Total Compensation Team

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Melissa Jutzi, Director
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Susan Diep, Total Compensation Analyst
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Susan Thompson, Manager, Payroll Services
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Susan joined the University in 2000 in the role of Payroll Coordinator and has worked in Payroll for most of her career. Contact Susan if you have questions about payroll at the University or accessing the HR systems.

Shelley Ussher, Payroll Administrator
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Shelley began at the University as a Service Associate in 2007 then transferred to the role of Compensation & Benefits Administrator in 2008. Shelley is responsible for the payment of the University’s payroll liabilities and payroll accounting.

Vince Pellegrino, Senior Advisor, Pensions & Benefits
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Vince joined the University in 1989 and is the key contact if you have questions about your Group Benefits and University Pension plan or are looking to retire. In particular, Vince is well-versed when it comes to transferring funds into or out of the University of Guelph pension plans as well as guiding you through the pension process in the event of a marriage breakdown. Vince also oversees the administration of the Long Term Disability plan.

Margaret McLeod, Benefits Consultant
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Margaret has been the Benefits Consultant since 2006. Margaret joined the University after a long stint in the private sector with a major insurance carrier and brings that expertise and perspective to the University. Margaret can be contacted regarding benefits issues or if you are looking to retire.

Service Associates
Flavia Damaren, Service Associate
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Flavia has been with Human Resources since 1988, starting as the Pension and Benefits Secretary. Flavia’s main areas of responsibilities are OAC, Student Counselling and the Office of Research.

Karen DeVries, Service Associate
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Karen has had a varied career with the University since 2001. As a Service Associate, Karen’s main responsibilities are with the College of Arts, CCS, the Library and the Kemptville Campus of OAC.

Pek Lee, Service Associate
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Pek started at the University in 1987 with Family Studies before joining Human Resources. Pek is responsible for Student Housing, the College of Social and Applied Human Sciences, Office of Registrarial Services, Laboratory Services Division and OVC – Dean’s Office and academic departments.

Phyllis Rato-Hatch, Service Associate
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Phyllis joined Human Resources in 2007 after working for a year at Laboratory Services. Phyllis is responsible for the College of Physical & Engineering Sciences, College of Biological Science, Physical Resources and University Centre Administration.

Lynne Wilson, Service Associate
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Lynne has been with the Human Resources Department since 2004 and brings experience from the private sector. Lynne is responsible for Hospitality Services, the College of Management & Economics as well as various administrative departments on campus.

Jennifer Wood, Service Associate
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Jennifer has been with the University since 2001 and came to Human Resources via the Office of Open Learning and the Library. Jennifer is responsible for OVC – Health Sciences Centre, Financial Services, Human Resources, Child Care and the Canadian Network for Toxicology Centres.