Human Resources Operations Knowledge Base

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.

Self Help Search and Support

We’re here to help!

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Virtual Suggestion Box

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- Forms
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Blog Posts

- Blog: Payroll Deadlines for Fiscal Year 2022 created by April A Strowbridge Human Resources Operations Jul 01, 2022
- Blog: FY23 Raise Processing created by April A Strowbridge Human Resources Operations Jun 23, 2022
- Blog: Special Retirement Incentive for Faculty 2022-2023 created by April A Strowbridge Human Resources Operations Apr 07, 2022

Recent Updates

1040.40 Taxable Fringe Benefits - Imputed Income
yesterday at 11:18 AM • updated by April A Strowbridge • view change

1040.20 Tax Withholding
Aug 08, 2022 • updated by April A Strowbridge • view change

How to Submit Paperwork, Forms and Spreadsheets
Jul 28, 2022 • updated by April A Strowbridge • view change

HR Operations Service Guide- Contact Information

Direct your inquiries as follows for the best service:

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<td>Senior Director of HR Operations</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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<tr>
<td>Kristine Leblanc, MS, MA, PMP</td>
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Human Resources Partner

Contact your HR Partner for inquiries not related to those shown below.
| Director of HR Operations | • Email aprilm@maine.edu  
|                          | • Tel.: 262-7934 (desk) 356-1094 (mobile) |

| HR Records Management (Payroll) |  
|-------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Faculty                       | • Ali Bedard            | • Nancy Jackson         | • Rick Tyler            | • Carlene Harmon        | • Donnie Sorey          | • Brenda Foran - Graduate Assistants | • Freylis Bileck | • Lori A. Smith |
| Salaried                      |                         |                         |                         |                         |                         |                         |                         |                         |
| Hourly                        |                         |                         |                         |                         |                         |                         |                         |                         |
| Student                       | • Brenda Foran          | • Nancy Jackson         | • Rick Tyler            | • Carlene Harmon        | • Donnie Sorey          | • Brenda Foran - Graduate Assistants | • Freylis Bileck | • Lori A. Smith |
| Generalist                    | • Lori A. Smith         |                         |                         |                         |                         |                         |                         |                         |

| Inquiries:                    | • Submit your inquiry: /servicedesk/customer/portal/13 | • Book an appointment: https://umspayroll.youcanbook.me | • Web www.maine.edu/payroll | • Email payroll@maine.edu | • Tel 581-9104 | • Option 1: Student inquiries | • Option 2: Faculty | • Option 3: Hourly & Salaried | • Option 4: Employment Verification | • Option 5: All other inquiries | • Fax 561-3456 |-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|

| Forms/paperwork Submission (See How to Submit Paperwork, Forms and Spreadsheets for details): | • Payroll forms | • Data Entry | • PeopleSearch updates | • Persons of Interest | • Form W2 reissues | • Emergency Off-Cycle check requests | • Paycheck questions | • General deductions | • Tax withholding |

| 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 | • 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 |

| Payroll Specialists           | • Email swspayroll@maine.edu | • Tel 973-3320 | • Payroll processing including printing and mailing checks | • Garnishment and levy questions | • Time & Labor Security and dynamic groups | • Retro Distributions, Suspense Account Reconciliations, Encumbrances | • Paycheck replacements, lost, stolen | • Direct deposit rejections | • New hire email notifications | • 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 | • Raise processing: across-the-board increases | • IRS, Maine and other state, local and municipality tax reporting | • Moving/Relocation Expense Reimbursements |

| Human Resources Information Systems | • Email hris@maine.edu | • Tel 581-5853 | • 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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Process Improvement Ideas  
Feedback |
|---|---|
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Nancy Jackson  
**Salaried**  
Rick Tyler  
Carlene Harmon  
**Hourly**  
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Freylis Bileck  
Ryan Jordan  
**Generalist**  
Lori A. Smith  
Joshua St. Louis |
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Email: payroll@maine.edu  
Tel 581-9104  
Option 1: Student inquiries  
Option 2: Faculty  
Option 3: Hourly & Salaried  
Option 4: Employment Verification  
Option 5: All other inquiries  
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 |
| | 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  
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