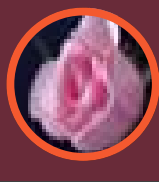


SPES OFFICE STAFF

PRIMARY DUTIES, HOURS AND CONTACT INFORMATION

September 2024



FINANCIALS			PURCHASING			HUMAN RESOURCES			
<p><u>Sabrina Allen</u> Smyth #341 Ext: X9776</p> <p>M-Th 8-5 (office) Fri 8-5 (remote)</p> <ul style="list-style-type: none"> Approver for Hokiemark, Fleet, Travel, Banner, Payroll, labor redistribution, graduate contracts, VT Foundation and P-cards. Destiny One Funds Journal entries for E&G and activity code funds Monthly reconciliations for E&G and activity code funds utilizing FINTRACS Distributes monthly reports to all faculty Cost recoveries Study Abroad trips Oversees DEPART Budget Transfers Manages all cards for fuel Voyager gas card Handles field trial funds, OH, extension, teaching, on-line master, royalty, residual and other activity code funds. Works closely with Director on budgets and carryover money. 	<p><u>Lek Jackson</u> Smyth #334B EXT: X6487</p> <p>M-Th 7:30-4:30 (office) Fri 7:30-4:30 (remote)</p> <ul style="list-style-type: none"> Funding changes in Banner for past and future pay periods. Labor redistributions Checks & balances for salary, wages, fringes. DEPART entries for personnel & fringes being charged to grants with any necessary adjustments. Alerts faculty when encumbrance is near an end Fiscal Support to faculty on grants. Monitors spending and overages. PARS for all employees and faculty members working on grants Reconciliations of grants Contact for sponsored program questions Journal entries for transfer forms for corrections 	<p><u>Crystal Wall</u> Smyth #364 Ext: X0638</p> <p>Mon- 8-5 (remote) Tues-Fri 8-5 (office)</p> <ul style="list-style-type: none"> Labor redistribution changes Calculate salary savings, Banner entry and provides information to Finance and Professor Records Management Hatch projects and entry of new funding information Entry of cost-shares. Responsible for fiscal transactions Sends out monthly foundation reports Monthly reconciliation of VT Foundation Journal entries Payroll reconciliations Salary Budgets Records destruction 	<p><u>Teresa Dickerson</u> Smyth #330 Ext: X7475</p> <p>M-Th 8-5 (office) Fri 8-5 (remote)</p> <ul style="list-style-type: none"> Travel Reimbursements in ChromeRiver and VT Foundation DEPART FedEx shipments & invoices Key Control of Smyth, Price & Saunders vehicles Fixed Assets-surplus & Inventory SPES state vehicles-inspections, reservations HokieMart-Fedex and AAA invoices Serves as backup to purchasing team as needed. 	<p><u>Tetyana Early</u> Smyth #329 Ext: X6972</p> <p>M-Th 9-6 (office) Fri 8-5 (remote)</p> <ul style="list-style-type: none"> HokieMart purchasing & receiving including computer purchases for SPES ETF (SCHEV) Equipment purchases P-Cards-creates new Monthly reconciliation reports in Chromeriver Checks-receives, deposits, documents Pays SPES Utility Bills SPES Kroger Credit card-issues for purchases and reconciles monthly statements Serves as back up to purchasing team as needed 	<p><u>Meagan Sparks</u> Smyth #334A Ext: X6305</p> <p>M-Th 8-5 (office) Fri 8-5 (remote)</p> <ul style="list-style-type: none"> HokieMart purchasing & receiving-catering, new vendor setups, invoice payments, printing requests. Hokie Mart Access for all new and additionally needed VT Foundation payments and Non-Travel reimbursements ISR's)Interdepartmental Service Requests) SPES Copiers-supplies, copier issues, maintenance Office Mail-checking and sorting at Smyth, Saunders and Price Cashnet-creates deposits and delivers them to Bursar's Serves as back up to purchasing team as needed 	<p><u>Vickie Earthman</u> Smyth #332 Ext: X7876</p> <p>M-Th 7-5:30 (office) **Starting mid Nov-May** M-Th 7:30-4 Fri 7:30-4 (remote)</p> <ul style="list-style-type: none"> Faculty/Staff Leave Report Representative-send reminders to all employees to enter leave Responsible for all wage hiring & status changes including but not limited to conviction, driver checks, I-9's, PID, direct deposit guidance, P12W forms, pay rate changes onboarding P3A-Fs-Mobile communications requests FS-2 form-proper use of state vehicles Main point of contact for any and all job related accidents-processes paperwork and reports to human resources Timeclock Lead-ensuring supervisors have access to employees and any terminated jobs are unlockable/inactive, wage payroll twice a month, assure all shifts are approved, run any and all reports, correct errors and administer any retro pay as needed. Administrative support as required 	<p><u>Brenna Evancho</u> Smyth #338 Ext: Xx775</p> <p>M-Th 8-4 (office) Fri 8-4 (remote)</p> <ul style="list-style-type: none"> Administrative assistant to the Director of SPES Responsible for scheduling conference rooms for Smyth, Saunders and Greenhouse. Classroom reservations Handles reserved parking for SPES reserved spaces and handles all visitors parking passes as needed onboarding Assists in scheduling school events Responsible for hiring process for tenure track and AP faculty Creates agendas for new faculty hire interviews Assists with temporary pay, non-paid affiliation appointments Responsible for faculty onboarding, conviction checks, I9's, PID guidance, onboarding Backup to summer session research appointments Processes adjunct paperwork Conducts performance plan evaluations for staff Aids with symposiums P3A forms, P86 Forms, change of status request forms Responsible for scheduling faculty evaluations with the director Processes study assignment and research leave requests Work closely with SPES P&T chair and Dean's office on P&T dates and submissions Renovations coordinator Communication Liasion-process phone & ethernet connection requests and update SPES listserves Backup to vehicle key pickup/drop-off 	<p><u>Patty Mitchell</u> Smyth #367 Ext: X7931</p> <p>M-Th 8-5 (office) Fri 8-5 (remote)</p> <ul style="list-style-type: none"> F1 & F2 visas Extended appointments P-14's-winter teaching payments P-3A's-for research faculty and staff Research Faculty, University and Classified Staff hiring Reappointments for research faculty Responsible for conviction checks, I-9's, PID guidance, offer letters, rejection letters, payroll forms and paperwork required and Page up H1-B and associated Visas Evaluation guidance and reminders for research faculty Teaching forms for winter session Research extended appointments Administrative Support as required 	<p><u>Sally Shupe</u> Smyth #341 Ext: X2476</p> <p>M-Th 7:30-4 (office) Fri 7:30-4 (remote)</p> <ul style="list-style-type: none"> Visitation with scholars Offer/Rejection letters Banner entries, I-9's and tax withholdings 1500 hourly wage and international hires Conviction and driving checks Onboarding guidance and support J-1/J-2 and associated visas Main POC for applicants and current students with questions Assists with scheduling exams, registering for classes, graduate school Deals with bursar's office, payroll and resources. Responsible for updating graduate student listserv, attends graduate school meetings for assistantships/tuition/policy and procedure updates Process and manage SPES Graduate Student contracts including offer letter reviews, status changes, applications, admissions, advise Associate Director of all status, tuition remission, scholarships P-14 faculty Wage Hiring forms Summer session research appointments and extended appointments Coordinate activities as requested by Director Process and manage plans of study for graduate school Serve on committees as requested by Director Administrative support as required