



# VCU

## **Telework Unit Plan** **Division of Student Affairs Human Resources**

### **Contacts**

Primary: Ijuanze Isom, Director of Human Resources, [iiisom@vcu.edu](mailto:iiisom@vcu.edu), 828-6978

Secondary:

Xavier Bey, Human Resources Coordinator, [xbey@vcu.edu](mailto:xbey@vcu.edu), 827-3906

- *Leaders Engaged in Advanced Discovery*
- *Office of the Dean of Students*
- *Office of the Senior Vice Provost*
- *University Student Commons & Activities*

Robin-Renee Barksdale, Human Resources Coordinator, [rbarksdale@vcu.edu](mailto:rbarksdale@vcu.edu), 828-3485

- *Recreational Sports*
- *Student Media Center*
- *University Counseling Services*
- *University Student Health Services*

Graham Pennington, Human Resources Coordinator, [penningtongs@vcu.edu](mailto:penningtongs@vcu.edu), 828-2926

- *Health Promotion and Well-Being Center (including Rams in Recovery)*
- *Office of Multicultural Student Affairs*
- *Student Accessibility & Educational Opportunity*
- *Student Conduct & Academic Integrity*

Shonda Pulley, Human Resources Coordinator, [spulley2@vcu.edu](mailto:spulley2@vcu.edu), 828-2619

- *Financial Service Center (including Finance, HR, Technology, Communications, Assessment)*
- *New Student & Family Programs*
- *Residential Life & Housing*

### **Unit closing details**

Office signage: Our office is not accessible to the public. We will all be teleworking and will provide business support as usual. We will be teleworking and will be available to phone calls and emails Mon-Fri, 8am-4:30pm.

### **Services provided**

- Serve as primary point of contact to DSA faculty & staff for human resources issues, responding to inquiries on policies and procedures
- Provide assistance to employees & managers for timekeeping, leave, payroll, position management, recognition awards, and providing data and statistics
- Advise and support managers & search committees on recruitment and selection efforts
- Manage the onboarding process for all faculty, staff, and affiliates, which includes Banner data entry for all employee records
- Manage the offboarding process for all faculty, staff, and affiliates, which includes contacting several university systems and departments to ensure appropriate access is removed
- Process and advise faculty & staff on FMLA (Family & Medical Leave Act) requests
- Certify all timekeeping records for division faculty & staff