

## HRM CONTACT LIST

| <b>BENEFITS</b>  |                             |                              |             |                       |                               |             |
|--|-----------------------------|------------------------------|-------------|-----------------------|-------------------------------|-------------|
| <i>Area Lead: Lisa Broderick</i>   |                             |                              |             |                       |                               |             |
| <b>Topic</b>   | <b>Primary Contact</b>      | <b>Email</b>                 | <b>Ext.</b> | <b>Backup Contact</b> | <b>Email</b>                  | <b>Ext.</b> |
| Open Enrollment, Paid Time Off (PTO), Work/Life, Smoking Cessation, Healthy You, Commuter Benefit, Children's Center | HRM Customer Service Center | hrminfo@northeastern.edu     | 2230        | Anne Marie Bumpus     | a.bumpus@northeastern.edu     | 5371        |
| Medical Plans, Dental Plans, Reimbursement Accounts/ Flexible Spending Account (FSA), Life Insurance                 | HRM Customer Service Center | hrminfo@northeastern.edu     | 2230        | Anne Marie Bumpus     | a.bumpus@northeastern.edu     | 5371        |
| Retirement Policy, Retirement Plans  | HRM Customer Service Center | hrminfo@northeastern.edu     | 2230        | Stacy Saravo          | s.saravo@northeastern.edu     | 5378        |
| Disability Programs, Leaves of Absence   | Maryellen (Mel) Shea        | ma.shea@northeastern.edu     | 7706        | Lisa Broderick        | li.broderick@northeastern.edu | 5563        |
| Tuition Waiver   | HRM Customer Service Center | hrminfo@northeastern.edu     | 2230        | Katie Fontes          | k.fontes@northeastern.edu     | 4321        |
| Claims Questions   | Anne Marie Bumpus           | a.bumpus@northeastern.edu    | 5371        |                       |                               |             |
| Employee Assistance Program (EAP)  | HRM Customer Service Center | hrminfo@northeastern.edu     | 2230        |                       |                               |             |
| Workers Compensation   | Alex Wittich                | a.wittich@northeastern.edu   | 8439        |                       |                               |             |
| <b>COMPENSATION</b>  |                             |                              |             |                       |                               |             |
| <i>Area Lead: Laura Brock</i>  |                             |                              |             |                       |                               |             |
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| Job Evaluation, Salary Change, Job Description, Position Management  | Laura Brock                 | l.brock@northeastern.edu     | 4320        | Lidia Rosado          | l.rosado@northeastern.edu     | 7588        |
| Salary Ranges  | HRM Customer Service Center | hrminfo@northeastern.edu     | 2230        | Laura Brock           | l.brock@northeastern.edu      | 4320        |
| <b>CUSTOMER SERVICE CENTER</b>   |                             |                              |             |                       |                               |             |
| <i>Area Lead: Sandra Regan</i>   |                             |                              |             |                       |                               |             |
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| General Inquiries, HRM Conference Room Requests, Position Management   | HRM Customer Service Center | hrminfo@northeastern.edu     | 2230        |                       |                               |             |
| I-9s, e-Verify, Background Checks  | Steve Swick                 | s.swick@northeastern.edu     | 3740        | Mary Jane Troy        | m.troy@northeastern.edu       | 2603        |
| Employee Verification, W-4's, W-2's  | Gloria Thompson             | gl.thompson@northeastern.edu | 8896        | Mary Jane Troy        | m.troy@northeastern.edu       | 2603        |
| <b>HR INFORMATION SYSTEMS (HRIS)</b>   |                             |                              |             |                       |                               |             |
| <i>Area Lead: Michelle Scharnagle</i>  |                             |                              |             |                       |                               |             |
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| Banner HR System Access & Support, PeopleAdmin System Access & Support, HR Reports                                   | HRIS Team                   | HRIS@northeastern.edu        |             |                       |                               |             |
| <b>HR Operations</b>   |                             |                              |             |                       |                               |             |
| <i>Area Lead: Sandra Regan</i>   |                             |                              |             |                       |                               |             |
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|  |                                       |                                  |             |                       |                              |             |
|--|---------------------------------------|----------------------------------|-------------|-----------------------|------------------------------|-------------|
| <b>Academic Areas:</b> New Hires, Extra Compensation, ePAFs (electronic Personnel Action Form), Salary Updates/Changes, Terminations, Temp Non-Students,                   | Lauren Letendre                       | l.letendre@northeastern.edu      | 6261        | Giselle Herrera       | g.herrera@northeastern.edu   | 2843        |
| <b>Non-Academic Areas:</b> New Hires, Extra Compensation, ePAFs (electronic Personnel Action Form), Salary Updates/Changes, Terminations, Temp Non-Students, Student Hires | Giselle Herrera                       | g.herrera@northeastern.edu       | 2843        | Lauren Letendre       | l.letendre@northeastern.edu  | 6261        |
| Salary Planner Tool (Merit Process for all Employees), Salary Encumbrances   | Steph Sheline                         | s.sheline@northeastern.edu       | 4311        | Sandra Regan          | s.regan@northeastern.edu     | 2141        |
| <b>HRM Communications</b>  |                                       |                                  |             |                       |                              |             |
| <i>Area Lead: Kate Baker-Carr</i>  |                                       |                                  |             |                       |                              |             |
| <b>Topic</b>   | <b>Primary Contact</b>                | <b>Email</b>                     | <b>Ext.</b> | <b>Backup Contact</b> | <b>Email</b>                 | <b>Ext.</b> |
| HRM Website Issues or Needs, All HRM Communications, Excellence Awards   | Kate Baker-Carr                       | k.bakercarr@northeastern.edu     | 2112        |                       |                              |             |
| Special Events   | HRM Customer Service Center           | hrminfo@northeastern.edu         | 2230        | Kate Baker-Carr       | k.bakercarr@northeastern.edu | 2112        |
| <b>Payroll Operations</b>  |                                       |                                  |             |                       |                              |             |
| <i>Area Lead: Sandra Regan &amp; Ann Marie Holland</i>   |                                       |                                  |             |                       |                              |             |
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| Semi-Monthly (SM) and Sweekly Staff (W1) payrolls, Taxable Fringe Benefits (e.g. Tuition)  | HRM Customer Service Center           | hrminfo@northeastern.edu         | 2230        |                       |                              |             |
| Monthly (MN) and Weekly in Arrears (W2) payrolls, Direct Deposit, Temp Non Student Time Sheet, General Deductions, Jury Duty   | HRM Customer Service Center           | hrminfo@northeastern.edu         | 2230        | Liz Lara              | l.lara@northeastern.edu      | 4314        |
| Taxes, W-2s, 1042-S, Non-Resident Aliens   | HRM Payroll                           | hrm_payroll@northeastern.edu     |             |                       |                              |             |
| Payroll Distribution / PDC Forms   | HRM Payroll                           | hrm_payroll_pdc@northeastern.edu |             |                       |                              |             |
| Adjustment (off cycle) Payroll Processing, Wage Garnishment  | HRM Payroll                           | hrm_payroll_pdc@northeastern.edu |             |                       |                              |             |
| <b>HRM Business and Talent Acquisition Partners</b>  |                                       |                                  |             |                       |                              |             |
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| Full suite of professional HR services, including strategic workforce planning, organizational development, performance management   | <a href="#">HRM Business Partners</a> |                                  |             |                       |                              |             |
| Temp Agency  | Stephen Rando                         | s.rando@northeastern.edu         | 6061        | Nick Duffy            | n.duffy@northeastern.edu     | 3156        |
| Employment / Recruitment & Hiring, PeopleAdmin Questions   | Stephen Rando                         | s.rando@northeastern.edu         | 6061        | Nick Duffy            | n.duffy@northeastern.edu     | 3156        |
| Grievances   | Stephen Rando                         | s.rando@northeastern.edu         | 6061        | Nick Duffy            | n.duffy@northeastern.edu     | 3156        |
| <b>Learning &amp; Organizational Development</b>   |                                       |                                  |             |                       |                              |             |
| <i>Area Lead: Elisabeth Hughes</i>   |                                       |                                  |             |                       |                              |             |
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| Training   | Matt Dolan                            | m.dolan@northeastern.edu         | 5229        |                       |                              |             |
| Leadership Development, Management Training  | Elisabeth Hughes                      | e.hughes@northeastern.edu        | 6442        |                       |                              |             |

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|                                 |                             |                           |      |  |  |  |
|---------------------------------|-----------------------------|---------------------------|------|--|--|--|
| Orientation, Onboarding         | HRM Customer Service Center | hrminfo@northeastern.edu  | 2230 |  |  |  |
| Performance Management Training | Elisabeth Hughes            | e.hughes@northeastern.edu | 6442 |  |  |  |