

HR Web Updates & Edits

Contact List

(as of November 20, 2017)

Please contact the Section Owner or Section Support staff to request updates and/or edit content on the HR website. If the designated Section Support person is not available for an urgent update, please contact the Web Site Coordinator or a Web Advisory Committee member.

Other than broken links and technical updates, all changes to web sections must be approved, in advance, by the Owner of the Section or a Web Advisory Committee member. (Description of roles is below the chart.)

User Sections	Owners	Section Support
Prospective Employees	Melinda	Debbie
New Employees	Melinda	Yesenia
Current Employees	Farfalla	Debbie
Managers & Supervisors	Farfalla	Debbie, Jennifer
Emeriti/ Retirees	Lisa	Debra
Topic Sections		
ASAP	Kirsten	Christie
Benefits	Lisa	Christie
Career Management	Melinda	Katherine
Compensation	Kathy	Tamara, Debbie
Disability	Lisa	Christie
Employees Services	Lisa	Christie
Employment	Melinda	Katherine, Yesenia
Labor Relations	Farfalla	Debbie, Jennifer
PPS / Path	Kathy	Tamara, Debbie
Training	Melinda	Katherine, Yesenia
Other Sections		
Home Page	Cynthia	Debbie
Events	Section Owners	Debbie
Announcements	Cynthia	Debbie
Contacts	Section Owner	Section Support
Policies	Farfalla	Debbie
Memos	Farfalla	Debbie
FAQs	Section Owner	Section Support
Forms	Section Owner	Section Support
4HR	Farfalla	Debbie
Site feedback	Debbie	
Structural Changes	Denise Saludares, ASIT	
Manage Access Rights		
Server Problems	Mike Franklin, ASIT	

HR Web Page- Description of Roles

Web Advisory Committee: Committee members have universal access to update and edit all sections of the web site. Available to assist with urgent edits when the assigned support staff are not available. Please consult with a member of the Web Advisory committee prior to requesting any structural changes to website that require a work order to be submitted to Service Now.

- Farfalla, Kathy, Melinda or Cynthia

Owner: Staff person responsible for content of a section. All substantive changes to a section must be approved by the Owner.

Web Site Coordinator (Debbie): Primary internal HR and campus contact for HR web site changes, problems, broken links, urgent updates.

Section Support: Staff with access to update and edit specific sections, listed below, with authorization for section owner.