

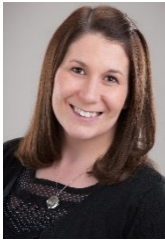



# Human Resources Staff

## Primary Duties

	<p>Director of Human Resources</p> <p>Brandee Estes 260.982.5288 <a href="mailto:bjestes@manchester.edu">bjestes@manchester.edu</a></p>	<ul style="list-style-type: none"> <li>• Employee Relations</li> <li>• Complaints</li> <li>• Corrective Action</li> <li>• Immigration</li> <li>• Title IX</li> <li>• Supervisor Training</li> <li>• Performance Evaluation Process</li> </ul>
	<p>Payroll/HRIS Specialist</p> <p>Lichelle Parker 260.982.5038 <a href="mailto:lrparker@manchester.edu">lrparker@manchester.edu</a></p>	<ul style="list-style-type: none"> <li>• Systems Management – ADP and Colleague</li> <li>• HR-Related Payroll – Entry of pay and status changes</li> <li>• Separation Processing</li> <li>• Reports and Audits</li> <li>• Institutional Surveys</li> <li>• Benefits Support</li> </ul>
	<p>Human Resources Generalist</p> <p>Kourtney Rogers 260.982.5191 <a href="mailto:krrogers@manchester.edu">krrogers@manchester.edu</a></p>	<ul style="list-style-type: none"> <li>• Health, Dental, Vision and Life Insurance</li> <li>• Health Savings Accounts, Flexible Spending Accounts</li> <li>• Paid Time Off</li> <li>• Tuition Remission</li> <li>• FMLA, Short Term Disability, Long Term Disability</li> <li>• Retirement Plan (TIAA)</li> <li>• Employee Relations and Recognition</li> </ul>
	<p>Employment Coordinator</p> <p>Jennifer Steele 260.982.5559 <a href="mailto:jnsteele@manchester.edu">jnsteele@manchester.edu</a></p>	<ul style="list-style-type: none"> <li>• Faculty and Staff Recruitment</li> <li>• New Employee Orientation</li> <li>• Organizational Charts</li> <li>• Job Descriptions</li> <li>• Adjunct Processing</li> <li>• Independent Contractor and Volunteer Processing</li> <li>• Background Screening</li> </ul>
	<p>HR Generalist and Facilities Coordinator – Fort Wayne Campus</p> <p>Tayshia Williams 260.470.2702 <a href="mailto:tswilliams@manchester.edu">tswilliams@manchester.edu</a></p>	<ul style="list-style-type: none"> <li>• First point of contact for the College of Pharmacy and Health Sciences for all HR related issues</li> <li>• HR liaison between campuses</li> <li>• Interview day coordination for College of Pharmacy and Health Sciences</li> <li>• Coordinate adjuncts form requests for the College of Pharmacy of Health Sciences</li> <li>• Coordinates the badge, office identification cards, office assignments, and business card orders for new hires and promotions</li> </ul>

For student employment issues please email [studentemployment@manchester.edu](mailto:studentemployment@manchester.edu)