Staff Contact Information

The Payroll Services Office is located at:
2105 Aggie Rd, Suite 216, Jonesboro, AR 72401

Tara Watson
Director of Payroll
Watson oversees the day-to-day operations of the Payroll department, ensuring all payroll processes run smoothly and efficiently. Watson manages the distribution and accuracy of W-2 forms, and provides support for termination workflows and Banner Time Entry.

twatson@AState.edu | ?870-972-3762

Angela Gibson
Compensation Manager
Gibson provides assistance with Electronic Personnel Action Forms (EPAFs) and Banner Time Entry ensuring accurate and efficient tracking of employee time and pay. Gibson manages updates to approver and supervisor information, oversees name change processes, and handles the verification of prior service through processing Proof of Prior Service forms.

angibson@AState.edu | ?870-680-8088

Abigail Highsmith
Payroll Services Specialist
Highsmith oversees payroll deductions of child support and other garnishments, ensuring compliance with legal requirements and timely disbursements. She also oversees retirement funding and is responsible for the accurate balancing and remittance of all employee benefits and payroll deductions.

abanderson@AState.edu | ? 870-680-8089

Chastity Mott
Payroll Services Specialist - Semi-monthly Payroll for Full-Time Faculty and Staff
Mott is responsible for managing the processing of semi-monthly payroll for full-time faculty and staff. Mott also oversees the submission and review of Banner leave reports and termination workflows for full-time and 10-month employees, ensuring compliance with institutional policies and payroll timelines.

cmott@AState.edu | ? 870-680-8031

Abbey Gilkison
Payroll Services Specialist - Banner Time Entry
Jordan oversees Banner Time Entry and administering payroll withholdings such as taxes, benefits, and parking fees. Jordan also manages updates to direct deposit information, Focus Card processing, and tax form updates.

abjordan@AState.edu | ? 870-972-3929

Teddi Russell
Payroll Services Specialist - Henderson
Russell processes all payroll for the Henderson Campus, ensuring accuracy and compliance with institutional policies and payroll timelines.

trussell@AState.edu | ? 870-972-2767

Tyler Wright
Payroll Services Specialist - 9 Month Faculty, 10 Month Staff, and Hourly Payrolls
Wright is responsible for managing the processing of payroll for 10 month employees, 9 month faculty and hourly employees. Wright also oversees the submission and review of Banner leave reports, Banner Time Entry and termination workflows for these employees, ensuring compliance with institutional policies and payroll timelines.

twright@AState.edu | ? 870-972-2192

If you have any questions or need assistance, feel free to contact us at payroll@astate.edu or call 870-972-3454. We're here to help!

Revision #17
Created 2025-05-20 14:33:30 UTC by Catherine Naylor
Updated 2026-10-15 14:17:35 UTC by Charlee Hounihan