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.

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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

Virtual Suggestion Box

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HR Operations Service Guide- Contact Information

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<td>Senior Director of HR</td>
<td>• Email <a href="mailto:kleblanc@maine.edu">kleblanc@maine.edu</a></td>
<td>• Escalated issues</td>
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<td>Operations</td>
<td>• Tel.: 581-5855</td>
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Recent Updates

UMS Employee Benefits Center
yesterday at 4:13 PM • updated by Zachary W Breton • view change

1010.00 Payroll Schedule
yesterday at 3:18 PM • updated by Matthew A Lamson • view change

Group Term Life Insurance
yesterday at 1:36 PM • updated by Zachary W Breton • view change

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Human Resources Partner

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

**HR Records Management (Payroll)**  
- **Faculty**  
  - Ali Bedard  
  - Nancy Jackson  
- **Salaried**  
  - Rick Tyler  
  - Carlene Harmon  
- **Hourly**  
  - Donnie Sorey  
- **Student**  
  - Brenda Foran - Graduate Assistants  
  - Freylis Bileck  
- **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):

**Employee Benefits Center**  
- Karla Varnum, EBC Manager  
- Fred Meserve, Manager of Benefits & Wellness  
- Tammie Perez  
- Ann Remick  
- Zachary Breton  
- Kristin Hurd  
- Kathryn Powers  
- 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**  
- Matt Lamson  
- Jessica Bauer  
- Email swspayroll@maine.edu  
- Tel 973-3320

**Human Resources Information Systems**  
- James Clark  
  - Susan Spencer  
  - Jacob Foster  
- Email hris@maine.edu  
- Tel 581-5853

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- Email payroll@maine.edu  
- Tel 581-9104  
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  - Option 2: Faculty  
  - Option 3: Hourly & Salaried  
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  - Option 5: All other inquiries  
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<th>Recruitment Operations</th>
<th>Email <a href="mailto:hiretouch@maine.edu">hiretouch@maine.edu</a></th>
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<td>• James Clark</td>
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