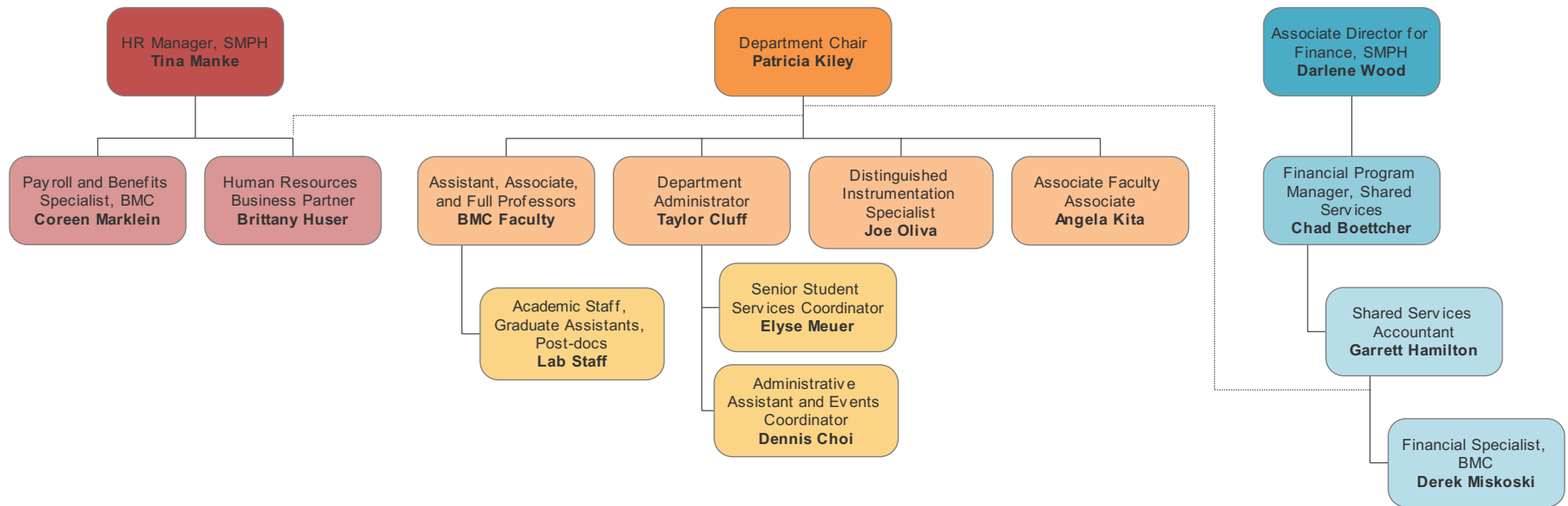


## Organizational Chart, Department of Biomolecular Chemistry



### Brittany Huser:

Recruitments and hire processing  
 Appointment termination processing  
 Coordination of background checks, I-9 processing,  
 HIPAA training for all employees  
 Employee relations, FMLA and accommodations  
 Performance review assistance

### Coreen Marklein:

Payroll processing  
 Benefits information  
 Issues with timesheets/approving hours  
 Leave reporting questions or issues

### Chad Boettcher:

Big-picture departmental questions  
 MAMA budget process

### Garrett Hamilton:

Mid-level questions  
 Financial overview s for individual faculty  
 HRS updates  
 Impact of new awards

### Derek Miskoski:

Front line and main contact with faculty  
 Cost transfers  
 Monthly faculty reports