

HRM Contact List

		First Contact			Second Contact		
Category of Information I Need	Subcategories of Information I Need	Name	Email	Ext.	Name	Email	Ext.
Benefits	Lisa Broderick - Benefits Manager						
	Open Enrollment, Paid Time Off (PTO), Work/Life, Smoking Cessation, Healthy You, Commuter Benefit, Children's Center	HRM-Customer Service Center	hrminfo@neu.edu	2230	Lisa Broderick	li.broderick@neu.edu	5563
	Medical Plans, Dental Plans, Reimbursement Accounts/Flexible Spending Account (FSA), Life Insurance	HRM-Customer Service Center	hrminfo@neu.edu	2230	Isida Zeqo	i.zequ@neu.edu	5229
	Retirement Policy, Retirement Plans	HRM-Customer Service Center	hrminfo@neu.edu	2230	Stacy Saravo	s.saravo@neu.edu	5378
	Disability Programs, Leaves of Absence	Lisa Broderick	li.broderick@neu.edu	5563	-	-	-
	Tuition Waiver	HRM-Customer Service Center	hrminfo@neu.edu	2230	Justine Homs	j.homs@neu.edu	3679
	Claims Questions	Isida Zeqo	i.zequ@neu.edu	5229	-	-	-
	Employee Assistance Program (EAP)	HRM-Customer Service Center	hrminfo@neu.edu	2230	Patty Conde	p.conde@neu.edu	5358
	Workers Compensation	Sonya Granahan, Risk Services	s.granahan@neu.edu	6963	-	-	-
Compensation	Laura Brock - Compensation Manager						
	Job Evaluation, Salary Change, Performance Management, Job Description, Position Management	Laura Brock	l.brock@neu.edu	4320	Lidia Rosado	l.rosado@neu.edu	7588
	Salary Ranges, STAR Awards	HRM-Customer Service Center	hrminfo@neu.edu	2230	Laura Brock	l.brock@neu.edu	4320
Customer Service Center	Mary Jane Troy - Customer Service Supervisor						
	General Inquiries, HRM Conference Room Requests, Student Employment	HRM-Customer Service Center	hrminfo@neu.edu	2230	-	-	-
	I-9s, e-Verify, Signing up for Orientation	Kimika Ross	k.ross@neu.edu	8837	Mary Jane Troy	m.troy@neu.edu	2603

	Employee Verification, W-4's, W-2's	Gloria Thompson	gl.thompson@neu.edu	8896	Mary Jane Troy	m.troy@neu.edu	2603
HR Information Systems	Michelle Scharnagle - Director, HR Systems & Operations						
	Banner HR System Access & Support, PeopleAdmin System Access & Support, HR Reports	HRIS Inbox	HRIS@neu.edu	-	-	-	-
HR Operations	Sandra Regan - HR Operations Manager						
	Processing Salary Updates/Changes, Termination Paperwork, Salary Encumbrances	Babitha Pathiyanna	b.pathiyanna@neu.edu	4314	Sandra Regan	s.regan@neu.edu	2141
	New Hire Paperwork, Extra Comp Paperwork, ePAFs(electronic Personnel Action Form)	Bouve' - Lauren Kiley COE - Lauren Kiley CSSH - Lauren Kiley Provost - Lauren Kiley SOL - Lauren Kiley CAMD - Alex Mottern CCIS - Alex Mottern COS - Alex Mottern CPS - Alex Mottern DMSB - Alex Mottern	l.kiley@neu.edu a.mottern@neu.edu	7535 6261	-	-	-
	Temp Non Student Hires	Alex Mottern	a.mottern@neu.edu	6261	Lauren Kiley	l.kiley@neu.edu	7535
	Salary Planner Tool (Merit Process for all Employees)	Sandra Regan	s.regan@neu.edu	2141	Megan Candido	m.candido@neu.edu	4313
HRM Communications	Kate Baker-Carr - Communications Manager						
	HRM Website Issues or Needs, All HRM Communications, Excellence Awards	Kate Baker-Carr	K.BakerCarr@neu.edu	2112	-	-	-
	Special Events	HRM-Customer Service Center	hrminfo@neu.edu	2230	Kate Baker-Carr	K.BakerCarr@neu.edu	2112
Payroll Operations	Kathy O'Brien - Payroll Manager						
	Semi-Monthly (SM) and Weekly Staff (W1) payrolls, Taxable Fringe Benefits (e.g. Tuition), Time Exception Report (for OST Overtime)	HRM-Customer Service Center	hrminfo@neu.edu	2230	Barbara Finney	b.finney@neu.edu	4771
	Monthly (MN) and Weekly in arrears (W2) payrolls, Direct Deposit, Temp Non Student Time Sheet, General Deductions, Jury Duty	HRM-Customer Service Center	hrminfo@neu.edu	2230	Joan Evans	j.evans@neu.edu	4770

	Taxes, W-2s, 1042-S, Non-Resident Aliens	HRM-Customer Service Center	hrminfo@neu.edu	2230	Michael Walsh	mi.walsh@neu.edu	4599
	Payroll Distribution/ PDC Forms, Wage Garnishments	Barbara Finney	b.finney@neu.edu	4771	Michael Walsh	mi.walsh@neu.edu	4599
	Adjustment (Off cycle) Payroll processing	Michael Walsh	mi.walsh@neu.edu	4599	Barbara Finney	b.finney@neu.edu	4771
Talent Management	Arlene Walsh - Talent Manager						
	Employee Relations/Problem Resolution; Workplace Harassment, Career Development, Organizational Development, HRM Consultative Services	Please contact the HRM Consultant for your assigned department: Patty Conde Fiona Germain May Lee	p.conde@neu.edu f.germain@neu.edu may.lee@neu.edu	5385 7282 4319	-	-	-
	Temp Agency	Fiona Germain	f.germain@neu.edu	7282	-	-	-
	Employment/Recruitment & Hiring, PeopleAdmin Issues	Cecilia Akuffo	c.akuffo@neu.edu		Betty Rodriguez	B.Rodriguez@neu.edu	4316
	Grievances	May Lee	may.lee@neu.edu	4319	-	-	-
	Elisabeth Hughes - Training & Development Manager						
Training and Development	Training, Onboarding	Amber Kestner	a.kestner@neu.edu	8358	Elisabeth Hughes	e.hughes@neu.edu	6442
	Leadership Development, Management Training	Elisabeth Hughes	e.hughes@neu.edu	6442	-	-	-
	Orientation	HRM-Customer Service Center	hrminfo@neu.edu	2230	Amber Kestner	a.kestner@neu.edu	8358
	Performance Management training	Laura Brock	l.brock@neu.edu	4320	Elisabeth Hughes	e.hughes@neu.edu	6442

Northeastern University
Human Resources Management