

HR's Guide to Who to Contact at the System Office

Last Updated 2/7/12

Topic	Primary Contact	Secondary Contact
Benefits Administration		
Eligibility	Your assigned Labor Rep	Another Labor Rep
Transactions	HR Helpdesk	
Classification	Your campus Staffing rep: Wanda Barrett or Renee Schmitt	Heather Kidd
Compensation – Approvals above the minimum step	Sheila Reger	Your campus Staffing rep: Wanda Barrett or Renee Schmitt
Credentialing (College Faculty)	Toni Munos	Wendy McCance / Faith Latimer
Data Security / Access	Barb Biljan	Heather Kidd
FMLA	Your assigned Labor Rep	Another Labor Rep
HRA	Kim Phelps	Heather Kidd
Human Resources Information Systems (HRIS) Projects	Heather Kidd	Barb Biljan
Problems with HRIS Functionality	ITS Helpdesk	HR Helpdesk
Labor Relations		
MSCF	Your assigned Labor Rep (Jeff Wade / Toni Munos / Betsy Thompson)	Another Labor Rep (Jeff Wade / Toni Munos / Betsy Thompson)
IFO	Chris Dale / Jody Thronson	Chris Dale / Jody Thronson
MSUAASF	Bill Brady	Chris Dale
Classified Contracts	Your assigned Labor Rep	Bill Brady
MnSCU Administrator's Plan	Chris Dale	Another Labor Rep
Layoffs	Your assigned Labor Rep	Another Labor Rep
Recruitment / Employment Posting	Your campus Staffing rep: Wanda Barrett or Renee Schmitt	Heather Kidd
Presidential Search	Sheila Reger	
Retirement	Kim Phelps	Gary Janikowski / Heather Kidd
Salary Placement (College Faculty)	Faith Latimer	Toni Munos
Talent Management		
System-wide Required Training	Dee Anne Bonebright	Anita Rios
STARS	Cindy Schneider	Dee Anne Bonebright
Supervisory Training / Administrator Development	Todd Thorsgaard	Anita Rios
Luoma Leadership Academy / Executive Development	Anita Rios	Todd Thorsgaard
Talent Management Consulting (e.g., Performance Mgt, Succession Plng, Workforce Plng,)	Anita Rios	
OD Consulting	Anita Rios	Todd Thorsgaard
Transactions	HR Helpdesk (Barb Biljan and Kathy Running)	Heather Kidd
Tuition Waiver Eligibility	Your assigned Labor Rep	Another Labor Rep
Workers' Compensation	Your Workers' Compensation Claims Specialist at the Department of Administration - Risk Management Division 651-201-3000 http://www.admin.state.mn.us/risk/wc/	Heather Kidd