

# HELP DIRECTORY

## FOR PPS PREPARERS AND REVIEWERS

Updated 10/1/08

<b>Topic</b>	<b>Department</b>	<b>Contact Names</b>	<b>Ext.</b>
<b>STAFF PPS</b> Processing & Policy	HR Information Systems	Edna Arellano Coni Edick	4048 3197
<b>ACADEMIC PPS</b> Processing & Policy	Academic Personnel	Cindy Ponce Melanie Hoven	8332 5429
PPS Training Courses	HR Training & Development	Melissa Bergem Linda Broen	5781 3482
PPS Access PPS Listserv	Accounting	LoAn Piela Susan Esparza	2880 2326
Paychecks Time Reporting	Accounting	Victoria Stansky (A-L) Teri Pineda (M-Z) Lorraine Kuzen-Stephens (Students)	3792 8513 3654
Leave Reporting	Accounting	Maria Mabunga	3085
Staff Recruitment Limited to Career Probationary Period calc.	HR Employment	Melinda Crawford Darwin Holter Amy Jacobs	5781 4662 4664
I-9 Work Visas	International Students & Scholars	Mary Jacob	3753
Job Descriptions Reclassifications Contract Appointments Salary Scales	HR Compensation	(Vacant) Elizabeth Rogers Angie Mignone Mary Jo Joy Kathy Moore	4117 3168 4663 4661 7137
Health & Welfare Insurance	HR Benefits	Cynthia Del Rosario	2489
BELI (Benefits Levels)	HR Benefits	Steve Pulliam Lisa Romero	8271 5163
Catastrophic Leave	HR Benefits	Steve Pulliam	8271
Disability	HR Benefits	Karen Moreno	4263
Retirement	HR Benefits	Jerry Chung Steve Pulliam Lisa Romero	4865 8271 5163