

**HUMAN RESOURCES CONTACTS BY DEPARTMENT**

**Main Office 908-737-3300**

<b>Name</b>	<b>Position</b>	<b>Email</b>	<b>Phone</b>	
<b>Meaghan Lenahan</b>	Acting Executive Director of Human Resources	lenahanm@kean.edu	908-737-3295	
<b>BENEFITS</b>				
<b>Yrelys Tapanes</b>	Director, Benefits	ytapanes@kean.edu	908-737-3313	Retirement Process
<b>Diane Baldwin</b>	Managing Assistant Director 2	dbaldwin@kean.edu	908-737-3312	Full-time Employee Benefits - enrollments
<b>Jennifer Kim</b>	Professional Services Specialist 4	jakim@kean.edu	908-737-3317	Adjunct Employee Benefits, Benefitsolver How to
<b>Nicole Klein</b>	Managing Assistant Director 2	kleinni@kean.edu	908-737-3314	Well-Being at Work Programs & Virgin Pulse, Carebridge
<b>Tejal Talati</b>	Professional Services Specialist 1	ttalati@kean.edu	908-737-3301	Compensation & Analytics/Reporting
<b>Lorice Thompson-Greer</b>	Managing Administrative Assistant 2	lgreer@kean.edu	908-737-3309	Leave of Absence (family, medical, military, etc), On-the-Job Injury, Requests for Accommodation due to Medical Reasons
<b>Tameeka Upshaw</b>	Managing Administrative Assistant 1	tupshaw@kean.edu	908-737-3308	Tuition Waiver, DCRP enrollments, Purchase of Service, Loans, Withdrawal of Funds (from retirement plans)
<b>EMPLOYEE RELATIONS AND HUMAN CAPITAL MANAGEMENT</b>				
<b>Meaghan Lenahan</b>	Director, Employee Relations and Human Capital Management	lenahanm@kean.edu	908-737-3295	
<b>Linnette Guardamino</b>	Professional Services Specialist 3	lguardam@kean.edu	908-737-3268	Time & Attendance
<b>Jocelyne Kweicinski</b>	Managing Assistant Director 2	jkwiecin@kean.edu	908-737-5627	Performance Management- goal setting, disciplinary action, coaching
<b>Lisa Lyle</b>	Managing Assistant Director 2	llyle@kean.edu	908-737-3303	Performance Management- goal setting, disciplinary action, coaching
<b>Bryant Ramirez</b>	Professional Services Specialist 2	bramirez@kean.edu	908-737-3315	Workday support & troubleshooting
<b>Megan Robinson</b>	Program Assistant	merobins@kean.edu	908-737-3315	Time & Attendance
<b>PAYROLL</b>				
<b>Kathleen Garra</b>	Director, Payroll	kgarra@kean.edu	908-737-3173	
<b>Lepsia Aviles</b>	Managing Assistant Director 3	laviles@kean.edu	908-737-3171	Payroll
<b>Muhammad Iqbal</b>	Professional Services Specialist 3	miqbal@kean.edu	908-737-3174	Payroll, Technical support
<b>Ranee Pass</b>	Program Assistant	cpass@kean.edu	908-737-5326	Payroll, Self-Service Assistance for Tax Elections, Payment Elections and Activity Pay
<b>RECRUITMENT</b>				
<b>Gina Kendra</b>	Director, Recruiting	gkuensel@kean.edu	908-737-3304	
<b>Ally Spears</b>	Managing Assistant Director 2	aspears@kean.edu	908-737-3316	Faculty and Manageria Hiring, Visa Processes
<b>Karen Muller</b>	Managing Assistant Director 2	kamuller@kean.edu	908-737-3306	Recruiting - Civil Service and Professional Staff Hiring, Classification/Reclassification, Temp Agency Workers
<b>Makenzie Carty</b>	Managing Assistant Director 2	cartyma@kean.edu	908-737-3307	Recruiting - Part-time (Adjuncts and Academic Specialists) and Student Hiring
<b>Dean Burrell</b>	Professional Services Specialist 4	dburrell@kean.edu	908-737-3267	Recruiting- Student Hiring
<b>Mariangel Garcia</b>	Professional Services Specialist 4	gamarian@kean.edu	908-737-3318	Recruiting- Academic Specialist and Student Hiring