**Ex003-26: Department and Employee Directory – Non-Resident Alien Activities**

Fiscal Operations Manual  
Section 000: Introductory Material - Exhibits  
Effective: 10/15/2013

Revised: 05/31/2016

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Department** | **Responsibilities** | **Contact Person** | **E-Mail Address/ Office** | **Phone Number** |
| Financial Accounting & Analysis | Payment for Services &Travel | Norma Cardona | Norma.cardona@oregonstate.edu  B0100 Kerr Administration Bldg. | (541) 737-0637 |
| Human Resources | Employment and  Affiliate/Courtesy Faculty members | Business Centers | http://oregonstate.edu/fa/bc or visit https://oscar.oregonstate.edu | (541) 737-2447 |
| International Scholar & Faculty Services (ISFS) | Visas/Advice | Jackie Bangs | jackie.bangs@oregonstate.edu  University Plaza, Suite 235E | (541) 737-6468 |
| Payroll Office | Wage, payroll | Traci Yates | Traci.yates@oregonstate.edu  B0106 Kerr Administration Bldg. | (541) 737-3114 |
| Post Award Administration | Fellowships (Stipends) | Jenny James | Jenny.james@oregonstate.edu  B0306 Kerr Administration Bldg. | (541) 737-3318 |
| Financial Accounting & Analysis | Vendor Maintenance | MaryPage | [mary.page@oregonstate.edu](mailto:mary.page@oregonstate.edu)  B0100 Kerr Administration Bldg. | (541) 737-0623 |
| Social Security Office | Issues SSN and Form SS-5 | Main Office | http://www.ssa.gov/  1055 Bain St SE Albany, OR 97322 | 1 (800) 772-1213 |
| Procurement | Personal Service Contracts (PSCs) | Tamara Gash | tamara.gash@oregonstate.edu Property Services Building PACS | (541) 737 8044 |