

## OUE Administration E-mail

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**From:** Connelly, Mysty L **Sent:** Monday, June 29, 2015 3:10 PM **To:** Berry, Roberta M; Evans, Lauren B; Reaves, Christopher W; Reid, Recha R; Dobranski, Shannon P; Hawkins, Keywanne M; Tullier, Lisa M; Keys, Angela J **Cc:** Girardot, Steven P; Neely, De'Angelo M; Miller, Crissandra; Wong, Cara-Joy Y; Thurman, Carol J; Pearson, Debra T **Subject:** OUE Financial & Admin Procedures, Effective July 1 **Importance:** High

Greetings OUE Administrative Contacts & Directors:

With De'Angelo settling into his new role in OUE, we have established some new procedures to better meet the demand for increasing requests for transactional HR, financial, and related administrative processing, effective July 1. Please feel free to share this email with any individuals on your teams.

1. A new email account has been established as a first point of contact to assist with all transactional HR and financial requests: [OUE\\_Admin@gatech.edu](mailto:OUE_Admin@gatech.edu). This account will be monitored by De'Angelo Neely (primary) and me (backup). At all times, only professional staff will be accessing it. Examples of requests that should be sent to this email include (but are not limited to):
  - HR: General transactional OHR questions and policy concerns, payroll, Time Out issues, Biweekly Time Sheets, submission of PRF's and related hiring paperwork, Taleo questions, student hiring, SPD transfer requests, etc.
  - Financial: General processing and policy questions, GTF questions, Doc Id Requests, BuzzMart, Account payable, Travel, Pcard, E-Verify, Vendor assistance, etc.Our goal will be to have an initial reply within 1 business day and to provide ongoing status updates on requests regularly until it is completed. Moving forward, please direct all of these inquiries that you would normally email to De'Angelo or me to this email address.
2. De'Angelo will also begin serving as the first point of contact for all questions, phone calls, and in-person meetings or drop-ins on transactional financial or HR questions. Each unit's administrative contact person/liaison to OUE should initiate requests or bring questions directly to him as the first point of contact.
3. More complex HR issues, primarily those that involve new position requests, position reclassifications, salary changes, or position searches should continue to first be discussed with Steven or me as appropriate before we move the approval process forward.
4. Directors should continue to work directly with me on budgeting questions and more complex financial questions. I will continue to provide a monthly budget updated to each director to keep you regularly informed of the status of your budgets.

Please don't hesitate to let me know if you have any questions. I will appreciate your feedback and input as we move forward on these new processes.

Best,

Mysty

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