





Human Resources Staff

Primary Duties

	<p>Director of Human Resources</p> <p>Brandee Estes 260-982-5288 bjestes@manchester.edu</p>	<ul style="list-style-type: none"> • Employee Relations • Complaints • Corrective Action • Immigration • Title IX • Supervisor Training • Performance Evaluation Process
	<p>Payroll/HRIS Specialist</p> <p>Ben Ogden 260.982.5038 bgogden@manchester.edu</p>	<ul style="list-style-type: none"> • Systems Management – ADP and Colleague • HR-Related Payroll – Entry of pay and status changes • Separation Processing • Reports and Audits • Institutional Surveys • Benefits Support • Primary Student Employment Contact
	<p>Human Resources Generalist</p> <p>Kourtney Rogers 260.982.5191 krrogers@manchester.edu</p>	<ul style="list-style-type: none"> • Health, Dental, Vision and Life Insurance • Health Savings Accounts, Flexible Spending Accounts • Paid Time Off • Tuition Remission • FMLA, Short Term Disability, Long Term Disability • Retirement Plan (TIAA) • Employee Relations and Recognition • Student Employment Support
	<p>Employment Coordinator</p> <p>Jennifer Steele 260.982.5559 jsteele@manchester.edu</p>	<ul style="list-style-type: none"> • Faculty and Staff Recruitment • New Employee Orientation • Organizational Charts • Job Descriptions • Adjunct Processing • Independent Contractor and Volunteer Processing • Background Screening • Student Employment Support