



University
of Idaho

GET TO KNOW HUMAN RESOURCES

HR CONNECT AND
COLLABORATE SERIES

SEPT. 24, 2024

WELCOME



AGENDA

- I Welcome
- I HR Team Introductions
 - Recruitment
 - HR General
 - Benefit Services
 - Business Partners
 - Payroll Services
- I Hot Topics for Supervisors
- I Open Q&A

Brandi Terwilliger
Director of Human
Resources

brandit@uidaho.edu



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RECRUITMENT

MANDY CHARBONNEAU

EMILY HAMMOND

KELCIE SORENSEN



AREAS OF RESPONSIBILITY

Mandy Charbonneau

I PeopleAdmin

I Hiring and
Onboarding Process

I employment@uidaho.edu

Emily Hammond

I EPAFS

I hrepaf@uidaho.edu

Kelcie Sorensen

I Background/Driving
Record Checks

I Drug Testing

I Child Labor

I crimcheck@uidaho.edu



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HR GENERAL

CHRISTY SCOTT

MADELYNN SIMMONS

HR-COMMUNICATIONS



AREAS OF RESPONSIBILITY

- I Affiliate Forms
- I Routing questions and concerns
- I I-9 Forms
- I International Work Authorization
- I Updating Employee information
- I hr@uidaho.edu
- I Flexwork - hr-communications@uidaho.edu



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BENEFIT SERVICES

ARLETTE JAMESON

KELI JONES

KIM RIDLE

MINDI WOOD



AREAS OF RESPONSIBILITY

- I Educate Employees about Benefit Options
- I New Employee Benefit Enrollment
- I Benefit Coverage Guidance and Mid-Year Changes
- I Employee Leaves
- I Retirement
- I benefits@uidaho.edu



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BUSINESS PARTNERS

STEVEN LINDQUIST

ANDREW ERTLE

ARIA PARR

EMMA GRIZZELL

MICHAEL LAMBRECHT



AREAS OF RESPONSIBILITY

- I Classification and Compensation
- I Recruitment
- I Job Descriptions and Job Families
- I Staff Evaluations
- I Performance Management
- I Medical Accommodations
- I Supervisor and Employee Resources
- I hrbp@uidaho.edu



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PAYROLL SERVICES

CRETIA BUNNEY

ALI WOLF

LISA DAVIS



AREAS OF RESPONSIBILITY

- I Payroll Records
- I Payroll Compliance (internal and external)
- I Process Payroll
- I Payroll Reconciliation and Reporting
- I Respond to Employee Questions
- I payroll@uidaho.edu



CONTACT US

Front Office	I-9s, international work authorizations, general questions	hr@uidaho.edu
Recruitment	Hiring and PeopleAdmin	employment@uidaho.edu
	EPAFs	hrepaf@uidaho.edu
	Background checks, drug testing, child labor	crimcheck@uidaho.edu
Benefit Services	Employee benefits, leaves, retirement	benefits@uidaho.edu
Business Partners	Class/Comp, job descriptions, staff evaluations, performance management, medical accommodations	hrbp@uidaho.edu
Payroll Services	Payroll	payroll@uidaho.edu

By phone: 208-885-3638