WRAC & First Year Writing, XA
Functional Team Support

Office Operations
Diana Shank shankd@msu.edu
- Chair administrative support
- Ordering supplies
- Guest travel and event support
- Cashnet
Help navigating Functional Teams

Finance
Sara Allison alliso53@msu.edu
Finance Team Primary Contact
- General (GA, GS), FAS Professional Development (GT), Startup (GE), Gift (RN), Endowment (RH, RT), Designated (D), Plant (P) accounts
Additional Finance Support
- External Research, Contracts & Grants (RC): Marianne Triponi triponi@msu.edu
- Internal Grants (RG, HARPS): Sherry Stevens danners@msu.edu
- Pre-Award: Barb Miller bmiller@msu.edu
- Reimbursements, Purchase Orders, Invoices: calfin@msu.edu

Human Resources
Angela Hunt huntaj@msu.edu
Academic HR
- Hiring, Reappointments, I-9s
- Change of Status/Leaves/Termination
- Faculty Searches
HR Team Primary Contact for
- RPT, Specialists Continuing, Designation B
- Student hires and payroll
- Outside work for pay
- Overload and additional payments.

Academic Operations
Melissa Arthurton* arthurt1@msu.edu
Rhonda Hibbitt** hibbitt@msu.edu
Yvette Puga*** pugayvet@msu.edu
- *Graduate student (TA/RA) - hiring and appointments
- Graduate and Undergraduate Program
- Fellowships and Scholarships
- Campus Solutions
- **Work Copy
- ***Schedule Change Support

Functional Team Leads
Penny Shanks shankspe@msu.edu
Office Operations
Carly Ensign ensignca@msu.edu
Finance
Melissa Staub stubmel@msu.edu
HR
Leann Dalimonte dalimon8@msu.edu
Academic Operations

OfficeOps@CAL.MSU.EDU CALFin@MSU.EDU CALHR@MSU.EDU CALUG@MSU.EDU