



# Steinhardt Integration

**HR and Transactions  
Services**

**November 1, 2016**

*Updated March 1, 2017*



**NYU**

Financial Operations  
and Treasury

# Method of Contact and Contact Information

---



## Contacting HR and Transaction Services

Process	Intake Method	Confirmation	Escalation
<b>Leave of Absence inquiries, issues</b>	Steinhardtpayroll-group@nyu.edu	Email from HR Transactions team	Rossy Sanes Joanna Stone
<b>Student Appointments</b>	askpeoplelink@nyu.edu	ServiceLink ticket	Anita Laryea Daniel Laveau
<b>Transaction Processing (all transactions including additional comp)</b>	Steinhardtpayroll-group@nyu.edu	ServiceLink ticket	Claudia Perdomo Ayobami Hercules
<b>Costing Allocations</b>	Steinhardtpayroll-group@nyu.edu	ServiceLink ticket	Claudia Perdomo Ayobami Hercules
<b>Extending Appts</b>	Steinhardtpayroll-group@nyu.edu	ServiceLink ticket	Claudia Perdomo Ayobami Hercules
<b>Recruitment</b>	Email HR Director	Email from HR Director	Kevin Hanks
<b>Learning and Development</b>	Email HR Director	Email from Talent, Learning & Organizational Development	Sharon Banks



# Contact Information

Name	Phone	Email
<b>HR Transactions/Leaves</b>		
Ayobami Hercules	2-5444	ayobami.hercules@nyu.edu
Ramie Johnson	8-5147	rlj1@nyu.edu
Anita Laryea	2-5435	anita.laryea@nyu.edu
Claudia Perdomo	8-5419	cp461@nyu.edu
Natasha Sanchez	8-9029	nam9@nyu.edu
Rossy Sanes	8-4586	rossana.sanes@nyu.edu
Joanna Stone	8-2188	joanna.stone@nyu.edu
<b>Asst. Director</b>		
Daniel Laveau	2-5437	dl141@nyu.edu
<b>Director</b>		
Maxine Gruner	48-1447	maxine.gruner@nyu.edu
<b>PeopleLink</b>		
	2-5465	askpeoplelink@nyu.edu
<b>Talent, Learning &amp; Organizational Development</b>		
Kevin Hanks	8-5734	kevin.hanks@nyu.edu
Sharon Banks	8-1285	sharon.banks@nyu.edu



**NYU**

Financial Operations  
and Treasury

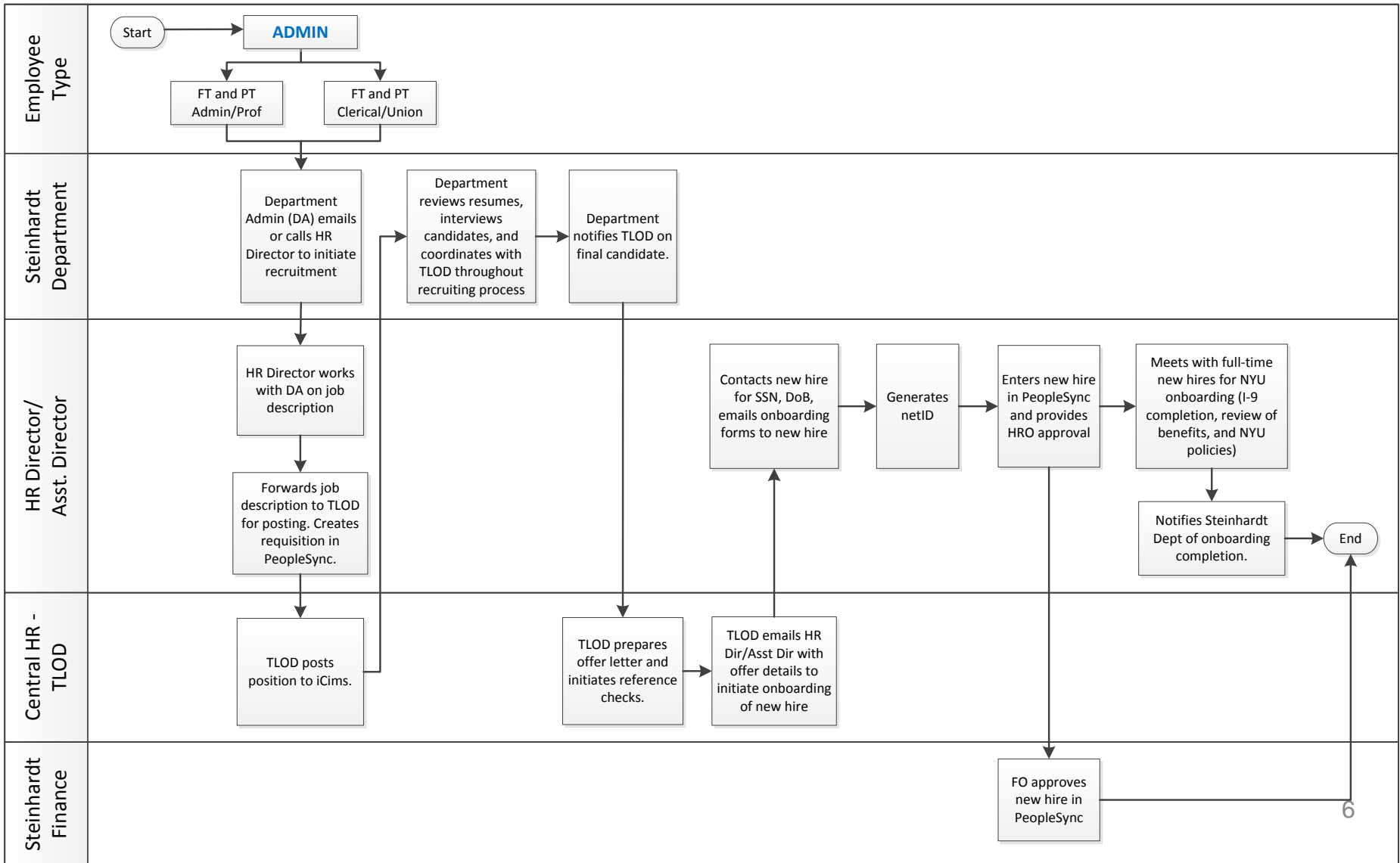
# Hiring & Onboarding Workflows by Employee Type

---



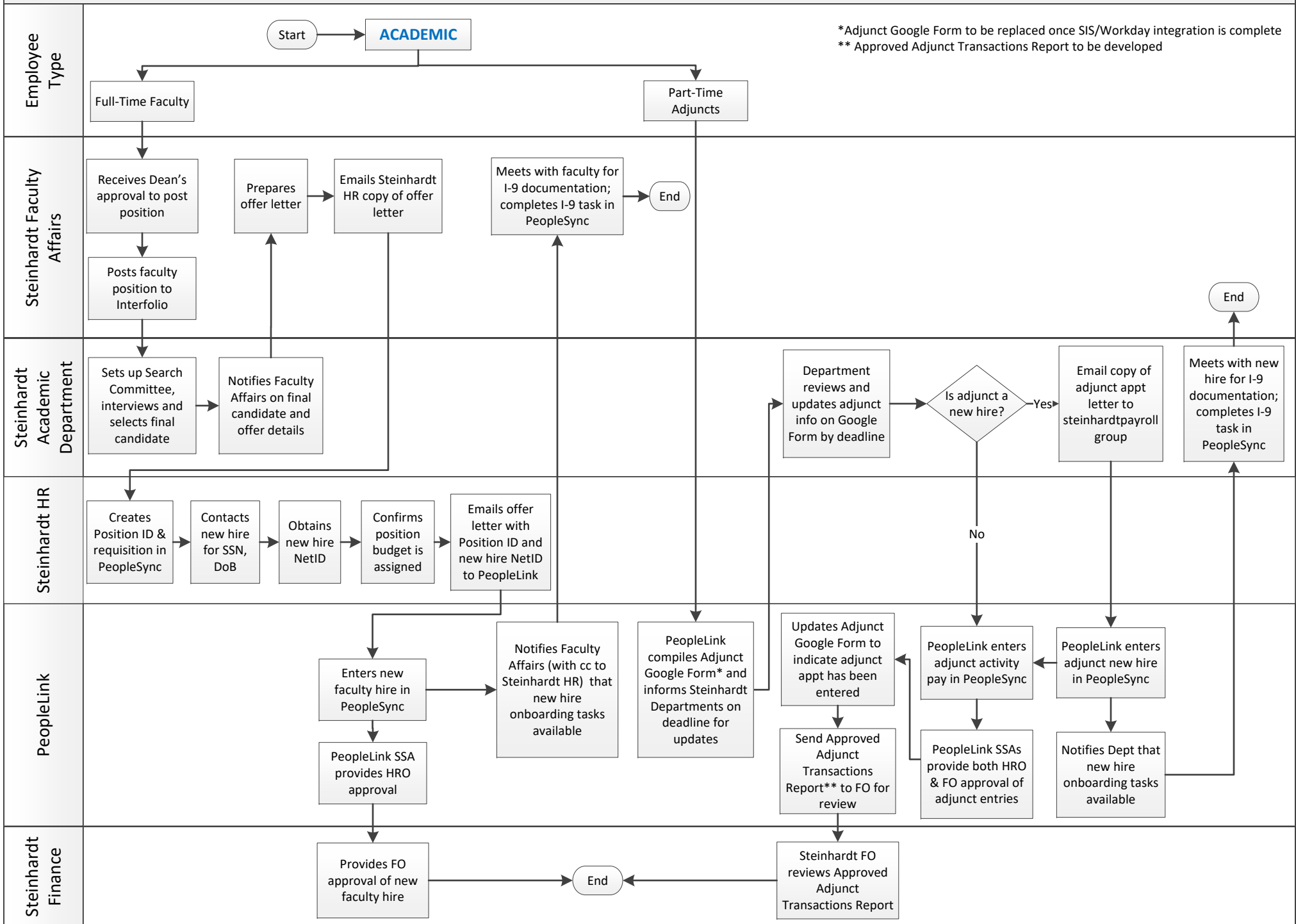
# Hiring/Onboarding Workflow

## Hiring & Onboarding Workflow - ADMIN



# Steinhardt Process: **ACADEMIC** - Hiring & Onboarding

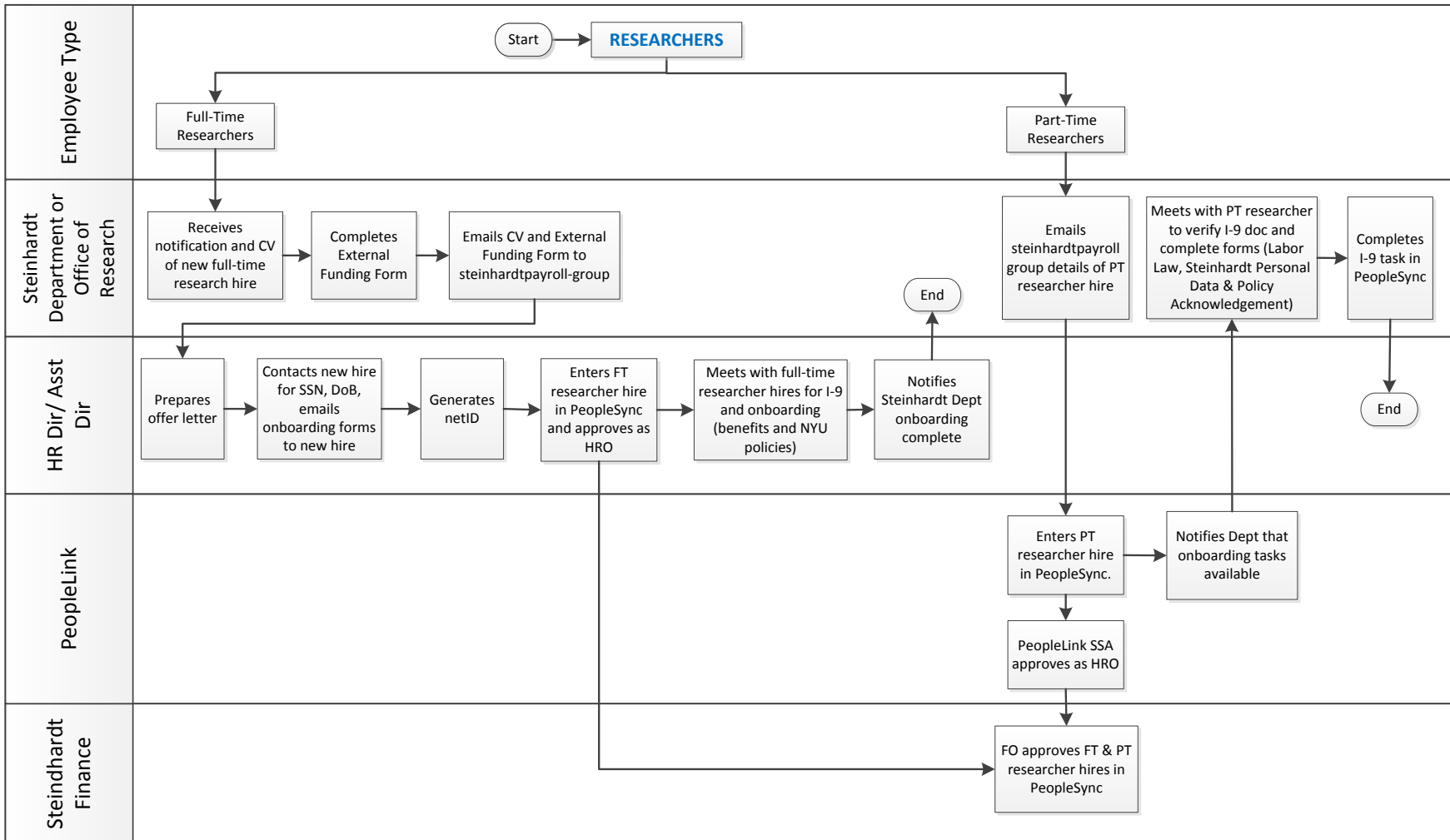
Last Revised: 3/1/17





# Hiring/Onboarding Workflow

## Hiring & Onboarding Workflow - RESEARCHER







# Hiring/Onboarding Workflow

## Hiring & Onboarding Workflow - STUDENTS

