

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

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Office Operations



Carly Ensign

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Finance



Melissa Staub

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HR



Leann Dalimonte

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Academic Operations