

THE EXECUTIVE OFFICE: F&A PRIMARY CONTACT CHART

Kim Dinh

Senior director
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Resource management
Funding & spending authorization
Org/Unit spending plans
F&A policy oversight

Employee relations
Performance management
Employment policies

Strategic planning
Organizational planning
Finance and budgets

Maria MacGregor

Assistant director
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Stephanie So

Administrative specialist
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Emilee Nowlin

Administrative specialist
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F&A support for these units:

Academic Personnel
Academic & Student Affairs
- Advancement
- Center for Teaching & Learning
- Privacy Office
- Strategic Initiatives
Academic Technologies
Compliance & Risk Services
Executive Office
- President & Provost
- Board of Regents
- Ombud
- Rules Coordination
Faculty Advancement
Faculty Senate
Internal Audit
Planning & Budgeting
ROTC
UWINCO

Providing support and guidance in the following areas:

Contact Maria MacGregor, Emilee Nowlin and/or Kim Dinh regarding:

Human resources

- Recruitment for temporary and permanent positions
 - Position development and consultation
 - Recruitment best practices (application review, interviewing, and reference checks)
- Workday
 - Position /Compensation change transactions
- Absence consultation
 - Leave policy & FMLA
 - Time off usage

Contact Maria MacGregor, Stephanie So and/or Emilee Nowlin regarding:

Finance

- Revenue and expense projections
- Expense accounting and reconciliation
- Rates & fees analysis and consultation
- Grants & contracts consultation and administration

Procurement & travel policy and consultation

- Reimbursement policy and procedures
- Allowable spending policy
- Managing vendor contracts/agreements, including competitive solicitations

Human resources

- Workday
 - Employee onboarding/off-boarding

Facilities, equipment, and IT assistance