UHR and Payroll Hiring Contacts and Reference List

Benefits

- To make an appointment with our team: [https://hr.oregonstate.edu/about-us/hr-staff-directory#benefits](https://hr.oregonstate.edu/about-us/hr-staff-directory#benefits)
  - Jessica Dalziel, HR Benefits Systems Specialist
  - Noni Scherer, Benefits Consultant: PEBB Health Insurance for New Hire enrollment
  - Rachel Forslund, Benefits Consultant: PEBB Health Insurance changes due to life events
  - Betty Buck, Benefits Consultant: PEBB Health Insurance termination due to loss of eligibility
  - Kirsty Pinchuk: Graduate Employee Benefits with Pacific Source, gradhealth@oregonstate.edu

Classification & Compensation

- PD Template can be found on the Class & Comp website: [https://hr.oregonstate.edu/employees/administrators-supervisors/classification-compensation](https://hr.oregonstate.edu/employees/administrators-supervisors/classification-compensation).

- Submit the PD and org chart (showing the position and all reporting relationships) to position.descriptions@oregonstate.edu. Your Class & Comp Consultant will review the PD and work with you through any questions.

- If you have questions regarding the PD template or need assistance with position description development, please contact your Class & Comp Consultant or position.descriptions@oregonstate.edu.

Criminal History/Motor Vehicle Checks

- CHC forms are available on the UHR website [https://hr.oregonstate.edu/manual/criminal-history-check](https://hr.oregonstate.edu/manual/criminal-history-check)
- [https://hr.oregonstate.edu/manual/criminal-history-check](https://hr.oregonstate.edu/manual/criminal-history-check)
- [https://hr.oregonstate.edu/manual/motor-vehicle-history-check](https://hr.oregonstate.edu/manual/motor-vehicle-history-check)
- chcemployment@oregonstate.edu
- (541)737-8935

Lifecycle

- Academic Units Contact hovlandsc.lifecycle@oregonstate.edu
- Administrative Units Contact uphr.lifecycle@oregonstate.edu
Payroll

- We can be reached by email at Paymaster@oregonstate.edu
- For questions specific to an employee type:
  - Unclassified: Jerie.Thorson@oregonstate.edu
  - Students/Graduate Assistants/Post Docs: Emily.Ferrin@oregonstate.edu
  - Classified: Morgan.Hatch@oregonstate.edu

- W4 Resources:
  - Existing employees: can use DocuSign to submit updated W4s
    - https://beav.es/DocuSignW-4s (For state & federal forms)
    - http://beav.es/ORE-W-4 (For state form only – for those that don’t need to change the federal form)

Recruitment

- Academics: hovlandsc.recruitment@oregonstate.edu
- Administrative: UPHR.Recruitment@oregonstate.edu
- Posting Details Template https://hr.oregonstate.edu/documents/posting-details-template

- Recruitment Academic Contacts
  - Beth Bilyeu
    - College of Agricultural Sciences and most Departments - (Excludes Department of Fisheries, Wildlife & Conservation Sciences and Ag Botany & Plant Pathology)
    - College of Science - Integrative Biology, Microbiology (Ag), Microbiology (Science), PISCO Program
    - College of Liberal Arts - School of Arts & Communication (Art, Music, Theatre, Speech Communication and New Media Communication), School of Psychological Science, School of History, Philosophy & Religion, College of Liberal Arts Dean Office
  - Claudia Hamilton
    - College of Business
◦ College of Engineering and Schools
◦ College of Forestry and Departments
◦ College of Earth, Ocean and Atmospheric Sciences (except Ship Operations).
◦ College of Agricultural Sciences - Department of Fisheries, Wildlife & Conservation Sciences
◦ College of Science - Department of Physics, Statistics (Ag), and Statistics (Science)
◦ University Honors College
◦ College of Education
◦ College of Liberal Arts - School of Public Policy (Economics, Political Science), School of Writing, Literature and Film
  ▪ Shayna Fleming
    ◦ College of Public Health and Human Services
    ◦ College of Veterinary Science
    ◦ College of Pharmacy
    ◦ College of Agricultural Sciences - Department of Ag Botany & Plant Pathology
    ◦ College of Earth, Ocean and Atmosphere Sciences-Ship Operations
    ◦ College of Science - Biochemistry, Chemistry, Deans Office, COSINe, Mathematics
    ◦ College of Liberal Arts - School of Language, Culture & Society (Anthropology, World Languages & Cultures, Ethnic Studies, WGSS)
  • Recruitment Administrative Contacts
    ▪ Laura Shimabuku
      ◦ Office of the President
      ◦ Provost Office
      ◦ Research Office
      ◦ Athletics
    ▪ Maile Moore
      ◦ Faculty Affairs
      ◦ Student Affairs
      ◦ Office of Human Resources/ F&A
    ▪ Anna Gorman
      ◦ Graduate School
      ◦ Extension Services
    ▪ Tricia Leman
      ◦ University Relations & Mktg
      ◦ Information Services
      ◦ AVP & Controllers
      ◦ Finance and Administration
      ◦ Senior AVP Administration