

POINT OF CONTACT

Budget Office

- ✓ Budget Transfers (Tiffany Scott - ext. 4360 or Angela Morton –ext. 4363)
- ✓ Set-up New Budgets/Budget Revisions (Angela Morton –ext. 4363 or Tiffany Scott – ext. 4360)
- ✓ Class 01 Costing Allocations (Angela Morton –ext. 4363)
- ✓ Class 02 Costing Allocations (Angela Morton –ext. 4363 or Tiffany Scott – ext. 4360)
- ✓ Worker Type: Regular, Regular Fixed Term, Non-Regular Fixed Term (excluding Contingent 2) (Angela Morton –ext. 4363)
- ✓ Worker Type: Non-Regular Fixed Term (Contingent 2, LTCF) and Temporary (Tiffany Scott - ext. 4360)
- ✓ Personnel Action Forms (PAF) (Angela Morton –ext. 4363)
- ✓ (NEW) Budget Office Email – budgetoffice@bowiestate.edu

Controller's Office

- J** Expenditure/Revenue Transfers (Winsome Messam - ext. 5110 or Carolyn Newton – ext. 3476)
- J** Chargebacks (Winsome Messam - ext. 5110, Uly Pittman - ext. 3487 or Carolyn Newton – ext. 3476)
- J** Journal Entries (Winsome Messam - ext. 5110, Uly Pittman - ext. 3487 or Carolyn Newton – ext. 3476)
- J** Cash/Check Deposits (Donna Wallace – ext. 3494, Suna Combs – ext. 3489, Randal Leonard – ext. 3479)
- J** Workday Revenue/Spend Categories (Wayne Felder – ext. 3512)
- J** Workday USource and/or Grant Title/Manager Name Change (Wayne Felder – ext. 3512)
- J** Grant Funds/Documents (Howard Cornish – ext. 3468, Nerissa Simpkins – ext. 3478, Heather Moore – ext. 3307)
- J** Reception – ext. 3475 (Daisy McDowell)

Accounts Payable

- J** Reimbursements (Renee Myers – ext. 3925)
- J** Vendor Inquiries/Payments
 - Cherry Grant ext. 3486 (A-L)
 - Rachel Bordon- ext. 3485 (M-Z)
- J** Accounts Payable
 - Edgar Butler - ext. 3437
- J** Accounts Payable Email accountspayable@bowiestate.edu
- J** Travel (Renee Myers – ext. 3925)

Payroll

- ✓ Approved Time Entry (Sandy Lockett – ext. 3483, Jonita Leonard- ext.3929 and Arianne Stokes- ext. 3480)
- ✓ Overtime (Jonita Leonard – ext. 3929 and Arianne Stokes – ext. 3480)
- ✓ Salary Reallocation Form (Sandy Lockett – ext. 3483)
- ✓ Payroll/Time Approval Access (Sandy Lockett – ext. 3483)
- ✓ Payroll Inquiries– payroll@bowiestate.edu
 - Jonita Leonard- ext. 3929
 - Arianne Stokes- ext. 3480

Office of Human Resources
301-860-3450 (Main)
301-860-3453

Ifeoluwa Balogun
Senior HR Associate

Responsible for data entry for A-J for Regular Faculty/
Staff, Contingent I/II contracts and employment
verifications

LaKeisha Barnes
HR Associate

Responsible for data entry for K-Z for Regular Faculty/
Staff, Contingent I/II contracts and employment
verifications

Cynthia Leland
Assistant to the VPAF

Assist the Vice President of Administration and Finance
with administrative functions

Robert Enderle
Labor and Employee Relations Manager

Handles employee and labor relations for faculty and staff

Akilah Essue
Talent Acquisition Specialist

Responsible for employment function at the University
reports to Manager of Talent Acquisition

Anjanette Evans
Manager of Benefits & Wellness

Responsible for benefits for faculty and staff, FMLA,
Worker's Comp, Tuition Remission, Advanced Sick
Leave, Parental Leave, SPS, etc.

Lisa Koker
Manager of Talent Acquisition

Responsible for employment function

Justin McGrady
Talent Acquisition Specialist

Responsible for employment function at the University;
reports to Manager of Talent Acquisition

Mary Ogan
Manager of Training

Responsible for training programs at the University

Billye Pounds
Senior Director of Human Resources

Overall function of the Office of Human Resources

Shawnice Quigley
Administrative Assistant I

Responsible for front desk, Visas, transcripts and
HR communications

Shalini Singh
HR Associate (Contractual)

Responsible for data entry for CARES and Title III
contracts

Vacant
Talent Acquisition Specialist

Responsible for employment function at the University;
reports to Manager of Talent Acquisition

Rory Wallace
Manager

Oversees personnel actions such as salaries,
compensation re-classifications, Overloads, Merit/COLA
increases