

OFFICE OF FINANCE AND BUSINESS
WHO DO I CONTACT IF?
(212) 229-5660

Business Operations

- I have a question regarding operational business policies & procedures
 - *Ed Verdi x 3677*
 - verdie@newschool.edu

- I have a question regarding venue leasing and rentals
 - *Helen Spiel x 4608*
 - spielh@newschool.edu

- I have a question regarding purchasing office supplies & equipment
 - *Greg Herrera x 4997*
 - herrerag@newschool.edu

- I have a question regarding mailroom and duplicating services
 - *Roberto Robinson x 4612*
 - robinsor@newschool.edu

- I have a question regarding student/employee ID cards
 - *Campus Card Services x 4472*

- I have a question regarding dining services
 - *Dining Services x 5161*

Accounts Payable

- I have a question regarding expense reports
 - *Mary Dixon x 3669*
 - dixonm@newschool.edu

- I have a question regarding cash advances and reconciliations
 - *Julio Hernandez x 3683*
 - hernandj@newschool.edu

- I have a question regarding payment of invoices
 - *Mary Dixon x 3669 or Julio Hernandez x 3683*
 - dixonm@newschool.edu or hernandj@newschool.edu

- I have a question regarding wire transfers
 - *Julio Hernandez x 3683*
 - hernandj@newschool.edu
- I have a question regarding Independent Contractor invoicing
 - *Mary Dixon x 3669*
 - dixonm@newschool.edu

Accounting

- I have a question regarding petty cash
 - *Evelyn Castillo x 3664 or Julio Hernandez x 3683*
 - castile@newschool.edu or hernandj@newschool.edu
- I have a question regarding non-student account receivables
 - *Thalasia Sawney x 3670*
 - sawneyt@newschool.edu
- I have a question regarding grants
 - *Fairleen Napalit x 4971*
 - napalif@newschool.edu
- I have a question regarding general accounting policies & procedures
 - *Thalasia Sawney x 3670*
 - sawneyt@newschool.edu
- I have a question regarding financial systems & analysis
 - *Paul Shosho x 4595 or Antoinette Brown x3663*
 - shoshop@newschool.edu or browna@newschool.edu
- I have a question regarding credit cards and P cards
 - *Laura Cosgrove x 3666*
 - cosgrovl@newschool.edu

Investment & Treasury

- I have a question regarding endowments & operating investments
 - *Linda Hird x 3680*
 - hirdl@newschool.edu
- I have a question regarding university risk strategies
 - *Linda Hird x 3680*
 - hirdl@newschool.edu

Payroll

- I have a question regarding Payroll and Payroll Tax
 - <http://www.newschool.edu/ofb/payroll>
 - FAQ regarding timesheets, pay periods, direct deposit, pay statements, payroll taxes
 - “Forms and guide” section for helpful guides to understanding your W-2
 - Employee Self Service (ALVIN) to see payroll information
 - E-mail Payroll Customer Service at payrollhelp@newschool.edu or call x 4963

- I have a question regarding Change of Address for HR and Payroll purposes
 - Access ALVIN directly or through *My.NewSchool.edu* - click on employee tab
 - E-mail hrhelp@newschool.edu

- I have a question regarding overall tax compliance
 - The Tax Webpage at newschool.edu/ofb/tax (**coming soon**)

Real Estate

- I have a question regarding The New School real estate holdings
 - *Howard Bressler x 3212*
 - bresslerh@newschool.edu

Budget & Planning

- I don't know who my budget analyst is
 - *Ian Morlan x 3504*
 - morlani@newschool.edu

- I have a question regarding the university's operating budget, process or policies
 - *Steve Stabile x 3505*
 - stabiles@newschool.edu

- I have a question regarding the university's capital budget, process or policies
 - *Cliff Rotbert x 3501*
 - rotbertc@newschool.edu

- How do I request an adjustment or change to my budget?
 - *Steve Stabile x 3505 or Cliff Rotbert x 3501*
 - stabiles@newschool.edu or rotbertc@newschool.edu

- I have a question regarding my budget for personnel or personnel related costs
 - *David Hernandez x 3503*
 - hernand@newschool.edu

- I have a question regarding BANNER budget information and reports
 - *Matt Ramon x 3502*
 - ramonm@newschool.edu

- I have a question regarding access to BANNER Finance
 - *Ian Morlan x 3504*
 - morlani@newschool.edu

- I have a question regarding the new Budget Development and Reporting System
 - *Steve Stabile x 3505 or Matt Ramon x 3502*
 - stabiles@newschool.edu or ramonm@newschool.edu