

Whom to Contact

Office of the Provost

<http://www.wellesley.edu/provost>

Phone Directory for Faculty-Related Inquiries

Activity sheets	Jen Ellis	3228
Benefits	Human Resources	2215
Contract letters status	Brittany Bailey	3586
CFA related questions	Jen Ellis	3228
	Megan Nunez	3583
ER&D	Aimee Huff	3573
	Hannah Carpenter	3112
Faculty awards	Aimee Huff	3573
	Hannah Carpenter	3112
Faculty conference travel	Hannah Carpenter	3112 or ProvostFinance@wellesley.edu
Faculty research (sponsored internally)	Aimee Huff	3573 or ProvostFinance@wellesley.edu
	Hannah Carpenter	3112
Faculty research (sponsored externally) pre-award	Liz Demski	2079
	post-award Gretchen Kemp Eckert	2405
Green forms	Brittany Bailey	3586
Hiring students	SFS	SFS@wellesley.edu
Casual wage research assts.	Cristina DeGaetano (HR)	3303
	Sue Daganhardt (HR)	2248
Leave application status (sabbatical/early leaves)	Jen Ellis	} 3228 3586
	Brittany Bailey	
Leave applications (medical/parental/unpaid)	Ruth Frommer	3229
Leave eligibility (sabbatical)	Ruth Frommer	3229
Leave (grant applications)	Brittany Bailey	} 3586 3228
	Jen Ellis	
Leave Reports	Brittany Bailey	3586
Mailing lists for faculty	Brittany Bailey	3586
Materials for tenure and Other CFA reviews	Jen Ellis	3228
Named Chair Accounts	Aimee Huff	3573 or ProvostFinance@wellesley.edu
	Hannah Carpenter	3112

Reimbursement for recruiting expenses	Aimee Huff Hannah Carpenter	3573 3112
Research Accounts	Aimee Huff Hannah Carpenter	3573 or ProvostFinance@wellesley.edu 3112
Salaries	Ruth Frommer	3229
Sponsored research	Liz Demski	2079
Staffing (prior to hire)	Dean assigned to dept.	3583
Staffing (after submission of green form)	Ruth Frommer	3229
Startup accounts	Aimee Huff Hannah Carpenter	3573 or ProvostFinance@wellesley.edu 3112
Student research and travel grant applications	Aimee Huff	3573
Verification of employment	Human Resources	3202

Budget office

<http://www.wellesley.edu/budget>

Controller's Office

<http://www.wellesley.edu/controller/>

Controller

- Accounts Payable
- Cashier
- Endowment
- General Accounting
- Payroll
- Sponsored Programs
- Travel
- Workday Finance

Resources

- Business conduct policy manual
- Compliance Hotline
- GRH Emergency Evacuation Plan
- FAQs
- Forms
- Staff
- Site Index
- Training

- **W-2 Information**

Human Resources

<http://www.wellesley.edu/hr/contacthr>

HR staff contacts
Benefits and Compensation
Employee Development
The Whole You
HR Highlights
Work/Life
Job Seekers
New Faculty & Staff
Managers & Supervisors
Forms
Employee Resources

Registrar's Office

Faculty Support Line: Ext. 2394

<https://www.wellesley.edu/registrar> OR email: registrar@wellesley.edu

For Faculty and Staff

Calendars	Curriculum
Class Lists	Exams
Classroom Assignments	Forms
Classroom Occupancy Report	Grades: Instructions for online grading; grading policies
Course Browser	SEQs