni
Purchase Card	Foster
Reclassification	Foster
Recruitment	Love
Resignation – Letter	Lowry
- Processing	Morris
Retention	Love

Job Description/LPBO Respon

Retirement	Fernandes
Search Authorization	Foster
Search Committees	Love
Selection Reports	Foster
Staff Directory/Reflector	Wright
Student Employment Coordinator	Warner
TERP Employment	Foster/Fernandes
Telework	Love
Tuition Remission	Warner/Fernandes
Timesheet	Morris
Travel – Card, Policy, Request, Reimbursement	Wright
Vendor/Purchase Card Files	Wirth
Work Groups	Foster
Work Study Program	Warner/Foster
Worker’s Compensation	Morris