

Human Resources and Payroll

Dr. Anthony Casas

**AVP and Chief Human Resources
Officer**

(707) 826-5177

anthony.casas@humboldt.edu

Kristin Buck-Tierney

Office Coordinator

Retirement

Dependent Eligibility Verification

Verification of Employment

New Employee Orientation

Business office coordination

707-826-5090

kmb300@humboldt.edu

Benefits, Employee Relations, Compensation and Classification

Michelle Caisse
Director, Campus Human Resources
Area:
<i>Employee & Labor Relations</i>
<i>Compensation and Classification</i>
<i>Benefits</i>
<i>Independent Contractors</i>
<i>Background Check Procedures & Guidelines</i>
<i>Interim MPP Appointments</i>
<i>Position Descriptions</i>
707-826-4501
michelle.caisse@humboldt.edu
Trysta Hays
Sr. Human Resources Partner
<i>Employee & Labor Relations Coordinator</i>
<i>Compensation & Classification</i>
<i>Background Check Questions</i>
<i>Form 104 and 109</i>
<i>Conflict of interest</i>
707-826-5173
trysta.hays@humboldt.edu

Torie Mather
HR Generalist
<i>Leave Coordinator</i>
<i>Workers' Compensation</i>
<i>Dependent Eligibility Verification</i>
<i>Employee Wellness</i>
Backup benefits administrator
707-826-5172
torie.mather@humboldt.edu
Shaurya Rana
HR Representative
<i>Onboarding paperwork</i>
<i>General HR questions</i>
Answering Phone Calls
Clearing Voicemail
707-826-5158
shaurya.rana@humboldt.edu
Student Assistants
<i>General HR questions (phone/walk-ins)</i>
<i>Some onboarding (scanning/sending I-9, checking on status, etc)</i>
Filing
Uploading/printing Position Descriptions
Mail
Various projects

**Benefits, Employee Relations,
Compensation and Classification
(continued)**

Laura McKasson

HR Generalist

SPF Benefits, Leaves, Retirement

Benefits Enrollment

Cobra Enrollment

Backup Workers' Compensation

laura.mckasson@humboldt.edu

Recruitment, Compliance and Training

Anthony Baker Ortiz

Director of Recruitment, Compliance and Training

Area:

HR Regulatory Compliance

Training

Recruitment

CHRS/Page up

Process improvement

Background Check Procedures & Guidelines

Interim MPP Appointments

Volunteer forms

Conflict of interest

Performance Evaluations

Position Descriptions

Staff Evaluations

707-826-5091

anthony.baker.ortiz@humboldt.edu

Alfredo S. Corral

Senior Learning & Technology Consultant

Elearning Design & Production

CSU Learn administration

707-826-5716

alfredo.corral@humboldt.edu

Michael Figlioli

HR Representative - Recruitment Specialist

Recruitment:

Academic Affairs

All emergency hires

Background Check Questions

707-826-5176

michael.figlioli@humboldt.edu

Shakeh Giragossian

Sr. HR Business Partner - Recruitment Specialist

Recruitment:

Administration and Finance

Enrollment Management

Athletics

President's Office

Background Check Questions

Permanent Recruitments

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Committee Trainings

707-826-5154

shakeh.giragossian@humboldt.edu

**Recruitment, Compliance and
Training (continued)**

Joe Witherspoon

HR Systems Analyst

Technical Support:

CHRS / Page up

PeopleSoft

Report Writing & Analysis

Application Development

707-672-9279

joe.witherspoon@humboldt.edu

Payroll

Alexis Collins
Payroll Director
<i>Tenure line Faculty & Department Chair Coordination</i>
<i>Accounts Receivables Coordination</i>
<i>Fee Waiver Taxation</i>
<i>Legal Settlements</i>
<i>Special Payment Processing</i>
ael22@humboldt.edu
707-826-4914
Nicole Lackey
Payroll Technician III
<i>Labor Cost Distribution</i>
<i>Absence Management</i>
<i>State Side Faculty, Staff, Teaching Associates & Graduate Assistants H-M</i>
<i>Overtime, Shift & Special Stipend Processing</i>
<i>Leaves of Absence Payment Coordination</i>
<i>Non-Resident Tax Evaluations</i>
<i>Summer Session Pay Coordination H-M</i>
nmh5@humboldt.edu
707-826-4913

Annette Pastori
Payroll Technician I
<i>Regular Student Assistant Coordination</i>
<i>Onboarding Paperwork Processing (Campus Wide)</i>
<i>Direct Deposit Coordination</i>
<i>Parking Deduction Processing</i>
<i>W-2 Contact/Inquiry</i>
annette.pastori@humboldt.edu
707-826-4912
Chele Shaw
Payroll Technician II
<i>Sponsored Prog. Foundation Payroll Specialist</i>
<i>State Side Faculty, Staff, Teaching Associates & Graduate Assistants N-Z</i>
<i>Fed College Work Study</i>
<i>Instructional Student Assistants</i>
<i>Onboarding Paperwork Processing (Campus Wide)</i>
<i>Wage Garnishment Processing</i>
<i>Summer Session Pay Coordination N-Z</i>
chele.shaw@humboldt.edu
707-826-4911

Payroll (continued)

Cameron Shively
Payroll Analyst
<i>Position Management / Page Up Job Card Approvals</i>
<i>Technical Specialist for Hourly Self- Service PeopleSoft Interface</i>
<i>State Side Faculty, Staff, Teaching Associates & Graduate Assistants A-G</i>
<i>Intermittent Hourly Professional Staff Coordination</i>
<i>Special Consultant Processing</i>
<i>Extended Ed Faculty Payment Processing</i>
<i>Summer Session Pay Coordination A- G</i>
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707-826-4918