Here is a quick reference list for HR’s key contacts on topics with the most frequently asked questions. Contact the HR Reception Desk at x4237 for additional information.

**EMPLOYMENT SERVICES**

Vecia Ricks | 312/329-4235 | vecia.ricks@moody.edu

* Guides Full-Time Employee & Adjunct Faculty Hiring
* Answers questions related to Applicant System (on-line recruitment)
* Addresses Employment Workplace Issues
* Facilitates Inter-Departmental Employee Transfers
* Answers Work Visa Questions
* Administers Unemployment Insurance Claims
* Processes Employee Referrals
* Posts Moody Jobs to Non-Moody Job Boards

Darric Obinger | 312/329-4238 | darric.obinger@moody.edu

* Guides Full-Time Employee, Adjunct Faculty & Part-Time Employee Hiring
* Posts Jobs on myMoody Careers Page
* Answers questions related to Applicant System (on-line recruitment)
* Changes Student to Non-Student Employee Status
* Facilitates Inter-Departmental Employee Transfers

• Processes Employee Referrals

• Posts Moody Jobs to Non-Moody Job Boards

* Facilitates student worker hires
* Answers Careers Page Questions
* Answers questions related to Applicant System (on-line recruitment)
* Posts Student Jobs on myMoody site

**BENEFITS**

Peter Miller | 312/329-4297 | peter.miller@moody.edu

* Administers Pension Plan – Disclosure Information & Claiming Benefits
* Handles all administration with VALIC & TIAA-Cref retirement plans, including loans and other distributions
* Administers Retirement Plan – Participation & Disclosure Information
* Handles all disability claim applications
* Addresses Appeals on Benefit Claims
* Administers Adoption Benefit

• Coordinates Post-65 retiree health coverage with Tower Watson’s OneExchange

Erica Loring | 312/329-4233 | erica.loring@moody.edu

* Handles Employee Retirement Procedures & Parties
* Handles FMLA medical leave requests
* Processes Employee Departures (exit interviews, COBRA)
* Coordinates all Worker’s Comp claims
* Approves STDB time when necessary
* Answers Questions on Benefit Plans (Medical, Dental, Flex Spending, etc.)

Kris Akut | 312/329-2036 | kris.Akut@moody.edu

* Processes all Employee Benefit Updates/Changes (adding or dropping dependents, enrolling or dropping coverage, etc. onto carrier websites).  This includes enrollment for new hires and termination of coverage for departures.
* Administers Transit Benefit
* Administers Wellness Program
* Coordinates Service Awards for Employees
* Answers Questions on Benefit Plans (Medical, Dental, Flex Spending, etc.)

**LEARNING & DEVELOPMENT**

Ludwig Anderson | 312/329-4482 | ludwig.anderson@moody.edu

* Facilitates employee and leader development
	+ On campus training courses
	+ DiSC profiles
	+ Off-site training
	+ Administers Tuition Reimbursement
	+ Administers Intercultural Development Inventory (IDI)
* Ombudsman
* Co-Lead New Employee Orientation
* Administers Employee Engagement Survey

**COMPENSATION**

Joe Bolz | 312/329-4483 | joseph.bolz@moody.edu

* Approves FT & PT Job Opening Requisitions
* Oversees Performance Reviews & Salary Administration
* HCM-Position Management
* Oversight of Budgeting for Full Time & Part Time Positions
* Co-Lead New Employee Orientation
* Inter-Departmental Employee Transfers

**HR SYSTEMS ADMINISTRATION**

Karla Olson | 312/329-4219 | karla.olson@moody.edu

* Oversees HR technology acquisition, implementation & development
* Answers Verification of Employment Requests
* Maintains HR data integrity & retention
* Oversees all transactions on core HR database
* Facilitates student worker hires
* Collects PT New Hire Paperwork

**VICE PRESIDENT’S OFFICE**

Debbie Zelinski | 312/329-4231 | debbie.zelinski@moody.edu

* Leads Moody’s Human Resources strategy and execution
* Oversees Human Resources team and budget
* Guides Director, Learning & Development in the design and delivery of employee and leadership development
* Guides executive & full-time faculty Hiring
* Leads the development, interpretation, and consistent application of Human Resources policies
* Responsible for compliance with government regulations related to Human Resources
* Oversees Employee Ministry Benefit
* Addresses employment workplace issues
* Guides Moody culture and addresses employment workplace issues