CELTA MAFLT, CLS
Functional Team Support

OFFICE OPERATIONS
Ivette Duynslager duynsla1@msu.edu
- Ordering supplies
- Guest travel and event support
- Cashnet store transactions—Penny Shanks shankspe@msu.edu

Help navigating Functional Teams

FINANCE
Viki Townsend-Gietzel gietzel@msu.edu
Finance Team Primary Contact
- General (GA, GS), FAS Professional Development (GT), Startup (GE), GiP (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
Jennifer Nelson nelsonje@msu.edu
Academic HR
- Hiring
- Fixed-term Reappointments
- I-9’s
- Faculty and Visiting Professors Visas
HR Team Primary Contact for
- Designation B
- Student hires and payroll
- Overload and additional payments.

ACADEMIC OPERATIONS
Ben Lampe lampeben@msu.edu
- Graduate student (TA/RA) hiring and appointments
- Fellowships
- Campus Solutions
- Work Copy

FUNCTIONAL TEAM LEADS
- Penny Shanks shankspe@msu.edu Office Operations
- Carly Ensign ensignca@msu.edu Finance
- Melissa Staub staubmel@msu.edu HR
- Leann Dalimonte dalimonte@msu.edu Academic Operations

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CALFin@MSU.EDU
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