

Contact Information for Corrections to the Division Directory

Persons on Extension Payroll - The Division Directory is based on Banner information that is refreshed every day. To make a correction in the directory, the Banner record must be corrected. Once the correction is made in Banner, the change will be reflected in the directory the next morning.

Item to Be Changed Or Corrected	Change Requirements	Contact Person
Name, work address, fax, telephone	Complete form EHIRE-180	Lynne Wooten - 4-H Lisa Brown - Agri.& Nat. Resources, Risk Management Center Kelley Cochran - Delta District Jan Sampson - Financial Services, Human Resources, Sponsored Programs, IT, Physical Plant, Print Shop, PSD. Reba Hawkins - FCS Eva Johnson - Ouachita District Sherry Funderburg - Ozark District Amy Hedges - Dr. Cartwright, Communications
Title	May require form EHIRE-100 if it is a change in title and not a correction to an existing title	Amanda Lingo - Payroll Department
E-Mail Address	None	Pat Doss - IT
Department or Financial Manager Status		Jackie Yarbrough – Financial Services

Persons not on Extension Payroll

This section is based on a data base that is updated manually through a web interface. This information is only as current as the person entering the information in the data base.

Item to Be Changed Or Corrected	Change Requirements	Contact Person
All Experiment Station changes	Employees can update their personal information themselves on WebBASIS, with the exception of email address.	Jamie Bentley Patty Siebenmorgen
All UAPB changes	None	Susan James