### Virtual Business Office Hours

- **Monday**  9:00am – 5:00pm
- **Tuesday**  11:00am – 5:00pm
- **Wednesday**  12:30pm – 5:00pm
- **Thursday**  11:00am – 5:00pm
- **Friday**  11:00am – 5:00pm

### “Who Does What”

#### Katherine Burgueño
Director of Finance & Human Resources  
*katherine.burgueño@yale.edu*

- Benefits
- Budget/Projections
- Chart of Accounts
- Contracts, Authorized Signer
- Employee Review/FOCUS
- Equal Opportunity Questions
- Hiring
- Internal Service Provider (ISP) Contact
- Job Audits
- Job Descriptions
- Labor Relations
- Management Counseling
- Paid Time Off Tracking/Questions
- Payroll Authorizer
- Permittee, Food and Liquor
- Retirement

#### Martha Boateng
Business Manager  
*martha.boateng@yale.edu*

- Budget/Projection/Salary
- Business Office Policies, Procedures, and Checklists
- Cashbox Custodian
- Chart of Accounts
- HAUS, TimesheetX, and Workday Training
- Paid Time Off & Overtime Tracking/Questions
- Round Table Coordinator
- Academic Sr. Admin Faculty
- Around the Table
- Training & Access Approver
<table>
<thead>
<tr>
<th>Stacie Wcislo</th>
<th>Shainn Reaves</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Office Analyst</td>
<td>Senior Administrative Assistant: Business Office, Operations, Technology, Media, and Web Services, and Tessitura</td>
</tr>
<tr>
<td><a href="mailto:stacie.wcislo@yale.edu">stacie.wcislo@yale.edu</a></td>
<td><a href="mailto:shainn.reaves@yale.edu">shainn.reaves@yale.edu</a></td>
</tr>
</tbody>
</table>

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**Stacie Wcislo**  
Account Reconciliations  
Assets & Liabilities  
Chart of Accounts  
Drama Productions, Inc.  

**Shainn Reaves**  
Alcohol Awareness Coordinator  
Business Cards  
Contact Sheets  
Faculty/Staff Email Lists  
Kronos/MyTime  
Temp/Casuals Timeclocks Coordinator  
Liquor/Food Permits  
Mailman Lists  
All Faculty Staff Office Supplies  
Photocopier Billing/Service Calls |

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**Stacie Wcislo**  
Faculty Appointments and Payments  
Grant/Gift Budgeting Reporting  
Merchant Accounts & Reconciliation  
Salary Spreadsheets  
Surveys  

**Shainn Reaves**  
Prox Cards  
Relocation Reimbursements  
Scheduling Coordinator:  
Business Manager  
Dir. of Finance & HR,  
Director of Digital Technology  
Seasonal Employee Issues  
Statistics  
Workday Roles  
YSD Stationery
<table>
<thead>
<tr>
<th>Preston Mock</th>
<th>Sharon Brown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Office Specialist</td>
<td>Interim Business Office Specialist</td>
</tr>
<tr>
<td><a href="mailto:preston.mock@yale.edu">preston.mock@yale.edu</a></td>
<td><a href="mailto:sharon.brown@yale.edu">sharon.brown@yale.edu</a></td>
</tr>
</tbody>
</table>

**Portfolio Assignments:**

**Preston Mock**
- Acting
- Associate Head of Production
- Audience Services
- Business Office
- Cabaret
- Digital Technology
- Directing
- Director of Production
- Dramaturgy
- Financial Aid
- Front of House
- Inventory
- Job Requisitions
- Operations
- Outside Projects
- Playwriting
- Production Manager
- Production Stage Manager
- Registrar/Admissions
- Safety & Health
- Stage Management
- Student Labor
- Tessitura
- Temporary Employee/Casual Hiring
- Theater Magazine
- Training Management System (TMS) Coordinator
- Windham Campbell

**Sharon Brown**
- Assistant Dean/General Manager
- Associate Artistic Director
- Associate Managing Director
- Associate Dean
- Clover Device & Access Coordinator
- Communications
- Company Management
- Dean’s Office
- Deputy Dean/Managing Director
- Design
- Development
- Drama Productions Payroll Process
- Dwight Edgewood
- George Award
- Marketing
- Projection Design
- Single Tickets and Groups
- Sound Design
- Special Events
- Student Government
- Subscriptions
- Summer Cabaret
- Theater Management
- YSD Marketing
Business Office Assignments

- BJs Card
- Certificates of Insurance
- Check Stop Payment/Reissue
- Deposits
- Employment Eligibility and Verification (Federal Forms I-9 and W-9)
- Gift Processing
- International Payee Documentation
- Journal Entries
- Payment Status Assistance
- Payrolls

- Prizes
- Purchase Card Request
- Safe Codes, Spot Checks & Combinations
- Sales and Use Tax
- Tax Exemption Certificates
- Tax Forms
- Time Sheets
- Workday Transaction Review and Approvals
- Covid-19 Testing Reimbursement Process Information