

SNEAK PEEK II

Human Resources -Personnel & Payroll Director Susan Alt is proud to announce the final casting of:

Human Resources-Personnel & Payroll Transition - “Act II”

The Human Resources- Personnel & Payroll Office projects pride and enthusiasm in support of the University’s mission and strategic plan by providing leadership, guidance and administration of classification, recruitment, payroll, benefits and employee/labor relations in a professional and dedicated manner.

“Act I” created 3 new HR/P&P *Customer Service Teams* dedicated to providing complete services "from hiring to retiring" for 1/3rd (each) of the MSU Bozeman campus. Each team will be responsible for guiding their portion of campus through the day to day operations in the areas of classification, recruitment, employee relations, payroll, benefits and retirement. We announced the leading actors of each team and included the departmental listing by team.

“Act II” opens with the announcement of team names and a full list of cast members (see www.montana.edu/pps for list of departments by team). The team members will be the main contacts for each department listed in their team.

❖ TEAM “M”

- Leading Role: Janell Barber – Personnel Officer
- Co-Starring:
 - Tara Gunsch- Personnel Technician
 - Heather Barnaby – Benefits Technician
 - Kallie Mathers – Payroll Technician

❖ TEAM “S”

- Leading Role: Lisa Crow- Personnel Officer
- Co-Starring:
 - Darcy Halpin – Personnel Technician
 - Donna Habecker – Benefits Technician
 - Amber Phillips-Muir - Payroll Technician
(beginning November 1,2006)

❖ **TEAM “U”**

- Leading Role: Kerri Marx- Personnel Officer
- Co-Starring:
 - Lisa Buss- Personnel Technician
 - Dori Fuentes-Sanchez- Benefits Technician
 - Eric Wold- Payroll Technician

Also Starring:

- ❖ **HR/P&P Banner Systems** Role: Development, strategic planning, implementation, maintenance and support of the MSU mission, goals, procedures, practices and policies involving the HR Banner module across the four campus MSU system.
 - Leading Role: Dawn Watkins – Associate Director
 - Co- Starring:
 - Report Writer – Casting Call in progress (through external recruitment)
 - Functional Analyst – Casting Call in progress (through external recruitment)

- ❖ **HR/P&P Development and Compliance** Role: Strategic planning, development and implementation in support of the MSU mission and goals involving Human Resource Management, Payroll and Tax processes, procedures, and policies, including oversight, development and compliance with HR/Personnel and Payroll policies and procedures, as well as governmental agency statutes and regulations.
 - Leading Roles:
 - Laura Underkofler- Personnel Officer specializing in Human Resources
 - Max Thompson- Financial Manager and Compliance Officer specializing in Payroll and Tax administration.
 - Co-Starring:
 - Rosemary Walker – Payroll, Benefits and University Accounting
 - Darcy Tickner- Foreign Tax Specialist

- ❖ **‘Office Management’ and Front Line Team** Role: Customer service, administrative services, reception, check distribution, employment verification, frontline defense and trouble-shooting in support of the HR/P&P mission.
 - Leading Role: Roxanne Lowney - Assistant to the Director/ Office Manager
 - Co-starring:
 - Lorraine Bogison- Administrative Assistant
 - Jennie Appelt – Administrative Assistant
 - Records Management Clerk- Casting Call in progress (through external recruitment)

Thanks to all for your continued support as we strive to perfect our performance.

