

# UCLA Luskin School *of* Public Affairs

## Human Resources Staff

### **Pamela Harris**

Director of Human Resources

[harris@luskin.ucla.edu](mailto:harris@luskin.ucla.edu)

3250B Public Affairs – Dean’s Suite

Ext. 56300

- Academic Personnel
- Summer ninths
- Policies & Labor Relations
- Visas & Licensing Verification
- Employee Counseling
- Exit Interviews
- Leaves (incl FMLA)
- Reclassification
- Promotions/Transfer
- Equity Increase
- Administrative Stipend
- Contract Appointments
- Dual Employment
- New Job Descriptions (incl updates)

### **Gwen Payne**

Human Resources Analyst

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3250A Public Affairs-Dean’s Suite

Ext. 63181

- New Employee Onboarding
- Benefits enrollment
- Parking
- Keys
- Phone
- Directory updates
- Payroll
- TRS (Time Reporting System)
- Work-Study postings

### **Tania Monay**

Human Resources Analyst

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3250A Public Affairs-Dean’s Suite

Ext. 67568

- New Employee Onboarding
- Benefits enrollment
- Parking
- Keys
- Phone
- Directory updates
- Payroll
- TRS (Time Reporting System)
- Work-Study postings
- Visa and Licensing verification