ALVSCE HR Generalist Team

July 16, 2025

Meet Our Team

Veronica Mays
Senior HR Partner

Sonia Jones
HR Generalist III

Michelle Wilson
HR Generalist III

Dionne Johnson
HR Generalist II

Lia Shay
HR Generalist II

Lizeth Enriquez
HR Generalist II

Amanda Zaman
HR Generalist I

Yvonne Lopez
HR Generalist I

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HR Purpose

- Beyond submitting HR transactions and processing requests, we are partners to provide support and HR guidance.

- We may request supporting documentation and seek clarification to ensure consistency, and to mitigate risk for ALVSCE and the University as a whole..

- Committed to working collaboratively while also serving as a consultative partner to ensure consistency for ALVSCE.

- Please use our team email address instead of the individual email addresses of HR Generalist. A team member is assigned to the email box each day and that person will respond to incoming emails.

Graduate Student Hiring Process

- Requests submitted via Smartsheet with Grad assignments and funding information.
  - **Deadline: Friday, August 1, 2025**

- Funding approved by Department's Business Office.
  - *Sent to HR Generalist Team for processing (unable to proceed without approval).*

- HR Generalist hires Grads (*assigned departments*).
  - Create offer letter based on Grad assignment
  - Sends offer letter out for signatures via Adobe Sign
  - Assigns PCNs to Grads
  - Set up PCNs
  - Submit transactions once signed offer letters are received
  - Monitors transactions for approval and then updates Smartsheet

  Anything submitted via Smartsheet after August 1, 2025, will still be process; however, no guarantee the Grad will be fully approved in the system.

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Graders Hiring Process

<mark>Deadline: Friday, August 8, 2025</mark>

- Mass Hiring of Graders - Three (3) or more submit via SharePoint using spreadsheet. **Please Do Not Send via Email!**

- Create a spreadsheet, add incoming Graders along with their information on how to hire Grader; attach as an attachment on SharePoint request.

- Grader request submitted after the deadline, no guarantee they will be able to start of the first day of classes **Please DO NOT START Grader until cleared by HR.**

Helpful HR Reminders

Student Workers

1. New Hires start on a Payroll Monday.
   (10-14 business days for processing)

2. Additional Jobs - Hires may be able to start sooner, HR Generalist will confirm start date.

3. Provide blank Federal Work Study (FWS) Authorization form (75/25 Split funding).

July 2025						
Su	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
Su	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- Pay Period Start Dates
- Pay Day
- Holidays
- Thanksgiving/Winter Closure
- 03/07/2026 - 03/15/2026 Spring Break
- Classes Begin/Finals End
- MSS New Hire/Job Change Due
- 10AM Interface Dept Timesheets Due
- Academic Appointment Begin/End
- 10AM Employee Timesheets Due
  5PM Approve Timesheets/Payment Requests
  5PM MSS Distibution Approved Due

Last Updated: 2/11/2025

Don'ts

1. Submit SharePoint request with unrealistic turnaround time.
   ➤ Example: Same day start as request, submitting a ticket on a Friday expecting a Monday start date.

2. DO NOT Start Student Workers until they have been cleared by HR Team (verbally/written).
   - Reminder: Start Dates are always tentative.

3. Late I-9s (Increase) - These happen when a student starts before they are scheduled to start and haven't completed their online I-9 form.
   - Fines and potential legal issues
   - Repercussions
   - Cost to U of A for processing late I-9s
   - Increase audits and scrutiny

4. Leave important questions unanswered on SharePoint request.
   - Account Number(s) - *put in notes*
   - Rate of Pay
   - FTE or Hours per week - *put in notes*

5. Not provide Federal Work Study (FWS) Form

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Partnering Together

1. SharePoint is for Requests (*HR's Tracking/Ticket System*)
   - Recruitments
   - Student Hires
   - Employee/Personnel Changes
   - DCCs
   - Job Changes
   - Extensions

2. Utilize the HR CALES Inbox for questions, non request related items, and unique situations.

3. End Dates: No longer allowed on regular staff/positions unless stated in their offer letters, due to visa end dates, or is required for the type of position the employee is in.

4. Mass Hiring/Rollover - Smartsheet and/or Spreadsheet versus one off emails.

5. NOA/Contracts - HR will process these after the employee is active in the system, employees will not see them right away.

How to Submit a SharePoint Request

- https://hr.arizona.edu/contact-us

Contact Your HR Generalist Team

Each college and division has the holistic, strategic support of a dedicated Human Resources team composed of subject matter experts. Learn more about this new model at the Human Resources Modernization webpage.

Use the drop-down to find your college or division and meet your HR generalist team.

College/Division

College of Agriculture, Life and Veterinary Sciences, and Cooperative Extension (ALVSCE) ▾

Agriculture, Life and Veterinary Sciences, and Cooperative Extension (ALVSCE)

Support for CALES, Arizona Experiment Station, and Cooperative Extension

Contact Your Generalist Team: HR-ClientSvcs-CALES@arizona.edu

Your Human Resources Generalist Team	Your Assigned HR Experts
Veronica Mays, Senior HR Partner	Paula Rosemond, Leave Specialist
Sonia Jones, HR Gen III	Andrew Campbell, Recruiter
Michelle Wilson, HR Gen III	
Audelia Shay, HR Gen II	
Dionne Johnson, HR Gen II	
Lizeth Enriquez, HR Gen II	
Amanda Zaman, HR Gen I	
Yvonne Lopez, HR Gen I	

Important Operational Forms

- **Request a Recruitment**
- **Employee Personnel Change Request**
- **Start a Student Hire**

Additional Resources

- University Staff Search Committee Training (recommended for hiring managers and search committee members): https://hr.arizona.edu/news/2025/new-staff-search-committee-training-will-support-university-hiring-managers

- Talent User Resources: https://hr.arizona.edu/supervisors/recruitment-resources/talent-user-resources#Resources

- U of A Compensation and Benefits Programs: https://talent.arizona.edu/compensation-and-benefits

- New Employee Onboarding: https://hr.arizona.edu/employees/new-employee-onboarding

- 2025-2026 Document Calendar: https://hr.arizona.edu/sites/default/files/2025-2026_Doc_Calendar.pdf

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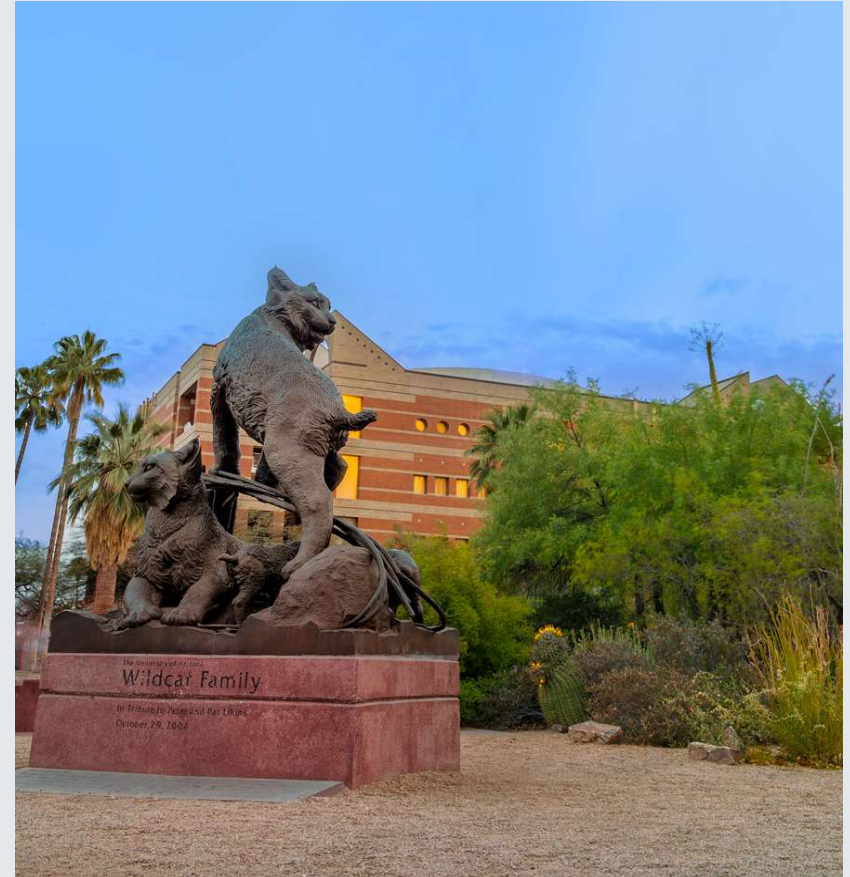
Any Questions and/or Suggestions?

Please contact us at HR-ClientSvcs-CALES@arizona.edu