

Business Manager Meeting Notes

July 14, 2004

The July 14, 2004 Business Managers Meeting included presentations on the Safety and Risk Management Department and its services, the employee separation process, an ERP update, and several miscellaneous items.

Tom Page, Controller, opened the meeting. He first thanked everyone for being in attendance. Tom ran through the items on the agenda. It's come to his attention that some departments are routinely distributing paychecks and direct deposit slips on the Thursday before payday. He reiterated that distribution is not to take place before the Friday morning of payday. Tom asked that the attendees share this information with those in their groups.

Cheryl Marquette, Senior Hazardous Materials Specialist, and Ken Smigielski, Health and Safety Specialist, from the Safety and Risk Management Department did a PowerPoint presentation on the services offered by their department. The Safety and Risk Management Department is comprised of four service areas: Occupational Safety and Health, Environmental Management, Fire and Life Safety, and Risk Management. Ken explained the functions of each area. In the event of an accident or injury, first call the UT Police at x2600. The Police will call in Safety and Risk Management at their discretion. Ken is working on an evacuation plan for Rocket Hall. Rocket Hall is the first building being done. If the alarm sounds, this might be due to a fire, suspicious package, bomb threat, or tornado warning. Ken also talked about the egress maps throughout the building, which show "You Are Here" and the escape means from the building in the event of a fire or another emergency.

Cheryl gave a tour of Safety and Risk Management's web site, and ran through the columns on the left hand side of the home page beginning with Worker's Compensation. She stated that one of the department's services is ergonomics assessment, and showed a few stretching exercises. Cheryl also emphasized the safe way to lift an object. Handouts on safe lifting, stretching exercises, and office ergonomics were distributed.

Jennifer Harpel, Payroll Manager, talked about a screen change on HRS. On the L16 screen, you will now find an assigned amount and an annual salary. For all detail, go to the 16 screen for a particular line.

Jennifer stated that 9-month faculty would receive 20 equal pays in FY05. On their PA (Personnel Action) forms, please use the contract dates August 7, 2004 through May 13, 2005.

Connie Michalak, Compensation Specialist in Human Resources, first introduced Carole Aldrich, a new staff member in Compensation in Human Resources. Connie did a PowerPoint presentation put together by HR Team Members on the new

employee separation process, (Employee Separation Presentation.ppt). The objective is a more efficient and effective process to reduce the University's liability, ensure property is collected, and ensure the submission of complete, accurate, and timely information. This process is geared towards staff and planned separations. For a diagram of the workflow process, please refer to Workflow.ppt. The team (Connie, Rick Kessler, Terrie Kovacs, and Patricia Palominos) looked at gaps in the current process and identified department needs to develop the new process. Gaps noted were no clear communication between departments, consistency, ultimately who is responsible, property is not being turned in consistently, and currently only about 25% of employees have exit interviews. The major issues and concerns are reducing the University's liability; for example, keys, system access, payroll overpayments, delay in timely submission of PA's, and delay in timely submission of absence reports. For a detailed description about the new procedures, please refer to Employee Separation Process.doc.

The new employee separation process is currently in draft form and is being presented to various UT constituencies in July and August. The new process incorporates better clarification (providing a step-by-step process), a standard clearance e-mail for communication, identifies responsible parties (who does what), an item summary sheet for easy reference, and reduces the number of signatures required on a PA. HR plans to set up exit interviews with staff employees leaving the University. The target date for this information and related to be on the HR web site is late July. Connie said her group is willing to visit departments and disseminate information.

One of the next steps is to incorporate faculty and students into the process by working with the Provost's Office and Career Services. Another step is to carry the process over to a change in position/department; for example, if a person changes positions and no longer needs access to SIS, that application should be removed.

In the interim, Connie said to use the # **Clearance Contacts** distribution list on Outlook until the new separation process is fully implemented. There is a new EIT Employment Separation Form, ([EIT Employee Separation Form.doc](#)). Please see [Check List.xls](#) for a separation clearance checklist.

Brian Bushong, Director of the ERP Implementation Team, reported on the ERP. The chosen vendor is PeopleSoft. The ERP implementation team moved to Seagate on July 1. The team is working on mapping current workflow processes. The tentative implementation schedule is the Finance module in July 2005, Human Resources module in 1-½ years, and Student module in 2 to 2 ½ years (the student module is expected to be the most complex). Bowling Green has also chosen People Soft, which offers opportunities for collaboration and shared services. The University purchased a campus-wide license for Oracle in May. Oracle is a standard database platform for use with several modules on campus (Housing, etc.).

Linda Chany, Fiscal Officer in Accounts Payable, said the new per diem rates for domestic travel, and travel outside of the country and the continental United States,

are on the Accounts Payable web site. The links are
<http://accountspayable.utoledo.edu/Documents/UTPerdiem07012004.pdf> and
http://accountspayable.utoledo.edu/Documents/Oversea_Per_Diem_2004_July.pdf.


Linda said P-card declines have been due in most part to MCC's (Merchant Category Codes). We are looking at opening up more MCC's. Linda is able to check compliance on PaymentNet.


Regarding reviewing and approving transactions on PaymentNet, Linda reiterated that cardholders cannot approve their own transactions. Also, a person cannot both review and approve the same transaction. When there are transactions to be reviewed and approved on PaymentNet, a first e-mail is sent to the cardholder as a reminder to review transactions. A second e-mail is sent to the cardholder's reporting authority to approve transactions. If someone other than the cardholder and/or his/her reporting authority no one can both review and approve the same transactions, their own or anyone else's. Linda said she has the hierarchy for cardholders and their approvers set up based on the reporting authority; if there are any changes to this, let her know ASAP.

Tom Page thanked the group for forwarding their year-end information to General Accounting in a timely manner.


Attachment:

Employee Separation Presentation 

Workflow 

Process - Employee Separation 

EIT Employee Separation Form 

Check List 05-04 

SEPARATION CLEARANCE CHECK LIST

Employee Name: _____
 Position: _____
 Supervisor: _____

Date of Hire _____
 Last Day Worked _____

Action / Item	Responsible Party	Date Complete
1. Employee Advises Supervisor / Manager of resignation		
2. Obtain written notification of resignation / retirement	Supervisor / Manager	
3. Complete PA Removal From Payroll form and send to HR (attach original written notice) send copy to BM	Supervisor / Manager	
4. Acceptance of resignation / retirement letter sent	Human Resources	
5. Send "# Clearance Contact" e-mail to determine what property needs to be returned and what fines/fees are owed - copy Bus. Manager on e-mail - include Employee name - last 4 digits of SS# - MM/DD of Birth, dept number, account number, last day of employment (worked)	Supervisor / Manager	
6. Required depts send return e-mail indicating property to be turned in, fines, fees, or employee is clear.	Each Dept	
7. Submit all absence reports immediately to HR Highlight "Absence Report"	Supervisor / Manager	
8. Calculate vacation balance and place on PA	Human Resources	
9. Calculate sick leave pay-out (if retiring) and place on PA	Human Resources	
10. Submit EIT Employee Separation/Change Form	Supervisor / Manager	
11. Employee pay's all outstanding fines / fees - confirm with receipt	Employee	
- Library fines paid - books returned - must be done at Library		
- Parking fines paid - must be done at Parking Serv in RH		
- Student Union charges paid -		
12. Fee waiver - advise Bursars office of current use - employee will be billed on a pro-rated basis	Human Resources	
On last day worked		
1. Collect the following and keep in dept	Supervisor / Manager	
- pager		
- radio		
- Laptop computer		
- lab equipment		
- desk key		
- file cabinet keys		
- gas key		
2. Calling Card - collected and returned to Rocket Telecom	Supervisor / Manager	
3. Cell phone (business) - collected and either kept in dept or returned to Rocket Telecom. If keep in dept contact telecom when phone is reassigned.	Supervisor / Manager	
4. Time cards & absence reports - collect all remaining and send to HR	Supervisor / Manager	
5. Keys - Employee turns in to Lock Shop - Plant Ops and gets receipt	Employee	
6. Parking permit		
- classified employees - collected at exit interview	Human Resources	
- faculty, unclassified & classified exempt return permit to Parking Services (may be eligible for a refund) - obtain receipt	Human Resources	
- retired faculty & staff & superannuates keep permit		
7. Exit interview	Human Resources	
8. Rocket Card - collected	Human Resources	
9. Remove employees access to systems (HRS / FRS / SIS)	EIT	

Completed by: _____

Date: _____

Educational & Information Technology University Employee Separation Form Checklist

DRAFT 5/24/2004

Business Managers – Please complete the appropriate column on this form and forward to:
EIT AVP's Office MS 202
Attn: Employee Account Management
Or email: Lowell.Gill@utoledo.edu

Employee Name: _____ Last five digits of employee ID: _____	
For Employee Separation:	For Employee Transfer:
<input type="checkbox"/> Terminate network access _____ Effective date <input type="checkbox"/> Terminate email mailbox access _____ Effective date <input type="checkbox"/> Continue email forwarding for person to this non-university email account: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> <input type="checkbox"/> Backup home directory content? <input type="checkbox"/> Allow access to home directory content? Application permissions reviewed? ____SIS ____HRS ____FRS ____DW <input type="checkbox"/> Home use software returned/uninstalled? <input type="checkbox"/> Preserve security and mail groups? Please list: <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div> <input type="checkbox"/> Terminate dial-up (modem) access _____ Effective date	New supervisor (name, PCN) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border: 1px solid black; width: 60%; height: 20px;"></div> <div style="border: 1px solid black; width: 20%; height: 20px;"></div> </div> Old supervisor (name, PCN) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border: 1px solid black; width: 60%; height: 20px;"></div> <div style="border: 1px solid black; width: 20%; height: 20px;"></div> </div> Security/mail groups permission changes <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div> Application permissions reviewed? ____SIS ____HRS ____FRS ____DW

Business Manager Name: _____ Date: _____



Employee Separation Process

Human Resources Team Members

Rick Kessler

Terri Kovacs

Connie Michalak

Patricia Palominos



Employee Separation Process

- Objective:

- Evaluate current separation process and establish a more effective & efficient process to:
 - ensure the submission of information is complete, accurate and timely
 - Ensure all University property is collected
 - reduce the Universities liability and cost

- Process:

- Identified current HR process
- Identified gaps in the process
- Identified and incorporated other dept needs
- Created a communication plan



Employee Separation Process

Other University Dept/Employee Assistance & Input

■ **Business Services**

- Mary Richard – Mail / Receiving & Print Services
- Nancy Bartaldo – Parking Services
- Tricia Holtz – Telcom

■ **EIT**

- Joe Sawasky

■ **Facilities**

- Harry Wyatt
- Cheryl Karnikowski

■ **Finance & Planning**

- Controller – Tom Page
 - Linda Chany – Accounts Payable
 - Linda Moye – General Accounting
 - Jennifer Harpel – Payroll
 - Gary Andres – Grants Accounting
- John Rote – Bursar
- Joyce McBride – Budget & Planning

■ **Student Services**

- Charlene Hartzell – Student Union
- Pat Besner – Rec Center
- Sherri Roush – Apple Tree Nursery
- Carol Leonard – Kris Armstrong - Medical Center

■ **Enrollment Services**

- Sharon Schaffer - Registrar

■ **Library**

- Terri Lewandowski – Colleen Adler – Don Arndt – Law
- Marcia Sutter – Russ Damschroder – Corey Seeman - Carlson

■ **Credit Union**

- Marge Dell

■ **UT Foundation**

- Billie Ogradowski

■ **5 Business Managers**



Employee Separation Process

■ Gaps Identified:

- No clear communication method between departments (EIT, facilities, benefits, etc)
- No consistency in the use of current process
- No real understanding of who does what – who is the responsible party
- All UT property is not currently being turned in consistently – Rocket Card; Parking etc.
- Exit interviews are not being conducted consistently – currently only 1 out of 4
- Major issues and concerns regarding liability – security – overpayments and administrative expenses
 - Keys
 - System Access
 - Payroll Overpayments
 - Delay in timely submission of PA's
 - Delay in timely submission of Absence reports



Employee Separation Process

■ Results / Changes

- Expanded current Separation Process document for better clarification – Providing a step by step process
- Incorporated a standard clearance e-mail for communication
- Incorporated other dept needs creating one process
- Identified the responsible parties – who does what
- Created a process checklist
- Established a new process for exit interviews
- Created an item summary sheet for easy reference
- Reduced the number of signatures on PA, Removal From Payroll
- Placed complete information and documents on HR website for easy access - includes links to other depts webpages.
- Created steps to communicate the new process



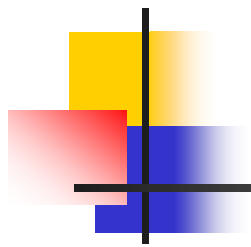
Employee Separation Process

- Communication Plan

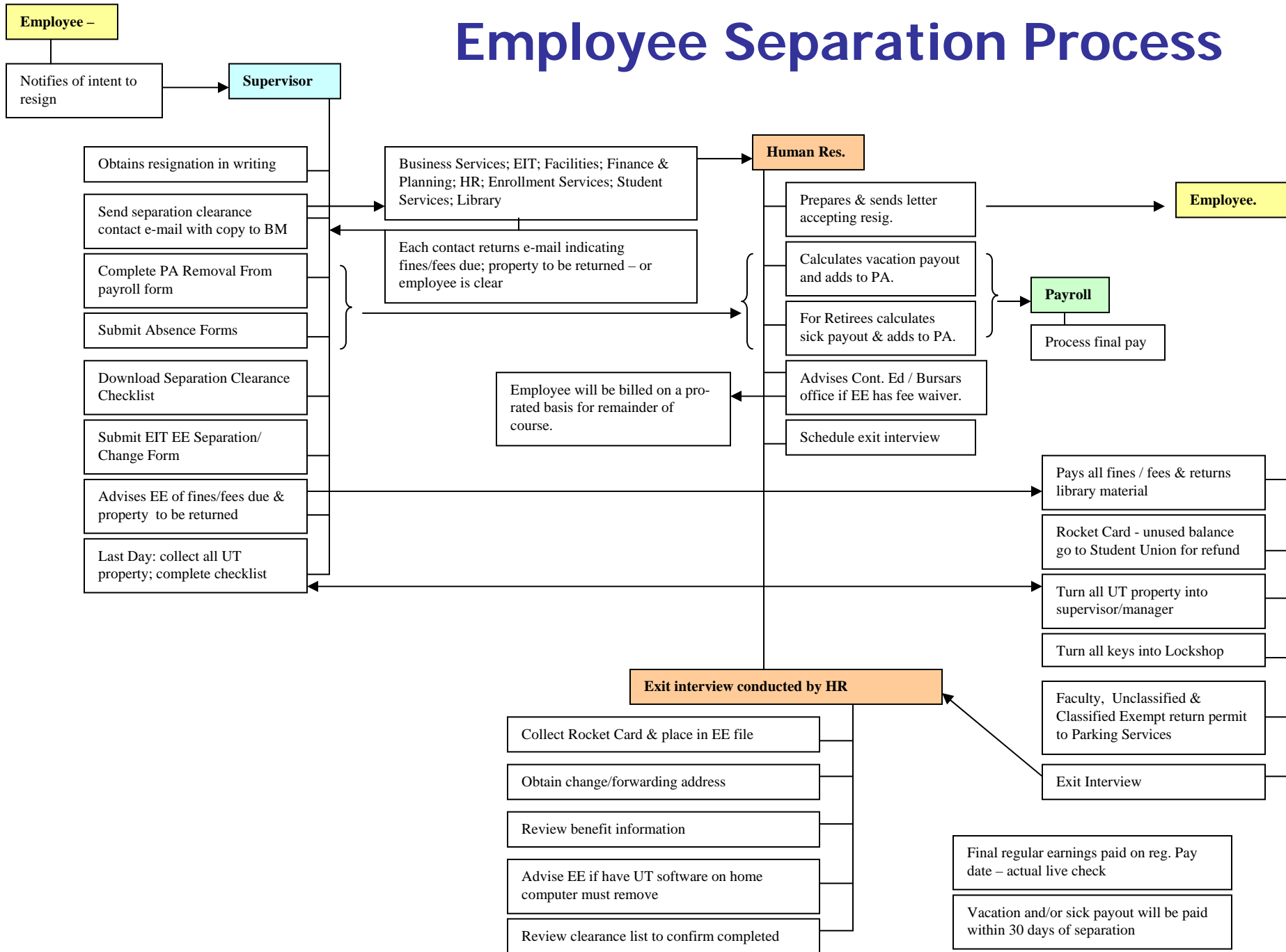
- Bill Decatur's staff - June
- Dean's Council - July
- Common Goals Group - July
- Business Managers - July
- Individual area direct reports – July/Aug
- All information on the Web – target end of July

- Next Phase:

- Work with Provost office to include faculty
- Work with Career Services to include student employment
- Carry process over to position/dept Changes



Employee Separation Process



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Employee Separation Process

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Purpose

This process has been established to provide a uniform exit clearance procedure for all University of Toledo employees upon termination of employment.

- To verify that all University property has been returned and any outstanding debts to the University have been recovered. These items may include, but are not limited to, the separating employee's Rocket Card, P-Card, keys, parking permit, library materials & fines, parking tickets, etc.
- To conduct exit interviews for evaluation by management that, depending on the separating employee's feedback, would be used to either: (a) positively recognize the separating employee's co-workers and/or supervisors; or (b) provide an opportunity for improvement of the separating employee's work unit or the University's human resource programs, practices and procedures as a whole.
- To answer any questions the separating employee may have regarding benefits (health care, retirement, fee waiver and accrued vacation and sick leave, if applicable); to process separation benefits (COBRA, etc.) as appropriate; and to make final pay arrangements with the separating employee.

Procedure

1. Employee notifies Dean/Director/Manager/Supervisor of intent to resign.
2. Dean/Director/Manager/Supervisor (or designee) works with Business Manager to:
 - a. Obtains resignation in writing
 - b. Sends separation clearance contact e-mail (# Clearance Contacts) with a copy to the Business Manager. E-mail should include: employee's name, last 5 digits of employee's social security number, MM/DD of birth, department number, account number, last day of employment.
 - c. Completes PA Removal From Payroll form and forwards to Human Resources with original written resignation. Copy is sent to Business Manager.
 - d. Submits all outstanding Absence Forms directly to HR (Classified, Classified Exempt, Unclassified, UTPPA). Highlight the top "Absence Report" to flag for immediate attention.
 - e. Downloads Separation Clearance Check List from HR web site
 - f. Submits EIT system access request checklist to EIT.
3. Human Resources
 - a. Prepares and sends letter accepting resignation
 - b. Calculates vacation payout and adds to PA form
 - c. Calculates sick leave payout (for retirees only) and adds to PA form.
 - d. Sends PA form to payroll.
 - e. Schedules exit interview for the last day worked.
 - f. Advises Continuing Ed / Bursars office if employee is currently taking a UT course or Continuing Ed course. Employee will be billed on a pro-rated basis for the remainder of the course.
4. Upon receipt of notice from each department on the clearance contact list, supervisor notifies employee of any fines / fees due and any property that needs to be returned.
5. General Accounting reduces P-Card balance to \$1 until notified to reassign card to another employee
6. Prior to last day employee pays all fines / fees
 - a. Library books returned and fees paid at the Library
 - b. Parking fines are paid at Parking Services in RH.

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7. If employee has unused balance on Rocket Card, employee must go to the Student Union (lower level) to get a refund.
8. On Last Day – Supervisor collects all UT property and/or receives verification that fines / fees have been paid and completes the Separation Clearance Checklist. Items may include, but not limited to:
 - a. Cell Phone – business phone can be kept in dept or returned to Rocket Telecom. If kept in dept advise Telecom when phone is reassigned
 - b. Calling cards – should be returned to Rocket Telecom
 - c. Cellular service
 - d. Pager
 - e. Radio
 - f. Laptop computer
 - g. Lab equipment
 - h. Desk / file cabinet keys
 - i. Gas key – return to Fleet
9. Cellular service – employee may keep personal cell phones however service will be cancelled. Employee will be responsible for payment on any outstanding balance.
10. Supervisor completes separation clearance checklist and gives to employee to turn in to Human Resources at exit interview.
11. Keys - Employee turns into Lock Shop at Plant Ops and receives receipt.
8. Parking Permit:
 - a. Faculty, Unclassified & Classified Exempt – returns permit to Parking Services as may be eligible for a refund
 - b. Retired Faculty & Staff and Superannuates keeps permit.
 - c. Classified employees turn permit in to Human Resources during exit interview.
9. Human Resources
 - a. Conducts exit interview
 - b. Collects Rocket Card and places in employee file
 - c. Obtains any change / forwarding address
 - d. Reviews benefit information
 - e. Advises employee if they have UT software on home computer must be removed.
 - f. Reviews clearance list during exit interview to confirm all items have been completed.
10. Final pay
 - a. Regular earnings will be paid as an actual check (not direct deposited) on the regular pay date according to the schedule.
 - b. Vacation and/or sick payouts will be paid within 30 days of separation.

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Description by Item

- ❑ **Calling Card**
 - Turned in to dept supervisor/manager and then returned to Rocket Telecom
- ❑ **Cell Phone**
 - Business – turned in to dept supervisor/manager. Kept in dept and when reassigned need to advise Rocket Telecom of new user
 - Personal – employee can keep the phone
- ❑ **Cellular Service**
 - Personal – service will be cancelled and employee will be responsible for all outstanding charges
- ❑ **Credit Union**
 - If you are a current member of the Credit Union you can maintain that membership as long as you want.
- ❑ **Day Care - Apple Tree**
 - Pre-school program is open to the community. Therefore, employment status is not a factor and you can continue to use their services
 - Infant/toddler program is for students and employees only. Therefore, employment status is a factor and you will need to work directly with the Day Care regarding continued use of their services.
- ❑ **Fee Waiver**
 - Employee will be billed on a pro-rated basis for UT courses & Continuing Ed courses currently in process for employees, spouse and dependents.
- ❑ **Library – Law & Carlson**
 - Employee will be responsible to pay all library fines
 - Employee will be responsible to return all library material
 - If property is not returned or fines have not been paid the Library will turn it over for collection proceedings.
- ❑ **Keys**
 - Employee is responsible to return all keys assigned to him/her to the Lock Shop in Plant Ops
- ❑ **Medical Records – Medical Center**
 - If employee had been treated at the Medical Center his/her medical records can be sent to the physician of their choice at no charge – but requires a signed release.
- ❑ **P-Card**
 - Accounts payable will reduce amount on card to \$1 upon notification of resignation/termination. The Dept will need to work with Accounts Payable to increase the amount when card is reassigned
- ❑ **Parking Permit**
 - Faculty, Unclassified & Classified Exempt – returns permit to Parking Services (may be eligible for a refund)
 - Classified employees turn permit in to Human Resources during exit interview
 - Retired Faculty & Staff and Superannuates keeps permit.
- ❑ **Petty cash accounts**
 - Accounts should be balanced prior to employee's departure.
 - Advise General Accounting of new responsible party.
- ❑ **Recreation Center**
 - Membership is dependent on employee status.
 - The Recreation Center will work directly with each separating employee.
- ❑ **Rocket Card**
 - If balance on card – must go to Student Union to get refund
 - Card is turned in at exit interview with Human Resources
- ❑ **Voice mail**
 - Telecom will change voice mail accordingly

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BENEFITS - Description by Item

- ❑ **Health Coverage** (medical, prescription drug, dental, vision and flexible spending accounts)
 - If you are a current participant in the Health Plan, this coverage will continue through the end of the month of your last day worked.
 - If you are a current participant at the time of your separation/termination, you have the option to continue coverage for yourself and eligible dependents under COBRA. Such coverage is available for a specific period of time and details regarding the time limits, cost and method of electing coverage will be provided via separate COBRA Notice mailed to your home.

- ❑ **Life and Accidental Death & Dismemberment Insurance**
 - While actively employed, the University provided you with this coverage. This coverage ends on the effective date of your separation/termination from employment.
 - Right to Convert: You may apply to the insurance company directly to convert this policy to an individual policy. You must apply in writing and pay the first premium to the insurer for this conversion within thirty-one (31) days of the effective date of your separation/termination. Conversion forms may be obtained at your exit interview.

- ❑ **Supplemental and Dependent Life Insurance**
 - If you had elected coverage, the coverage ends on the effective date of your separation/termination from employment.
 - Right to Convert: You may apply to the insurance company to convert this policy to an individual policy. You must apply in writing and pay the first premium to the insurer for this conversion within thirty-one (31) days of the effective date of your separation/termination. Conversion forms may be obtained at your exit interview.

- ❑ **Long Term Disability**
 - Coverage ends on the effective date of your separation/termination from employment.

- ❑ **Retirement**
 - Member of STRS, OPERS, or ARP who leave employment with the University may elect to withdraw their portion of retirement contributions at any time. If you have at least five (5) years of employment with The University you are “vested” (ARP members, vesting is immediate) and you may elect to withdraw the vested University’s contribution at any time.
 - To request a distribution contact your appropriate retirement plan directly

- ❑ **Supplemental Retirement / Tax –Deferred Annuities (403b, 457)**
 - Employee contributions will cease with your last pay
 - You will need to check directly with the financial institution regarding distribution options

- ❑ **Vacation**
 - Unclassified:
 - Hired before 6/3/92 may accrue vacation not to exceed 72 days (576 hours). Upon separation/termination, employees are eligible for payment of accrued but unused vacation up to 48 days (384 hours)
 - Hired on or after 7/1/92 may accrue vacation not to exceed 40 days (320 hours). Upon separation/termination, employees are eligible for payment of accrued but unused vacation up to 20 days (160 hours).
 - Post docs:
 - Hired before 6/3/92 may accrue vacation not to exceed 72 days (576 hours). Upon separation/termination, employees are eligible for payment of accrued but unused vacation up to 48 days (384 hours)
 - Hired on or after 7/1/92 may accrue vacation not to exceed 40 days (320 hours). Upon separation/termination, employees are eligible for payment of accrued but unused vacation up to 20 days (160 hours).

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□ **Vacation – Con’t**

○ Classified

- If hired prior to 7/1/96 – upon separation/termination, employees are eligible for payment of accrued but not used vacation of three times their yearly accrual, up to 600 hours.
- If hired on or after 7/1/96 – upon separation/termination, employees are eligible for payment of accrued but not used vacation as follows:
 - 1-7 yrs of service accrue .03875/hr - 3.1 hrs/pay - 80 hrs/yr max of 240 hours
 - 8-14 yrs service accrue .0575/hr – 4.6 hrs/pay – 120 hrs/yr max of 360 hours
 - 15-24 yrs service accrue .0775/hr – 6.2 hrs/pay – 160 hrs/yr max of 480 hours

□ **Sick Leave**

- Staff members who retire from or expire while in active service with 10 or more years of Ohio-earned service will be paid for one-fourth of accumulated and unused sick leave, not to exceed 240 hours (30 days)
- Faculty members after 10 years of service who retire or expire are eligible for payment of one-fourth of accumulated and unused sick leave, not to exceed 240 hours (30 days).

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SAMPLE E-MAIL CLEARANCE

To: # Clearance Contacts

From:

Subject: Separation Clearance

Please be advised that the following employee(s) has/have given their notice of resignation. Advise by return e-mail what University property they are in possession of that needs to be returned and whether they have any fines/fees/outstanding issues that need to settle as it relates to your office.

Name:

Last 5 # of SS:

MM/DD Birth

Position:

PCN#

Department:

Dept #:

Last Day Worked:

Thank you for your assistance.

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Clearance Contacts E-Mail Group

Primary Contacts – Need To Respond

<u>Area</u>	<u>Dept</u>	<u>Contact</u>
Business Services	Telecom	Tricia Holtz
Facilities	Work Center (Keys)	Cheryl Karnikowski
Finance & Planning	Accounts Payable	Linda Chany
	Gen. Accounting	Linda Moye
Human Resources	Fee Waiver	Connie Langenderfer
Student Services	Student Union Charges	Charlene Hartzell
Library	Law	Colleen Adler
	Carlson Library	Russell Damschroder

Secondary Contacts and/or Contacts for an FYI

<u>Area</u>	<u>Dept</u>	<u>Contact</u>
Business Services	Telecom	Mary Beth Kurtz
EIT		Lowell Gill
		Janet Kay Vargo
Facilities	Work Center (keys)	Ellen Richardson
Finance	Budget	Robin Kuhl
	Grants Acct	Gary Andres
	Payroll	Deborah Davis
		Mary Kay Wazbinski
	Bursar	John Rote
		Stephanie Blausey
		Gracie Brown
		Brenda Holderman
Human Resources	Personnel files	Patricia Palaminos
	Benefits	Terri Kovacs
	Empl. Relations	Jill Guy
Police	Parking Enforc.	Julie Rightnowar
Student Services	Student Union	Tom Trimble
	Rec Center	Sue Nowak
		Sue Earhart
Enrollment Services	SIS access	Sharon Schafer
		Jane Endriss
Credit Union	Direct Deposits	Marge Dell
UT Foundation	Contributions	Linda Claugus

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Prepared by: *The Office of Human Resources*
Date Prepared: *3/20/2008*

