

This document provides contact information for all Business Affairs departments during remote operations.

## Human Resources

All schools, colleges, and divisions are assigned an HR Business Team composed of subject matter experts from all functional areas. To find your area’s HR contacts, refer to this [HR business team document](#) located on the [HR website](#).

## Virtual Front Desk

To speak with a live HR representative, visit the **HR Virtual Front Desk**, Monday – Friday, 9 a.m. – 11 a.m. and 2 p.m. – 4 p.m. The Virtual Front Desk can assist with:

- General HR Inquiries
- Verbal employment verifications (You may also email [hr@unlv.edu](mailto:hr@unlv.edu) or fax 702-895-1545)
- Support navigating which campus office to contact with questions

Topic	Contact Person(s)	Phone Number	Email
General inquiries	Pamela Torres	702-895-3504	<a href="mailto:hr@unlv.edu">hr@unlv.edu</a>

## Payroll

Payroll processes and procedures for all NSHE campuses are governed by the NSHE Payroll Services team. Visit the [NSHE Payroll Services website](#) for all your payroll needs. Please submit service requests through the [NSHE system](#).

Topic	Contact Person(s)	Phone Number	Email
UNLV Payroll general inquiries		702-895-3825	
Student & Temp Hourly	Cindy Fitzgerald	702-895-3825	<a href="mailto:cynthia.fitzgerald@unlv.edu">cynthia.fitzgerald@unlv.edu</a>
Graduate Assistants & Special Pay	Doretha McNulty	702-895-4957	<a href="mailto:doretha.mcnulty@unlv.edu">doretha.mcnulty@unlv.edu</a>
College of Southern Nevada-CSN LOA	Francisco Orozco Maciel	702-895-4732	<a href="mailto:francisco.orozco@unlv.edu">francisco.orozco@unlv.edu</a>

Faculty & Professional Staff	Gemma Manalastas	702-895-5590	<a href="mailto:gemma.manalastas@unlv.edu">gemma.manalastas@unlv.edu</a>
Classified Staff	Vacant – please call general inquiries number	702-895-3825	

### Purchasing

Contact your college’s or department’s buyer first. Refer to [this document](#) to find your buyer.

Topic	Contact Person(s)	Phone Number	Email
General inquiries		702-895-3521	<a href="mailto:purchasingunlv@unlv.edu">purchasingunlv@unlv.edu</a>
Procurement Card (PCard) support		702-774-2273	<a href="mailto:pcardunlv@unlv.edu">pcardunlv@unlv.edu</a>

### Accounts Payable

Topic	Contact Person(s)	Phone Number	Email
Travel reimbursements and vendor payments		702-895-1157	<a href="mailto:accountspayable@unlv.edu">accountspayable@unlv.edu</a>

### The Office of Cashiering & Student Accounts

The Office of Cashiering and Student Accounts is open Wednesdays from 12 p.m.- 2 p.m. to accept departmental deposits.

Due to the campus building closure, call one of the team members below before visiting the office.

Topic	Contact Person(s)	Phone Number	Email
Call before visiting the office	Rose Cummings	702-895-3924	<a href="mailto:rose.cummings@unlv.edu">rose.cummings@unlv.edu</a>
Call before visiting the office	Jen Cozzolino	702-895-3306	<a href="mailto:jennifer.cozzolino@unlv.edu">jennifer.cozzolino@unlv.edu</a>
General inquiries		702-895-3683	<a href="mailto:cashiering@unlv.edu">cashiering@unlv.edu</a>

## Accounting

Topic	Contact Person(s)	Phone Number	Email
Request an account (worktag)	Sarah Tamargo	702-895-1631	<a href="mailto:sarah.tamargo@unlv.edu">sarah.tamargo@unlv.edu</a>
Project worktags	Berto Rodriguez	702-895-5738	<a href="mailto:berto.rodriguez@unlv.edu">berto.rodriguez@unlv.edu</a>
General Accounting inquiries		702-895-3430	<a href="mailto:generalaccounting-group@unlv.edu">generalaccounting-group@unlv.edu</a>
General Accounting	Dana Tasso	702-895-3430	<a href="mailto:dana.tasso@unlv.edu">dana.tasso@unlv.edu</a>
General Accounting	Kahau Hernandez	702-895-5825	<a href="mailto:kahaunani.hernandez@unlv.edu">kahaunani.hernandez@unlv.edu</a>
General Accounting	Maziar Majzoob	702-895-4271	<a href="mailto:maziar.majzoob@unlv.edu">maziar.majzoob@unlv.edu</a>

## Budget Office

Please contact the analyst assigned to your department. To find your analyst, [please use this document](#).

Topic	Contact Person(s)	Phone Number	Email
General inquiries		702-895-4299	<a href="mailto:fpba@unlv.edu">fpba@unlv.edu</a>

## Real Estate

Topic	Contact Person(s)	Phone Number	Email
General inquiries	Cherie Garrity	702-895-0426	<a href="mailto:cherie.garrity@unlv.edu">cherie.garrity@unlv.edu</a>

### Planning & Construction

Topic	Contact Person(s)	Phone Number	Email
Planning, design and construction services	John Treston	702-895-1591	<a href="mailto:john.treston@unlv.edu">john.treston@unlv.edu</a>
	Michael Wolfe	702-895-2470	<a href="mailto:michael.wolfe@unlv.edu">michael.wolfe@unlv.edu</a>
	Scott McClure	702-895-1474	<a href="mailto:scott.mcclure@unlv.edu">scott.mcclure@unlv.edu</a>
Administrative and business services	Shari McLean	702-895-4067	<a href="mailto:shari.mclean@unlv.edu">shari.mclean@unlv.edu</a>
	Virginia Frost	702-895-4812	<a href="mailto:virginia.frost@unlv.edu">virginia.frost@unlv.edu</a>
	Nancy Johnson	702-895-2500	<a href="mailto:nancy.johnson@unlv.edu">nancy.johnson@unlv.edu</a>

### Risk Management & Safety

Topic	Contact Person(s)	Phone Number	Email
All inquiries	Main	702-895-4226	
	Michael Means	702-612-4565	<a href="mailto:Michael.means@unlv.edu">Michael.means@unlv.edu</a>
	Paul Garcia	702-575-3651	<a href="mailto:Paul.garcia@unlv.edu">Paul.garcia@unlv.edu</a>

### Administration Services

Topic	Contact Person(s)	Phone Number	Email
Moving Services	Colin Tewey	702-895-3212	<a href="mailto:colin.tewey@unlv.edu">colin.tewey@unlv.edu</a>
Property Control	Glenn Pugh	702-433-7728	<a href="mailto:property@unlv.edu">property@unlv.edu</a>
	Mike McVoy	702-290-9070	
Surplus Center	Andrea Mower	702-569-5133	<a href="mailto:surplus@unlv.edu">surplus@unlv.edu</a>
Shipping & Receiving	Andrew Erickson	702-895-1447	<a href="mailto:receiving@unlv.edu">receiving@unlv.edu</a>
Mail Center	Phil Louis	702-895-3786	<a href="mailto:mailcenter@unlv.edu">mailcenter@unlv.edu</a>

Telecommunications		702-895-1800* * Dial "00" and select option "0"	<a href="mailto:telecom@unlv.edu">telecom@unlv.edu</a>
	Lydia Lujan Sasaki	702-895-0978	<a href="mailto:lydialujan.sasaki@unlv.edu">lydialujan.sasaki@unlv.edu</a>
Parking and Transportation Services		702-895-1300	<a href="mailto:parking@unlv.edu">parking@unlv.edu</a>

### Facilities Management

Topic	Contact Person(s)	Phone Number	Email
General Inquiries		702-895-4357	<a href="mailto:facilitieshelpdesk@unlv.edu">facilitieshelpdesk@unlv.edu</a> Submit a ticket <a href="#">online</a> .

### Workday Support Team

Topic	Contact Person(s)	Phone Number	Email
General Inquiries		702-774-4242	<a href="mailto:workdaysupport@unlv.edu">workdaysupport@unlv.edu</a> Submit a ticket <a href="#">online</a> .