**Office Operations**

**Carly Kabel** kablecar@msu.edu

- Associate Dean administrative support
- Ordering supplies
- Guest travel and event support
- Cashnet

Help navigating Functional Teams

**Finance**

**Carly Ensign** ensignca@msu.edu

**Finance Team Primary Contact**
- General (GA, GS), PAS 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, HARP): Sherry Stevens danners@msu.edu
- Pre-Award: Barb Miller bmiller@msu.edu
- Reimbursements, Purchase Orders, Invoices: calfin@msu.edu

**Human Resources**

**Sarah Jackson** jacks835@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**

**Leann Dalimonte** dalimon8@msu.edu

- Academic Administrative Support
- College Data Manager
- College Administrative Access

**Functional Team Leads**

- Penny Shanks shankspe@msu.edu
- Carly Ensign ensignca@msu.edu
- Melissa Staub staubmel@msu.edu
- Leann Dalimonte dalimon8@msu.edu

**Contact Information**

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