

Dear HSC Departments:

The HSC Financial Services Division wants to wish all of you Happy 2010!!

We also would like to inform you, our customers, about some organizational changes to our front desk service area.

As you all know, all HSC Departments have had to tighten-up finances and eliminate all but the most essential services. We recently had a vacancy in one of our Administrative positions in HSC FSD and the HSC Management Team has decided that it was in the best interest of the HSC not to replace that position. We will not be replacing the “**Receptionist**” function. By utilizing existing staff, each Unit in HSC FSD will have their own Administrative Position who will serve that Unit. Each Unit will also have a separate Mail Stop Code, telephone number, and mail box for your department to use. Instead of calling a central phone number, you will call the Admin Person for the FSD Unit you need assistance with. The below chart represents the new administrative coverage structure; **please keep this information handy.**

HSC PreAward	HSC FSD Accounting & Reporting Units		
Rena Vinyard, Associate Director PreAward	Bob Fondino, Chief Budget & Finance Officer		
	Josie Zamora, Administrative Coordinator		
	Contract & Grant Accounting (PostAward) Shirley Mitchell, Mgr	Unrestricted Accounting Laura Putz, Mgr	Reporting Julie Breitenstein, Mgr
Gina Lucero Admin Asst II	Connie Jefferson Office Manager	Chris Kallman Admin Asst III	Josie Zamora Admin Coord
MSC09 5220	MSC09 5225	MSC09 5222	MSC09 5227
272-6264 (Gina)	272-9383 (Connie)	272-6266 (Chris)	272-2885 (Josie)
HSC-PreAward@salud.unm.edu	HSCAR@salud.unm.edu ARRA-Reporting@salud.unm.edu postaward@salud.unm.edu	HSCFinancialServices@salud.unm.edu	HSCReporting@salud.unm.edu

In the next few weeks, if you visit FSD in HSSB Room 102, you will notice some new configurations for our front desk area, including new mail baskets, new seating for Connie, Chris, and Josie, and new signage to help direct you to the correct Unit. The fax number for all units will remain 272-0159. If possible, it is preferred that you scan and email items to the correct person or unit in the interest of efficiency.

In cases where an accounting document contains **both** a restricted **and** unrestricted index number, our general procedure will be to route it to the unit whose index number appears first, then pass it to the other unit to complete second. We will also be cutting back on in-person deliveries to Main Campus & UH in lieu of utilizing campus mail to create additional efficiency.

HSC Financial Service Units are committed to continue to provide the HSC Community with quality support services. During the transition and implementation of these changes HSC Departments will not experience a reduction in services. If you have any questions please feel free to contact Bob, Rena, Laura, Julie or Shirley to discuss.