



April 1, 2020

Dear Members of the Illinois Tech Community,

Like many of you, the Controller's Office has rapidly transitioned to a largely remote workforce over the past week. We are fully operational and look forward to serving the campus remotely. Here is how you can engage with us during this period. And as always, if you have questions feel free to contact me directly anytime at [awassell@iit.edu](mailto:awassell@iit.edu) or on Google Hangouts.

### **Payroll Office**

Nadine Scott, Payroll Manager [scottn@iit.edu](mailto:scottn@iit.edu)

Sue Minnich, Assistant Payroll Manager [minnich@iit.edu](mailto:minnich@iit.edu)

Lisa Townsell, Senior Payroll Specialist [ltownsel@iit.edu](mailto:ltownsel@iit.edu)

Michelle Strader, Payroll Specialist [mstrader@iit.edu](mailto:mstrader@iit.edu)

Forms including W4s, direct deposit requests, payroll authorizations, and timesheets can be directed to [payroll@iit.edu](mailto:payroll@iit.edu). The entire payroll team is copied on messages to that inbox, and so there is no need to copy an individual staff member on your email.

If you have questions for the team, those can also be directed to [payroll@iit.edu](mailto:payroll@iit.edu).

Although most of the university is paid via direct deposit, paper checks issued from payroll will still be mailed to the address on file. We strongly encourage anyone who has not already done so to [enroll in direct deposit](#).

W2 tax forms were issued on January 31 of this year. You can find a printable version of your form on the Employee Dashboard. Access the Employee Dashboard on the Work tab in the myIIT portal. The form can be found under "Taxes".

### **Cashiering**

The university maintains secure P.O. boxes where all checks should be mailed for processing. Include in your mailing any accompanying documentation, at minimum the FOAP (Fund, Organization, Account, and Program) or the ID number of the account to which the check should be posted.

Lockbox addresses:

#### **Gift checks (whether from the Office of Advancement or otherwise):**

Illinois Tech Advancement  
7565 Solution Center  
Chicago, IL 60677-7005

This box is monitored by the advancement services department and the cashier. Contact advancement services at [giftadmin@iit.edu](mailto:giftadmin@iit.edu) with questions.

**Rent payments from our tenants:**

Illinois Tech Rent  
7550 Solution Center  
Chicago, IL 60677-7005

**All other check payments including tuition:**

Illinois Institute of Technology  
7539 Solution Center  
Chicago, IL 60677-7005

**Student Accounting**

Tamara Posley, Director [posley@iit.edu](mailto:posley@iit.edu)  
Dalvina Lane, Assistant Director [dlane2@iit.edu](mailto:dlane2@iit.edu)  
Davina Ashley, Collections Specialist [dashley@iit.edu](mailto:dashley@iit.edu)  
Laura DeCarlo, Cash Management Coordinator [ldecarlo@iit.edu](mailto:ldecarlo@iit.edu)  
Richard Leigh, Student Account Analyst [rleigh@iit.edu](mailto:rleigh@iit.edu)  
Viralyn Sirico, Customer Service Coordinator [vsirico@iit.edu](mailto:vsirico@iit.edu)

The Student Accounting Office has a central email account, [sa@iit.edu](mailto:sa@iit.edu), which is monitored daily via a footprints ticketing system. Please direct all forms including financial guarantees, contracts, deferments, and third-party billing agreements to that email address for assignment to the appropriate staff member.

Students wishing to meet with a member of the Student Accounting staff to discuss their accounts can email [sa@iit.edu](mailto:sa@iit.edu) to arrange a meeting via Google Hangouts with a member of the team.

See **Cashiering** for information about depositing check payments.

See **General Accounting** for information about accepting credit card payments.

**Research Services and Grant Accounting**

Arielle Augustyn, Senior Director [aaugustyn@iit.edu](mailto:aaugustyn@iit.edu)  
Elzbieta Obiedzinska, Associate Director [obiedzinska@iit.edu](mailto:obiedzinska@iit.edu)  
Michael Sauer, Associate Director [msauer@iit.edu](mailto:msauer@iit.edu)  
Amy Dauernheim, Research Admin [adauernh@iit.edu](mailto:adauernh@iit.edu)  
Johanna DePonio, Senior Grant Accountant [jdeponio@iit.edu](mailto:jdeponio@iit.edu)  
Maria Ihnat, Grant Accountant [mihnat@iit.edu](mailto:mihnat@iit.edu)  
Ann Marie LoPrieno, Senior Research Admin [aloprien@iit.edu](mailto:aloprien@iit.edu)

All salary reallocations, payroll authorizations, and cost transfer forms for research activity can be directed to Maria Ihnat at [mihnat@iit.edu](mailto:mihnat@iit.edu).

If you are unsure about where to direct a research-related inquiry, the Research Administrative Services office can help. [Find your portfolio manager by department.](#)

## **General Accounting**

Ken Johnston, Deputy Controller [johnston@iit.edu](mailto:johnston@iit.edu)

John Kirsits, Associate Controller [jkirsits@iit.edu](mailto:jkirsits@iit.edu)

Melanieta Anggraeni, Senior Accountant [anggraeni@iit.edu](mailto:anggraeni@iit.edu)

Yves Mondesir, Senior Accountant [ymondesi@iit.edu](mailto:ymondesi@iit.edu)

Maurice Robinson, Senior Accountant [robinson@iit.edu](mailto:robinson@iit.edu)

Salary reallocations for operating activity, cost transfers, and other inquiries can be sent to the Controller's Office at [controller@iit.edu](mailto:controller@iit.edu).

The university can accept credit card payments online for various things using Marketplace, an ecommerce tool that creates custom standalone websites to collect payments. To request a Marketplace site to accept credit card payments from your customers, please contact Yves Mondesir at [ymondesi@iit.edu](mailto:ymondesi@iit.edu).

For all budget reallocations and other budget-related inquiries, please contact Tej KC at [tkc@iit.edu](mailto:tkc@iit.edu) or Mary Ellen Borchers at [mborchers@iit.edu](mailto:mborchers@iit.edu).

## **Procurement Services**

Snow Rutkowske, Director [srutkowske@iit.edu](mailto:srutkowske@iit.edu)

Luz Arrellano, Accounts Payable [larrellan@iit.edu](mailto:larrellan@iit.edu)

Malcolm Brown, Procurement System Admin [mbrown43@iit.edu](mailto:mbrown43@iit.edu)

Elena Mancari, Accounts Payable [mancari@iit.edu](mailto:mancari@iit.edu)

Madeline Olszak, Procurement Specialist [molszak@iit.edu](mailto:molszak@iit.edu)

Travel and expense reimbursement forms and check requests for student reimbursements can be completed and emailed to Madeline Olszak at [molszak@iit.edu](mailto:molszak@iit.edu) for processing.

Invoices should be emailed to [invoicing@iit.edu](mailto:invoicing@iit.edu) referencing the purchase order number.

If you are paying an invoice for which you have no purchase order, please enter it into BuyIt as a retrofit order and scan the invoice as an attachment.

If you accidentally used your university P-Card for a personal purchase, please write a P-Card reimbursement check to Illinois Institute of Technology and mail the check to:

Illinois Institute of Technology  
IIT Student Accounting  
7539 Solution Center  
Chicago, IL 60677-7005

Please include the following information on the check or an accompanying note:

- Name of the vendor
- Date of the transaction
- Reason for the check: P-Card reimbursement
- The FOAP that the amount should be credited to

Take care of yourselves and each other. We're here for you when you need us.

Adrienne Wassell  
Interim Controller