

Payroll



Joanne Robel, Manager
491-1008

- Assistance Processing Payroll Actions
- W-2 and W-4 Processing
- Direct Deposit Processing/Check Pickup
- Processing Employee Deductions
- Processing Salaried and Hourly Payrolls
- Verification of Employment
- Redistributions/Certification Reporting

Classified Employment/ Classification



Michelle Tate, Manager
491-1794

- Developing Diverse Applicant Pools for Jobs
- Referring Applicants for Interviews
- Career Path Counseling
- Outplacement Assistance
- Creating/Classifying Positions
- Overtime Eligibility Determinations
- Job Structuring Assistance

Data Systems



Chris Domanik, Manager
491-0948; Help Desk 491-0946

- Personnel/Payroll System Training
- Personnel/Payroll System “Help Desk”
- Electronic Approval Path Maintenance
- Personnel/Payroll System Access
- Time Clock Support
- Management and Ad Hoc Reports

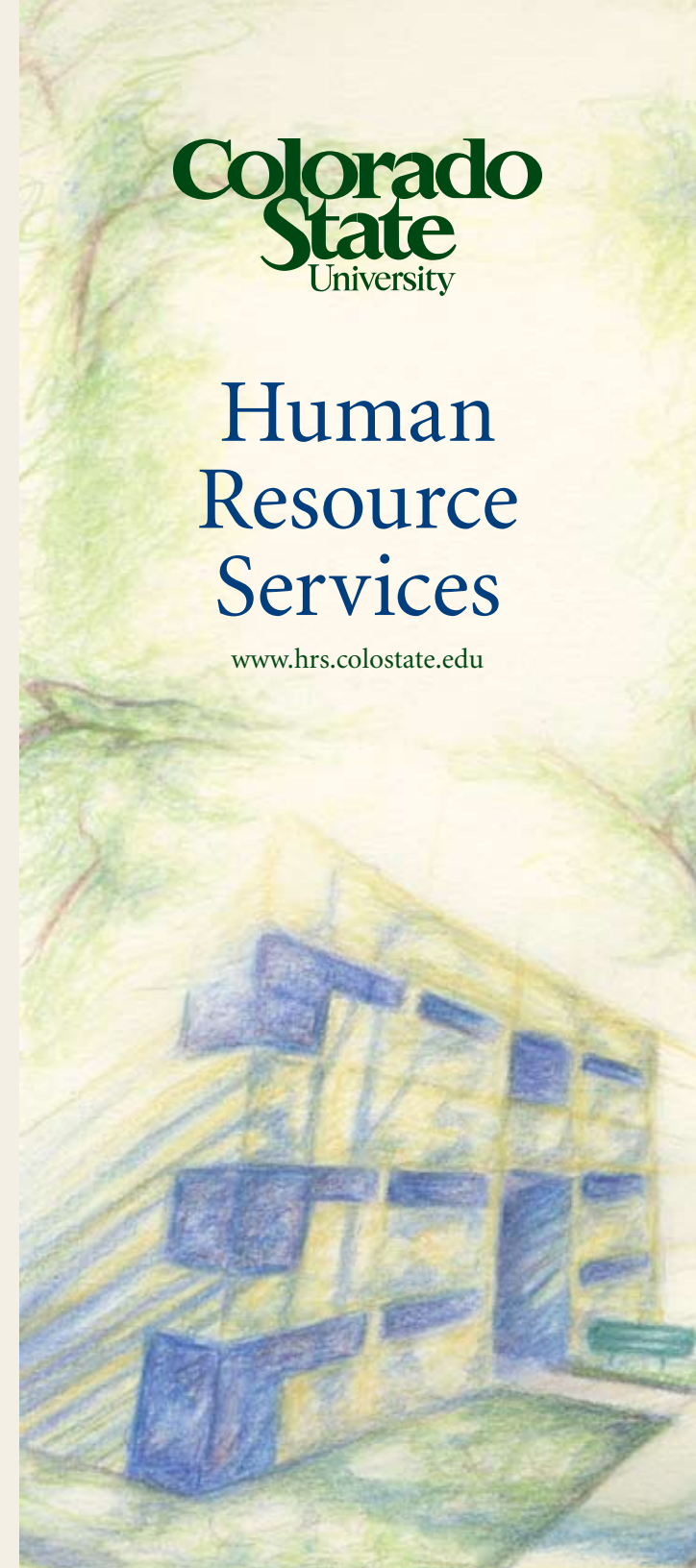
Human Resource Services

204 Howes Street Business Center
555 South Howes Street
Colorado State University
Fort Collins, CO 80523-6004
(970) 491-5793



Human Resource Services

www.hrs.colostate.edu



Human Resource Services



Carol Shirey, Director
491-5793

Welcome to Colorado State University!
At Colorado State University, we believe people are our strength. People are the driving force of the institution, and CSU is committed to providing the services and resources needed to support academic faculty, classified staff and administrative professionals. Human Resources provides the framework for assuring that the mutual expectations of the University and its people are fairly and clearly articulated.

I encourage you to stop by and meet our staff if you are in the area. We are committed to helping you achieve your goals in the most efficient and supportive manner possible.

Records



Kinda Carpenter, Manager
491-0951

- Assistance Processing Personnel Actions
- Personnel Files Repository
- Position Files Repository
- Employee Leave Records Coordination
- Background Check Administration
- Open Records Requests

Benefits



Teri Suhr, Manager
491-6737

Services

- Assistance with Benefit Claims and Issues
- Insurance Enrollment Assistance
- Pre-Retirement Counseling
- Benefit Application Processing
- Benefit Eligibility Determinations
- Financial and Open Enrollment Fairs
- Training and Custom Presentations

Programs

- Medical
- Dental
- Life and Accidental Death/Dismemberment
- Short and Long Term Disability
- Retirement Plans
- Voluntary Tax-Deferred Investments
- Flexible Spending Accounts
- Family Medical Leave (FML)
- State Classified Leave Sharing Bank
- Employee Study Privilege
- Dependent Tuition Scholarship
- Volunteers in Public Schools (VIPS)

Employee Support Services



Tracy Hutton, Associate Director
491-0540

Employee Relations

- Rule and Policy Interpretation
- Leave Coordination
- Performance Management
- Workplace Behavior Consultations
- Employee/Supervisor Communications
- Reasonable Accommodation Assistance
- Training and Custom Presentations

Managers:

Michelle Havens, 491-2856
BJ Thompson, 491-0950

Employee Assistance Program (EAP)

The EAP is a no-cost, confidential assistance program available to employees and dependents to help address:

- Personal Issues
- Legal Issues
- Financial Issues

This service is available 24 hours a day, seven days a week. A Guidance Consultant will refer you to a local, licensed psychotherapist or to community resources.

In-house services:

- Employee and Departmental Consultations
- Training and Custom Presentations

Manager:

Lanai Greenhalgh, LCSW, 491-1527