

Prospective Faculty Pay and Benefits Basics

Human Resources is located on the 5th floor of the Administrative Building, Suite 510
 Payroll Services is located on the 4th floor of the Administrative Building in Suite 420

Payroll Information

Pay cycle is once per month on the last business day of the month. Exception: June's payroll is deposited on the first business day in July.

First payroll for new faculty starting August 6, 2008 is September 30, 2008. Pay dates for the remainder of the fiscal year are:

- October 31, 2008
- November 28, 2008
- December 31, 2008
- January 30, 2009
- February 27, 2009
- March 31, 2009
- April 30, 2009
- May 29, 2009
- July 1, 2009

Payroll Services Contact Numbers:

Kathy Riggs, Payroll Manager, 303-556-5033
 Administrator and Faculty Payroll
Teresa Morris 303-556-3017
 Classified Payroll
Chuc Hua 303-556-5032
 Student, Administrative-Hourly and Part-Time
 Faculty Payroll, Timesheets, Leave tracking

Human Resources Information

MAIN NUMBER 303-556-3120
FAX NUMBER 303-556-5151
WEB PAGE <http://www.mscd.edu/facstaff/hr/>

Judy Zewe 303-556-5031
 Executive Director of Human Resources
 jzewe@mscd.edu

Ranea Taylor 303-556-5055
 Assistant Director of Human Resources
 taylorau@mscd.edu

Kirsten Moore 303-556-5029
 Benefits Manager
 kmoore65@mscd.edu

Michael Bussey 303-556-5036
 Contract Manager
 busseym@mscd.edu

Angie Mallo 303-352-4179
 HRIS Security Administrator
 amallo@mscd.edu

Ramona Morris 303-556-2482
 Student Employment
 morriram@mscd.edu

Mary Elizabeth Sierra 303-556-5030
 Classified Employment Manager
 msierra3@mscd.edu

Kami Phillips 303-556-8514
 Human Resources Technician
 duranka@mscd.edu

Roy Harris 303-556-3120
 Administrative Assistant
 rharri53@mscd.edu

Benefits Information

Medical, Dental and/or Vision benefits are effective the first day of your contract, August 6, 2008. **Enrollment in the Medical and Dental plan is mandatory unless you can provide proof that you are covered through another group plan.**

Employees whose medical/dental benefits through Metro State are effective the first day of their contracts, August 6, 2008, will have 3 months of premium deductions* taken from their September 30 paycheck. These premium deductions are for coverage effective August 6, September 1 and October 1. Beginning October 31, a single monthly premium will be deducted from each paycheck through July 1, 2009. Premiums paid through July 1 cover benefits through September 30, 2009, even for faculty members who do not continue in the 09-10 academic year.

If you are currently covered under another plan through August 31, 2008, your benefits through Metro State will be effective September 1, 2008 – proof of other coverage through August 31 is required.

*Monthly premium deductions include 1 monthly premium for medical plus 1 monthly premium for dental and (if elected) 1 monthly premium for vision.