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## Business Office “Who does What”

### ***Katherine Burgueño***

**Director of Finance & Human Resources**  
305 Crown Street, 2<sup>nd</sup> Floor – Room 208  
432-1519

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| <ul style="list-style-type: none"> <li>• <b>Benefits</b></li> <li>• <b>Budget/Projections</b></li> <li>• <b>Contracts, Authorized Signer</b></li> <li>• <b>Employee Review/FOCUS</b></li> <li>• <b>Equal Opportunity Questions</b></li> <li>• <b>Faculty Search Assistance and Record-Keeping</b></li> <li>• <b>Hiring</b></li> <li>• <b>Internal Service Provider (ISP) Contact</b></li> <li>• <b>Job Audits</b></li> <li>• <b>Job Descriptions</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Labor Relations</b></li> <li>• <b>Management Counseling</b></li> <li>• <b>Paid Time Off Tracking/Questions</b></li> <li>• <b>Permittee, Food and Liquor</b></li> <li>• <b>Retirement</b></li> <li>• <b>Seasonal Employee Issues</b></li> <li>• <b>Training Access Coordinator (TAC)</b></li> <li>• <b>Training Opportunities and Requirements</b></li> <li>• <b>Union Related Questions</b></li> <li>• <b>Worker’s Compensation</b></li> </ul> |
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### ***Erin Ethier***

**Business Manager**  
149 York Street, 2<sup>nd</sup> Floor – Room 216C  
432-1518

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| <ul style="list-style-type: none"> <li>• <b>Assets and Liabilities</b></li> <li>• <b>Business Office Policies, Procedures, and Checklists</b></li> <li>• <b>Grant Budgeting and Reporting</b></li> <li>• <b>HAUS, Oracle, TimesheetX, and Workday Training</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Kronos, Petty Cast Custodian</b></li> <li>• <b>Payroll Authorizer</b></li> <li>• <b>Safe Codes/Combinations</b></li> <li>• <b>Salary Spreadsheets</b></li> <li>• <b>Statistics and Surveys</b></li> <li>• <b>Workday Roles</b></li> </ul> |
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### ***Stacie Wcislo***

**Business Office Analyst**  
149 York Street, 2<sup>nd</sup> Floor – Room 216B  
432-1258

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| <ul style="list-style-type: none"> <li>• <b>Casual/Temp Hiring</b></li> <li>• <b>Chart of Accounts</b></li> <li>• <b>Drama Productions, Inc. Corporate Issues</b></li> <li>• <b>Faculty Appointments and Payments</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Grant/Gift Budgetary Reporting</b></li> <li>• <b>TCG Fiscal Survey</b></li> <li>• <b>Training Management System (TMS) Coordinator</b></li> </ul> |
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***Shainn Reaves***

**Senior Administrative Assistant: Business Office, Operations, Technology, Media, and Web Services, and Tessitura**

**149 York Street, 2<sup>nd</sup> Floor – Room 216F  
432-5032**

- Business Cards
- Contact Sheets
- Email Lists
- Liquor/Food Permits
- Photocopier Billing
- Printer and Fax Cartridges
- Relocation Reimbursements
- YSD Stationery

***Preston Mock***

**Business Office Specialist**

**149 York Street, 2<sup>nd</sup> Floor – Room 216A  
432-4636**

***TBA***

**Business Office Specialist**

**149 York Street, 2<sup>nd</sup> Floor – Room 216A  
432-9663**

**Human Resources Support:**

- Employment Eligibility and Verification (Federal Forms I-9 and W-9)
- International Payee Documentation
- Tax Forms
- Time Sheets

**Finance Support:**

- Check Stop Payment/Reissue
- Deposits
- Drama Productions, Inc.
- Gift Processing
- Journal Entries
- Payment Status Assistance
- Payrolls
- Petty Cash
- Prizes
- Purchase Card Request
- Sales and Use Tax
- University Statements
- Workday Transaction Quality & Assurance and Approvals

**Other:**

- BJs Card
- Certificates of Insurance
- Costco Card
- Notary Public
- Safe Codes and Spot Checks & Combinations
- Tax Exemption Certificates