

## Human Resources Reorganization Announcement

We are pleased to announce the reorganization of the former **HRIS/Shared Services Team**. This change includes the separation of employee data entry, data management and data accuracy responsibilities among **Human Resources, Payroll and Academic Finance**. This also includes the addition of the newly formed team, the **Faculty Assignment Services Team (FAST)** which is within Academic Finance/Office of the Provost. The primary goal of the reorganization is to streamline processes and improve efficiency, thereby leading to a better end-user experience. The new structure and team responsibilities are as follows:

### Faculty Assignment Services Team (FAST) – Academic Finance, Office of the Provost

Carmen Franco – Director, Faculty Assignment

To reach the FAST team, please email [FacultyAssign@pace.edu](mailto:FacultyAssign@pace.edu)

[Visit the faculty Assignment Services Team website](#)

This is a new, centralized team of business professionals that strive to standardize the policies and procedures for key faculty data and uniformly apply credit modifications within/across the various schools/colleges. By closing the loop and leveraging standardized practices, we help our faculty to foster collaborative thinking to further drive workplace innovation while efficiently addressing faculty workload issues in conformity with the Faculty Handbook and UAFP Collective Bargaining Agreement.

Examples of tasks managed by the FAST team:

- Faculty assignments
  - Instructional workload and release time
  - Changes to faculty workloads throughout the semester (absence and substitution, sick time, etc.)
- Credit modifications
- Faculty reappointment
  - Faculty Annual Assignments
- New faculty hires

- Updates to Banner screens PEAFAC (rank/rate), annual base salary, SIAINST (activation), PEAREVW (adjunct rate), SIADEFG (highest degree)
- Faculty administrative functions
  - Tenure and promotion, sabbaticals, leave of absence
  - Faculty credentials
- Faculty reporting and analysis

## Payroll

Elaine McLaughlin, Sr. Director, Payroll and Data Maintenance

To reach the Payroll team, please email: [Payroll@pace.edu](mailto:Payroll@pace.edu)

[Visit the Payroll website](#)

The Payroll Department will manage the following tasks:

- Mass upload file processing for faculty, staff, and student payments
- The processing of all Payment Actions and HR Actions
- Updates to employee profile data
- Other – multiple cost center issues, union deduction setup, and payments
- Issues regarding payroll: approved stipends, deductions, taxes, and direct deposit
- Time sheet issues
- Employment verifications

## Human Resources – HR Data Operations

Erin McGuinness, Associate VP, Total Rewards and HR Operations

To reach the HR Data Operations team, please email [HRdata@pace.edu](mailto:HRdata@pace.edu)

[Visit the Compensation website](#)

**The HR Data Operations team will manage the following tasks:**

- Onboarding of new faculty, staff, and student workers
- Graduate Assistant contract management and payment approval
- Status change - initiation of HR Actions
- Union deductions approval to setup
- Approvals of mass upload files for adjunct pay
- Salary inquiries
- HR Data Reporting