

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), 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

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
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Office Operations



Carly Ensign
ensignca@msu.edu
Finance



Melissa Staub
staubmel@msu.edu
HR



Leann Dalimonte
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Academic Operations