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Blog Posts

- Blog: Payroll Deadlines for Fiscal Year 2022 created by April A Strowbridge Human Resources Operations Jul 01, 2022
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Human Resources Partner

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

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<th>Team Members</th>
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<tbody>
<tr>
<td>Senior Director of HR Operations • Kristine Leblanc, MS, MA, PMP</td>
<td>• Email <a href="mailto:kleblanc@maine.edu">kleblanc@maine.edu</a> • Tel.: 581-5855</td>
<td>• Escalated issues • Process Improvement Ideas • Feedback</td>
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| Director of HR Operations | • Email aprilm@maine.edu  
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<th>• Tel.: 262-7934 (desk) 355-1094 (mobile)</th>
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<td>HR Records Management (Payroll)</td>
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| · Faculty                | - Ali Bedard  
| · Salaried               | - Rick Tyler  
| · Hourly                 | - Donnie Sorey  
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| · Generalist             | - Freylis Bileck  
|                          | - Lori A. Smith |
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|                          | Email payroll@maine.edu  
|                          | Tel 581-9104  
|                          | Fax 561-3456 |
| Forms/paperwork Submission (See How to Submit Paperwork, Forms and Spreadsheets for details): |
| Employee Benefits Center | - Web www.maine.edu/benefits and https://mycampus.maine.edu/group/mycampus/benefits  
|                          | - Email benefits@maine.edu  
|                          | Tel 973-3373  
|                          | Fax 561-3454 |
| Payroll Specialists      | - Payroll processing including printing and mailing checks  
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- James Clark
- Susan Spencer

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<th>Email <a href="mailto:hiretouch@maine.edu">hiretouch@maine.edu</a></th>
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| **Senior Director of HR Operations** | **Email** kleblanc@maine.edu  
**Tel.:** 262-7944 (desk) 409-9993 (mobile) | **Escalated issues**  
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| **Email** aprilm@maine.edu  
**Tel.:** 262-7934 (desk) 356-1094 (mobile) | **Director of HR Operations**  
**April Strowbridge** | |
| **HR Records Management** (Payroll) | **Faculty**  
Ali Bedard  
Nancy Jackson | **Payroll forms**  
**Data Entry**  
**PeopleSearch updates**  
**Persons of Interest**  
**Form W2 reissues**  
**Emergency Off-Cycle check requests**  
**Paycheck questions**  
**General deductions**  
**Tax withholding** |
| **Salaried**  
Rick Tyler  
Carlene Harmon | **Hourly**  
Donnie Sorey | |
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Web www.maine.edu/payroll  
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Tel 581-9104  
Option 1: Student inquiries  
Option 2: Faculty  
Option 3: Hourly & Salaried  
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**Tel** 973-3373  
**Fax** 561-3454 | **Medical, dental and vision insurance benefits**  
**Life and accidental death and dismemberment insurance**  
**Long-term and short-term disability insurances**  
**Paid Leave**  
**Retirement contributions**  
**Planning for Retirement and Information for Retirees**  
**Medical leaves of absences, Family Medical Leave, FMLA**  
**Premium payroll deductions and billing**  
**Affordable Care Act (ACA) Form 1095-C**  
**Life Events such as marriage/divorce, birth or adoption, death of family member**  
**Annual Open Enrollment** |
| **Karla Varnum, EBC Manager**  
Fred Meserve, Manager of Benefits & Wellness  
Tammie Perez  
Ann Remick  
Zachary Breton  
Kristin Hurd  
Kathryn Powers | **Payroll Specialists**  
Matt Lamson  
Jessica Bauer | **Payroll processing including printing and mailing checks**  
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**Tel** 973-3320 | |
| Human Resources Information Systems                          | Email hr@maine.edu          | · HR Reporting and query questions  
· Board of Trustee Reports - Workforce Profile, Turnover  
· Freedom of Information Act requests  
· Union dues and Union Rosters  
· Affirmative Action reporting  
· IPEDS (HR)  
· HR Security  
· Combined Charitable Appeal (CCAUE) |
|-------------------------------------------------------------|------------------------------|--------------------------------------------------------------------------------|
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· Susan Spencer  
· Jacob Foster                                                  | Tel 581-5853                  |                                                                                   |
| Recruitment Operations                                       | Email hitouch@maine.edu      | · HireTouch Setup and Security  
· Technical support - HireTouch integration  
· Recruitment project implementation  
· Onboarding activity guide  
· Search process training and documentation                     |
| · James Clark  
· Susan Spencer                                                   |                              |                                                                                   |