Welcome to the University of Maine System Human Resources Operations service and support site. Human Resources Operations oversees and administers payroll, employee benefits, recruitment operations, and Human Resources reporting. Our staff processes personnel actions to ensure accurate status and recordkeeping for employee records in MaineStreet, the university’s employment record database and payroll processing application system.

Support and Help

Self Help Search and Support

We're here to help!

Submit your inquiry: /servicedesk/customer/portal/13

Book an appointment: https://umspayroll.youcanbook.me

Attend Webinar: Webinar Series and Training Opportunities

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- Blog: Repaving MaineStreet: Shifts and Schedules created by April A Strowbridge
Jul 14, 2023 Human Resources Operations
- Blog: Fiscal Year-End 2023 General Ledger Information created by April A Strowbridge
Jun 29, 2023 Human Resources Operations
- Blog: Fiscal Year (FY) 24 Raise Processing created by April A Strowbridge
Jun 15, 2023 Human Resources Operations

Recent Updates

0710.10 UMS Health Insurance Plans
Sep 21, 2023 • updated by Zachary W Breton • view change
Retirement Plan
Sep 21, 2023 • updated by Zachary W Breton • view change
1050.40 Uncashed Checks
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Human Resources Partner

Contact your HR Partner for inquiries not related to those shown below.

HR Operations Service Guide- Contact Information

Direct your inquiries as follows for the best service:

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<td>◦ Faculty</td>
<td>• Web <a href="http://www.maine.edu/payroll">www.maine.edu/payroll</a></td>
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<tr>
<td>◦ Ali Bedard</td>
<td>• Email <a href="mailto:payroll@maine.edu">payroll@maine.edu</a></td>
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<tr>
<td>◦ Nancy Jackson</td>
<td>• Tel 581-9104</td>
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<tr>
<td>◦ Freylis Bileck</td>
<td>• Fax 561-3456</td>
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<td>◦ Lindsay Tibbetts</td>
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### Payroll Processing Specialists
- Jessica Bauer
- Karen Marrero
- Kelley Morris

### Employee Benefits Center
- Karla Varnum, Associate Director, Employee Benefits
- Fred Meserve, Manager of Benefits & Wellness
- Tammie Perez
- Ann Remick
- Zachary Breton
- Kristin Hurd

#### Inquiries:
- Web www.maine.edu/benefits and https://mycampus.maine.edu/group/mycampus/benefits
- Email benefits@maine.edu
- Tel 973-3373
- Fax 561-3454

### Human Resources Information Systems
- Jacob Foster, Compensation
- Kelly Zuras
- Susan Spencer

#### Inquiries:
- Email hris@maine.edu
- Tel 581-5853

### Recruitment Operations
- Susan Spencer

#### Inquiries:
- Email hiretouch@maine.edu
- HireTouch Setup and Security
- Technical support - HireTouch integration
- Recruitment project implementation
- Onboarding activity guide
- Search process training and documentation

### Forms/paperwork Submission (See How to Submit Paperwork, Forms and Spreadsheets for details):
- Payroll forms
- Data Entry
- People/Search updates
- Persons of Interest
- Form W2 reissues
- Emergency Off-Cycle check requests
- Paycheck questions
- General deductions
- Tax withholding
- Moving/Relocation Expense Reimbursements
- Time & Labor Security and dynamic groups
- Retro Distributions, Suspense Account Reconciliations, Encumbrances
- New hire email notifications

- Payroll processing including printing and mailing checks
- Garnishment and levy question
- Paycheck replacements, lost, stolen
- Direct deposit rejections
- Overpayments
- Non-residents, Foreign National Information Form, Form 8233
- Time Entry & Approval, managing exceptions
- Production of Year End forms such as Form W-2 and Form 1042-S for non-residents
- IRS, Maine and other state, local and municipality tax reporting

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