OUTLINE OF DUTIES & RESPONSIBILITIES

**Academic HR College Analysts:**
- College Analyst Reviewer for all Academic Personnel Actions for Decanal Approval
- Merit & Promotion Files
- eFile
- Active Service Modified Duties (ASMD)
- Stop the Clock (STC) Requests
- Instructional Workload Credits (IWC)
- Labor Relations (Academic)
- Outside Activities (APM 025)

**AP Department Assistants:**
- Non-Senate Appointments/Reappointments
- (Postdocs, Specialists, Researchers, Project Scientists, Academic Coordinators, Visiting Scholars, etc.)
- Leaves (Including Sabbaticals)
- Visas
- Academic Recruits (AP Recruit - Senate and Non-Senate)
- Academic Appointment Files (Faculty/CE)
- Recall Appointments
- Additional Compensation
- Course Buyouts

**HR Generalists:**
- Staff Recruitments (iRecruit)
- Limited Appointments (Staff)
- Labor Relations (Staff)
- Lay Offs
- Reclassification Requests (iReview)
- Equity Review Requests (iReview)
- Staff Performance Evaluations
- Benefits (Academic and Non-Academic)
- Summer Salary (Academic)
- Onboarding (Faculty and Career Staff)
- Family Medical Leave (FML) (Academic and Non-Academic)

**Payroll Assistants:**
- Payroll (TARS)
- Other Payroll Transactions (FAU changes, etc.)
- Onboarding (Hire/Retire)
- Lab Safety
Contacts for the Department of Molecular, Cell, and Systems Biology:

Academic HR College Analyst:
Tavia Rivera, x2-3997
tavia.rivera@ucr.edu

AP Department Assistant:
Mary Stuart, x2-3068
mary.stuart@ucr.edu

HR Generalist:
Jay Palma, x2-4367
jay.palma@ucr.edu

Payroll Assistant:
Open