



HUMAN RESOURCES FUNCTIONS

College Administration	Name	Phone	NetID
Human Resources Operations Analyst	Maria Walters	3-1999	mwalter1
Human Resources Operations Specialist	Vanna De Angelis	3-1134	vdeangel
Human Resources Project Manager	Stephanie Flores	3-7213	sflore5

Function	Point of Contact for HR Admin	Point of Contact for Chair/Director	Point of Contact for Faculty/Staff
Position Control			
<u>Initiate PMF</u>	Maria/Vanna	Local HR Admin	Local HR Admin
<u>Position Allocation</u>	Stephanie	Stephanie	Chair
<u>Employee Work Profiles</u>	Stephanie	Stephanie	Chair
<u>Org Charts</u>	Stephanie	Local HR Admin	Chair
<u>Reorganization of Duties</u>	Stephanie	Stephanie	Chair
<u>Position Strategy</u>	Stephanie	Stephanie	Chair

Recruitment			
<u>Faculty</u>	Vanna	Vanna	Local HR Admin
<u>Staff</u>	Vanna	Vanna	Local HR Admin
<u>Temp Positions</u>	Vanna	Local HR Admin	Local HR Admin
<u>Chairs</u>		Vanna	Vanna
<u>Special Topics</u>			
Search Committee Coordination	Vanna	Local HR Admin	Local HR Admin
Recruitment Waiver Requests	Vanna	Local HR Admin	Local HR Admin
eWork Initiation	Vanna	Local HR Admin	Local HR Admin
Draft Advertisement Text	Vanna	Local HR Admin	Local HR Admin
Advertising	Vanna	Local HR Admin	Local HR Admin
Waiver Requests	Vanna	Local HR Admin	Local HR Admin

On-Boarding			
<u>Work Authorization</u>			
Initiation	Vanna	Local HR Admin	Local HR Admin
Review	Maria	Local HR Admin	Local HR Admin
I-9	Vanna	Local HR Admin	Local HR Admin
<u>Orientation</u>			
Faculty	Vanna	Local HR Admin	Local HR Admin
Staff	Vanna	Local HR Admin	Local HR Admin
Adjunct	Vanna	Local HR Admin	Local HR Admin
Temp Positions	Vanna	Local HR Admin	Local HR Admin
<u>Onboarding Packets</u>	Vanna	Local HR Admin	Local HR Admin
<u>Transcript Collection and Submission</u>	Vanna	Local HR Admin	Local HR Admin
<u>Health Insurance</u>	Benefits	Benefits	Benefits
<u>Training</u>			
Export Compliance	Stephanie	Local HR Admin	Local HR Admin
Title IX	Maria	Local HR Admin	Local HR Admin
Equal Opportunity	Maria	Local HR Admin	Local HR Admin
Ethics	Maria	Local HR Admin	Local HR Admin
IT Security	Dale	Local HR Admin	Local HR Admin

Off-Boarding			
<u>Exit Interviews</u>	Vanna	Local HR Admin	Local HR Admin
<u>Retirement Planning</u>	Benefits	Benefits	Benefits
<u>Leave Payout</u>	Payroll	Payroll	Payroll
<u>Emeritus Status</u>	COS HR	COS HR	Chair
<u>Exit Checklist: COS</u>	Vanna	Local HR Admin	Local HR Admin
<u>Exit Checklists: Supervisor, Property</u>	Vanna	Local HR Admin	Local HR Admin

Function	Point of Contact for HR Admin	Point of Contact for Chair/Director	Point of Contact for Faculty/Staff
Performing and Engagement			
<u>Awards and Recognition</u>			
Recognition Leave	Vanna	Stephanie	Chair
Celebration of Success Awards	Stephanie	Stephanie	Chair
Mason-wide awards	Stephanie	Stephanie	Chair
<u>Telework, Flextime, Remote Work</u>			
Eligibility	Maria	Stephanie	Chair
Appropriateness	Maria	Stephanie	Chair
<u>Compensation</u>			
Raise requests	Stephanie	Stephanie	Chair
Temp pay	Stephanie	Stephanie	Chair
Supplemental Pay	Stephanie	Stephanie	Chair
Salary Increase Proposals (SIP)	Stephanie	Stephanie	Chair
Bonuses	Stephanie	Stephanie	Chair
Minimums	Stephanie	Stephanie	Chair
Conversion factors	Stephanie	Stephanie	Chair
Matrices	Stephanie	Stephanie	Chair
Retention	Stephanie	Stephanie	Chair
Equity	Stephanie	Stephanie	Chair
Pay scales	Stephanie	Stephanie	Chair
COS Compensation Plan	Stephanie	Stephanie	Chair
<u>Performance Evaluations</u>			
Process	Stephanie/Central HR	Stephanie/Central HR	Stephanie/Central HR
<i>Instructional Faculty</i>	Stephanie	Local HR Admin	Local HR Admin
<i>Research Faculty</i>	Stephanie	Local HR Admin	Local HR Admin
<i>Admin Faculty</i>	Stephanie	Local HR Admin	Local HR Admin
<i>Classified Staff</i>	Stephanie	Local HR Admin	Local HR Admin
Content		Stephanie	Chair
Special Topics			
<i>Collection and Retention</i>	Vanna	Local HR Admin	Local HR Admin
<i>Processing and Submission</i>	Vanna	Local HR Admin	Local HR Admin
<u>Interfolio System</u>	Stephanie	Stephanie	Stephanie
<u>Tenure-Line RPT</u>			
Promotion	Stephanie	Stephanie	Chair
Granting Tenure	Stephanie	Stephanie	Chair
Tenure-Track Renewal Dossiers	Vanna	Vanna	Chair
<u>Term RMP</u>			
Promotion	Stephanie/Maria	Stephanie/Maria	Chair
Multi-Year Contracts	Stephanie/Maria	Stephanie/Maria	Chair
Non-Reappointment	Stephanie/Maria	Stephanie/Maria	Chair
<u>Leave (personal, study, sick)</u>			
Tenure-Track Study Leave	Maria	Maria	Chair
Tenured Study Leave	Maria	Maria	Chair
Transitional Retirement Leave	Maria	Maria	Chair
Short Term Disability (STD)	Benefits	Benefits	Benefits
Annual Leave	Benefits	Benefits	Chair
Sick Leave	Benefits	Benefits	Chair/HR Admin
VSDP Leave	Benefits	Benefits	Chair/HR Admin
<u>Employee Relations & Consultation</u>			
Performance	Stephanie	Stephanie	Chair
Engagement	Stephanie	Stephanie	Chair
Discipline	COS HR/Central HR	Central HR	Chair
Dispute Resolution	Central HR	Central HR	Chair
Policy Violations	Maria	Central HR	Chair
Coaching	COS HR/Central HR	Central HR	Chair
Grievances		Central HR	Chair
Involuntary Separations	Central HR	Central HR	Chair
<u>Training</u>			
CDE Annual Training	Stephanie	Local HR Admin	Local HR Admin
Professional development	Stephanie	Local HR Admin	Local HR Admin
Skill development	Stephanie	Local HR Admin	Local HR Admin

Function	Point of Contact for HR Admin	Point of Contact for Chair/Director	Point of Contact for Faculty/Staff
Appointment & Reappointment			
<u>Faculty</u>			
Draft Contracts	Maria	Maria	Local HR Admin
Initiate Hiring Proposals	Maria	Maria	Local HR Admin
Approve Hiring Proposals	Maria	Maria	Local HR Admin
Signing Bonus	Maria	Maria	Chair
Relocation Bonus	Maria	Maria	Chair
<u>Staff</u>			
Initiate Hiring Proposals	Vanna	Vanna	Local HR Admin
Approve Hiring Proposals	Vanna	Vanna	Local HR Admin
Signing Bonus	Vanna	Vanna	Chair
<u>Temp Positions</u>			
Appointment Memo	Vanna	Local HR Admin	Local HR Admin
Initiate/Approve EPAF	Vanna	Local HR Admin	Local HR Admin
<u>Chairs</u>			
Committee appointments	Maria	Maria	Chair
Recommendation memos	Maria	Maria	Chair
<u>Affiliates</u>			
Memo	Maria	Local HR Admin	Local HR Admin
Visas	Maria	Local HR Admin	Local HR Admin
EPAFs	Maria	Local HR Admin	Local HR Admin
<u>EPAF (with COS Finance)</u>			
Initial appointments	Vanna	Local HR Admin	Local HR Admin
Renewal appointment	Vanna	Local HR Admin	Local HR Admin
Compensation	Vanna	Local HR Admin	Local HR Admin
<u>Special Topics</u>			
Overload	Maria	Local HR Admin	Local HR Admin
Contract Language	Maria	Local HR Admin	Local HR Admin
Research Extended	Maria	Local HR Admin	Local HR Admin

Transaction Forms			
<u>CTF</u>	Maria/Vanna	Local HR Admin	Local HR Admin
<u>EFE</u>	Maria/Vanna	Local HR Admin	Local HR Admin
<u>Ammended Timesheets</u>	Maria/Vanna	Local HR Admin	Local HR Admin
<u>Supervisor / TS Approver Change</u>	Maria/Vanna	Local HR Admin	Local HR Admin
<u>Transitional Retirement</u>	Central HR	Central HR	Chair
<u>Separations</u>	Maria/Vanna	Local HR Admin	Local HR Admin

Policy Application			
<u>COS Workload Policy</u>		Stephanie	Chair
<u>Fair Labor Standard Act</u>		Stephanie	Stephanie
<u>Affordable Care Act</u>		Stephanie	Stephanie
<u>Outside Employment</u>		Stephanie	Chair
<u>Conflict of Interest</u>		Stephanie	Stephanie/Chair
<u>Conflict of Commitment</u>		Stephanie	Stephanie/Chair
<u>HR Policy Compliance</u>		Stephanie	Stephanie
<u>Timesheet Approver Fines</u>		Stephanie	Stephanie



COLLEGE OF SCIENCE HR ADMINISTRATORS

College Administration		Phone	NetID
Human Resources Operations Analyst	Maria Walters	3-1999	mwalter1
Human Resources Operations Specialist	Vanna De Angelis	3-1134	vdeangel
Human Resources Project Manager	Stephanie Flores	3-7213	sflore5

Academic Units	Acronym	Point of Contact	Phone	NetID
Atmospheric, Oceanic, & Earth Sciences	AOES	Maria D'Souza	3-5412	mdsouza2
Biology	BIOL	Joanne Zimmerman	3-1039	janders8
Biomedical Sciences (George Squared)	BMED	Vanna De Angelis	3-1134	vdeangel
Chemistry & Biochemistry	CHEM	Nita Arguelles	3-2771	earguell
Computational & Data Sciences	CDS	Hillary Hamm	3-5881	hjones9
Environmental Science & Policy	ESP	Natalie Lapidot-Croituru	3-5836	nlapidot
Forensic Science	FRSC	Joanne Zimmerman	3-1039	janders8
Geography & Geoinformation Science	GGIS	Melissa Hallman	3-1212	mhallman
Mathematical Sciences	MATH	Tammie Howell	3-1462	thowell3
Neuroscience	NEURO	Ginny Scott	3-4334	gscott21
Physics & Astronomy	P&A	Faith Gaile	3-3807	fgaile
Systems Biology	SSB	Andrea Nikoi	3-8383	anikoi

Research Units	Acronym	Point of Contact	Phone	NetID
Applied Proteomics & Molecular Medicine	CAPMM	Natasha Boddie	3-9526	nboddie
Biodefense & Infectious Diseases	CIDR	Megan Grant	3-4265	mgrant7
Collision Safety & Analysis	CCSA	Cheriden Tellis	3-4694	ctellis
Earth Observing & Spatial Research	CEOSR	Vanna De Angelis	3-1134	vdeangel
Environmental Science & Technology	ESTC	Melissa Hallman	3-1212	mhallman
Geospatial Intelligence	GEOINT	Melissa Hallman	3-1212	mhallman
Intelligent Spatial Computing	CISC	Melissa Hallman	3-1212	mhallman
MicroBiome Analysis	MBA	Maria Walters	3-1999	mwalter1
Naval Research Laboratory	NRL	Maria Walters	3-1999	mwalter1
Ocean-Land-Atmosphere Studies	COLA	Maria D'Souza	3-5412	mdsouza2
Potomac Environmental Research & Education	PEREC	Natalie Lapidot-Croituru	3-5836	nlapidot
Spatial Information Science & Systems	CSISS	Vanna De Angelis	3-1999	vdeangel