

Human Resources

The Human Resources Team is responsible for managing the employee life cycle (i.e., recruiting, hiring, onboarding, training, and separation of any type of employee). They can also provide support with salary and benefits.

Use the **ERSO intranet system** for the following actions:

Hire GSRs – your graduate student initiates the hire request

Hire Visiting Scholars- If you wish to host a visitor

Change the chartstring/fund source for an employee – also called a “distribution change”

For ALL other hiring and human resource needs:

*ersostudenthiring@erso.berkeley.edu (for student hiring)

or

*ersohrops@erso.berkeley.edu (for all other hiring requests)

Guides and resources to help you with HR functions can be found here: <https://www.erso.berkeley.edu/web/human-resources>

Human Resources Manager and Supervisor

HR Student Appointment Supervisor	Gina Banton	ginam@berkeley.edu	642-9817
HR Manager	Eboni Wilson	eboni@berkeley.edu	642-0479

Travel & Entertainment Reimbursement

Travel & Entertainment Reimbursement provides support regarding reimbursement questions and policy.

Physics users will not be using the ERSO Intranet functionality for T&E. Instead, we will continue to use the campus T&E website:

Submit reimbursements through this system:

<https://reimburse.berkeley.edu/TaskMenu>

For questions or assistance contact: ersotravelhelp@erso.berkeley.edu

For Entertainment support, visit

<https://www.erso.berkeley.edu/web/entertainment>

If a matter needs escalation:

T&E Reimbursement/ Payment Services Management			
T&E Reimbursement/ Payment Svcs Supervisor	Michael Banderas	mbanderas@berkeley.edu	664-7800
Director, Business and Finance Services	Jennifer Stone	jstone@erso.berkeley.edu	643- 8833

ERSO Website:

www.erso.berkeley.edu

Research Administration

Research administration team members work directly with faculty supporting pre and post award administration and interface with both university central offices and ERSO business services to support the Research Enterprise. [Visit here to determine which Research Administrator is assigned to you.](#)

Work directly with your RA and escalate as needed to management.

To submit a new proposal, the process is laid out [here](#)

Research Administration Director and Managers			
Contract & Grant Manager	Elise Mills	elisem@berkeley.edu	643-6682
Contract & Grant Manager	Mary Cuison	mcuison@berkeley.edu	642-5734
Contract & Grants Director	Leslie Goldstein	lgolds@berkeley.edu	643-2469

Contact information for RA Supervisors can be found here.

<https://www.erso.berkeley.edu/web/research-administration-contacts>

Purchasing Services

Submit purchases through this system:

<http://bearbuy.is.berkeley.edu>

ERSO Purchasing Services provide comprehensive support for paying honoraria, hiring independent contractors and purchasing goods and services. For more information, including forms, FAQs, and BearBuy user guides, please visit:

<https://www.erso.berkeley.edu/web/purchasing>

For quick and comprehensive support for purchasing matters, contact the Purchasing Services Team email alias:

ersopurchasing@erso.berkeley.edu

Purchasing Services Management			
Purchasing Operations Lead Buyer	Alice Wong	alicew@erso.berkeley.edu	664-4124
Director, Business and Finance Services	Jennifer Stone	jstone@erso.berkeley.edu	643-8833

Payroll

Payroll provides comprehensive payroll services. Please visit the website at: <https://www.erso.berkeley.edu/web/payroll>

For support regarding paycheck issues, email the payroll email alias: ersopayroll@erso.berkeley.edu

If a matter needs to be escalated, you can contact:

Payroll Operations Management			
Payroll Operations Manager	Rebecca Foster	rrebecca@berkeley.edu	642-9204

Area	What I want to do:	How to do it:
HR	Hire a postdoc scholar	Submit a Request to ersohrops@berkeley.edu or read Instructions on the process
HR	Hire a visiting scholar/visiting student scholar	Submit a Request through the ERSO Intranet, or read Instructions on the process
HR	Hire a Berkeley undergraduate student into your lab	Submit a Request to ersostudenthiring@erso.berkeley.edu or read Instructions on the process
HR	Hire a GSR	Direct your graduate student to submit a request through the ERSO intranet, then watch for notifications to approve it. Need help? Contact ersostudenthiring@erso.berkeley.edu
HR	Hire a professional staff person	Initiate a recruitment , or hire someone already identified into a limited appointment , send request to ersohrops@berkeley.edu . Roia and Christy Welden (cwelden@berkeley.edu) can provide consultation.
HR	Hire someone not listed above	Find information about hiring here
HR	Anything else related to HR	Email questions to ersohrops@berkeley.edu
HR	Employment verification	Contact Katya Tikkanen via email at ktikkanen@berkeley.edu
HR	Request a staff stipend	Complete the Employee Action Change Form , send it with approvals to ersohrops@berkeley.edu
HR	Any change to a staff record (rehire, change of end date, termination)	Complete the Employee Action Change Form , send it with approvals to ersohrops@berkeley.edu
HR	Change chartstring/fund for an employee	Submit a Request for a distribution change through the ERSO Intranet. Have their Employee ID handy
HR	Question about your benefits	Central Campus 510 664 9000, option 3 (not ERSO)
HR	Question about a leave of absence	Start with an email to physicsap@berkeley.edu if you're a member of the faculty
Payroll	Question about a paycheck	Send your question to ersopayroll@erso.berkeley.edu
RA	Who is my Research Administrator at ERSO?	Visit here to determine which Research Administrator is assigned to you.
RA	Submit a new grant proposal	Send information to your currently assigned RA, with a copy to ersocgmgrs@erso.berkeley.edu
Travel	I need a travel advance	ERSO Travel Cash Advance Request Process / Form
Travel	Travel Doc and Receipt Requirements	Visit the ERSO Website for this
Travel	Reimbursement for my travel	Physics continues to use the Travel and Entertainment reimbursement system , or get Physics-specific support here
Entertainment	Reimbursement for my purchase of food	Physics continues to use the Travel and Entertainment reimbursement system , or get Physics-specific support here
Purchasing	Buy something	Submit purchases through Bearbuy , or get Physics-specific support here
Purchasing	Pay someone an honoraria	Submit a Request to ersohrops@berkeley.edu