

| | <u>Ext.</u> | <u>E-Mail</u> |
|--|-------------|--|
| <u>Retirement (FRS, PRP & TRS) ORP and DROP</u> | | |
| Jeff Comeau | 2610 | jcomeau@uwf.edu |
| Nicole Lohr | 2604 | nlohr@uwf.edu |
| <u>Salary (Upon Appointment)</u> | | |
| Kay Larson | 2607 | klarson@uwf.edu |
| Kim Keebler | 2156 | kkeebler@uwf.edu |
| <u>Separation Clearance</u> | | |
| Christine N. Dillard | 2508 | cniemann@uwf.edu |
| Betty Masaitis | 2605 | bmasaiti@uwf.edu |
| Carol Gentry | 2608 | cgentry@uwf.edu |
| <u>Service Award</u> | | |
| Sharon Jones | 2611 | sjones@uwf.edu |
| April Sargent | 2606 | asargent@uwf.edu |
| <u>Sick Leave Pool</u> | | |
| Jeff Comeau | 2610 | jcomeau@uwf.edu |
| Nicole Lohr | 2604 | nlohr@uwf.edu |
| <u>Staff Development</u> | | |
| Kay Larson | 2607 | klarson@uwf.edu |
| Kim Keebler | 2156 | kkeebler@uwf.edu |
| <u>Staff/Student Employment</u> | | |
| Kay Larson | 2607 | klarson@uwf.edu |
| Kim Keebler | 2156 | kkeebler@uwf.edu |
| <u>Termination (Disciplinary)</u> | | |
| Sherell Hendrickson | 2116 | shendric@uwf.edu |
| Sharon Jones | 2611 | sjones@uwf.edu |
| <u>Termination (Resignation) Exit Interviews</u> | | |
| Sharon Jones | 2611 | sjones@uwf.edu |
| April Sargent | 2606 | asargent@uwf.edu |
| <u>Testing-Typing Test</u> | | |
| Reta Burton | 2205 | rburton@uwf.edu |
| Mable Wells | 2694 | mwells@uwf.edu |
| <u>Time Sheets (Non-exempt Employees)</u> | | |
| Jeff Comeau | 2610 | jcomeau@uwf.edu |
| Christine N. Dillard | 2508 | cniemann@uwf.edu |
| <u>Time Sheets (Student OPS)</u> | | |
| Christine N. Dillard | 2508 | cniemann@uwf.edu |
| Carol Gentry | 2608 | cgentry@uwf.edu |
| <u>Training Class Registration</u> | | |
| Mable Wells | 2694 | mwells@uwf.edu |
| Reta Burton | 2205 | rburton@uwf.edu |
| <u>Training Class Schedule</u> | | |
| Kay Larson | 2607 | klarson@uwf.edu |
| Mable Wells | 2694 | mwells@uwf.edu |

| | <u>Ext.</u> | <u>E-Mail</u> |
|---|-------------|--|
| <u>Tuition Waiver (Dependent Verification)</u> | | |
| Argus - My Info, Banner Self-Service | | |
| Nicole Lohr | 2604 | nlohr@uwf.edu |
| <u>Unemployment</u> | | |
| Kay Larson | 2607 | klarson@uwf.edu |
| Kim Keebler | 2156 | kkeebler@uwf.edu |
| <u>Union Contract Administration</u> | | |
| Sherell Hendrickson | 2116 | shendric@uwf.edu |
| <u>Volunteer Program</u> | | |
| Kay Larson | 2607 | klarson@uwf.edu |
| Kim Keebler | 2156 | kkeebler@uwf.edu |
| <u>W-2</u> | | |
| Argus - My Info, Banner Self-Service, View all Services | | |
| Payroll | 3051 | |
| <u>W-4 (New Employees Only)</u> | | |
| Christine N. Dillard | 2508 | cniemann@uwf.edu |
| Betty Masaitis | 2605 | bmasaiti@uwf.edu |
| Carol Gentry | 2608 | cgentry@uwf.edu |
| <u>W-4 Changes</u> | | |
| Payroll | 3051 | |
| <u>Workers Compensation</u> | | |
| Cindy Faria | 2602 | cfaria@uwf.edu |
| April Sargent | 2606 | asargent@uwf.edu |

UWF is an Equal Opportunity/Access/Affirmative Action Employer



HUMAN RESOURCES Directory

Phone: 850.474.2694
Fax: 850.857.6030

ohr@uwf.edu
<http://uwf.edu/ohr>



Mission Statement

To provide vital and innovative HR programs that result in the employment and retention of a diverse and high-quality workforce dedicated to student success.

Revised: June 10, 2010

Directory — Office of Human Resources — Bldg 20E/Room 117

| | <u>Ext.</u> | <u>E-Mail</u> |
|---|-------------|--|
| <u>Action Sheets</u> | | |
| Christine N. Dillard | 2508 | cniemann@uwf.edu |
| Betty Masaitis | 2605 | bmasaiti@uwf.edu |
| Carol Gentry | 2608 | cgentry@uwf.edu |
| <u>Annuities</u> | | |
| Jeff Comeau | 2610 | jcomeau@uwf.edu |
| Nicole Lohr | 2604 | nlohr@uwf.edu |
| <u>Attendance and Leave</u> | | |
| Jeff Comeau | 2610 | jcomeau@uwf.edu |
| Christine N. Dillard | 2508 | cniemann@uwf.edu |
| <u>Benefits</u> | | |
| Nicole Lohr | 2604 | nlohr@uwf.edu |
| Jeff Comeau | 2610 | jcomeau@uwf.edu |
| <u>Career Enhancement Progression Plan</u> | | |
| Kay Larson | 2607 | klarson@uwf.edu |
| Kim Keebler | 2156 | kkeebler@uwf.edu |
| <u>Change of Address (Home)</u> | | |
| Argus - My Info, Banner Self Service, View all Services | | |
| Betty Masaitis | 2605 | bmasaiti@uwf.edu |
| Carol Gentry | 2608 | cgentry@uwf.edu |
| <u>Classification</u> | | |
| Kay Larson | 2607 | klarson@uwf.edu |
| Kim Keebler | 2156 | kkeebler@uwf.edu |
| <u>Disciplinary Action</u> | | |
| Sharon Jones | 2611 | sjones@uwf.edu |
| Sherell Hendrickson | 2116 | shendric@uwf.edu |
| <u>Discrimination and Harassment</u> | | |
| Cindy Faria | | cfaria@uwf.edu |
| Sherell Hendrickson | | shendric@uwf.edu |
| <u>Discount Cards</u> | | |
| Mable Wells | 2694 | mwells@uwf.edu |
| Reta Burton | 2205 | rburton@uwf.edu |
| <u>Educational Leave with Pay</u> | | |
| Cindy Faria | 2602 | cfaria@uwf.edu |
| April Sargent | 2606 | asargent@uwf.edu |
| <u>Employee Assistance Program</u> | | |
| Kay Larson | 2607 | klarson@uwf.edu |
| Sherell Hendrickson | 2116 | shendric@uwf.edu |
| <u>Employee Relations</u> | | |
| Sharon Jones | 2611 | sjones@uwf.edu |
| Sherell Hendrickson | 2116 | shendric@uwf.edu |
| <u>Employment Contracts</u> | | |
| Christine N. Dillard | 2508 | cniemann@uwf.edu |
| Betty Masaitis | 2605 | bmasaiti@uwf.edu |
| Carol Gentry | 2608 | cgentry@uwf.edu |

| | <u>Ext.</u> | <u>E-Mail</u> |
|---|-------------|--|
| <u>Employment Job Line</u> | | |
| Recorded Message | 2842 | 850.474.2842 |
| <u>Employment Verification</u> | | |
| Kay Larson | 2607 | klarson@uwf.edu |
| April Sargent | 2606 | asargent@uwf.edu |
| <u>EEO/Affirmative Action</u> | | |
| Cindy Faria | 2602 | cfaria@uwf.edu |
| Sherell Hendrickson | 2116 | shendric@uwf.edu |
| <u>Forms (To request)</u> | | |
| http://uwf.edu/ohr/internal/forms/alphListingforms.cfm | | |
| Mable Wells | 2694 | mwells@uwf.edu |
| <u>Grievances</u> | | |
| Sharon Jones | 2611 | sjones@uwf.edu |
| Sherell Hendrickson | 2116 | shendric@uwf.edu |
| <u>Holidays</u> | | |
| Jeff Comeau | 2610 | jcomeau@uwf.edu |
| Christine N. Dillard | 2508 | cniemann@uwf.edu |
| <u>I-9</u> | | |
| Christine N. Dillard | 2508 | cniemann@uwf.edu |
| Betty Masaitis | 2605 | bmasaiti@uwf.edu |
| Carol Gentry | 2608 | cgentry@uwf.edu |
| <u>Program of Incentive of Efficiency (PIE)</u> | | |
| Jeff Comeau | 2610 | jcomeau@uwf.edu |
| Nicole Lohr | 2604 | nlohr@uwf.edu |
| <u>Injuries (Work-related)</u> | | |
| Cindy Faria | 2602 | cfaria@uwf.edu |
| April Sargent | 2606 | asargent@uwf.edu |
| <u>Insurance</u> | | |
| Nicole Lohr | 2604 | nlohr@uwf.edu |
| Jeff Comeau | 2610 | jcomeau@uwf.edu |
| <u>Layoff</u> | | |
| Sherell Hendrickson | 2116 | shendric@uwf.edu |
| Sharon Jones | 2611 | sjones@uwf.edu |
| <u>Mailing Labels</u> | | |
| Reta Burton | 2205 | rburton@uwf.edu |
| Mable Wells | 2694 | mwells@uwf.edu |
| <u>Nautilus Excellence Awards</u> | | |
| Sharon Jones | 2611 | sjones@uwf.edu |
| April Sargent | 2606 | asargent@uwf.edu |
| <u>New Employee Payroll Documents</u> | | |
| Christine N. Dillard | 2508 | cniemann@uwf.edu |
| Betty Masaitis | 2605 | bmasaiti@uwf.edu |
| Carol Gentry | 2608 | cgentry@uwf.edu |

| | <u>Ext.</u> | <u>E-Mail</u> |
|--|-------------|--|
| <u>OPS Employees-Hours Worked</u> | | |
| Jeff Comeau | 2610 | jcomeau@uwf.edu |
| Christine N. Dillard | 2508 | cniemann@uwf.edu |
| <u>AFSCME OSU Vocational/Tech Training</u> | | |
| Kay Larson | 2607 | klarson@uwf.edu |
| Kim Keebler | 2156 | kkeebler@uwf.edu |
| <u>Organizational Charts</u> | | |
| Kay Larson | 2607 | klarson@uwf.edu |
| Kim Keebler | 2156 | kkeebler@uwf.edu |
| <u>Orientation, New Employees</u> | | |
| Kay Larson | 2607 | klarson@uwf.edu |
| Nicole Lohr | 2604 | nlohr@uwf.edu |
| <u>Outside Activity</u> | | |
| Sharon Jones | 2611 | sjones@uwf.edu |
| Sherell Hendrickson | 2116 | shendric@uwf.edu |
| <u>Overtime</u> | | |
| Jeff Comeau | 2610 | jcomeau@uwf.edu |
| Christine N. Dillard | 2508 | cniemann@uwf.edu |
| <u>Pay for Performance</u> | | |
| Kay Larson | 2607 | klarson@uwf.edu |
| Kim Keebler | 2156 | kkeebler@uwf.edu |
| <u>Pay Plans</u> | | |
| Kay Larson | 2607 | klarson@uwf.edu |
| Kim Keebler | 2156 | kkeebler@uwf.edu |
| <u>Performance Management</u> | | |
| Kay Larson | 2607 | klarson@uwf.edu |
| Kim Keebler | 2156 | kkeebler@uwf.edu |
| <u>Performance Management (Needs Improvement/Below)</u> | | |
| Sherell Hendrickson | 2116 | shendric@uwf.edu |
| Kay Larson | 2607 | klarson@uwf.edu |
| <u>Personnel Files</u> | | |
| Kay Larson | 2607 | klarson@uwf.edu |
| Reta Burton | 2205 | rburton@uwf.edu |
| <u>Position Management/Job Questionnaire</u> | | |
| Kay Larson | 2607 | klarson@uwf.edu |
| Kim Keebler | 2156 | kkeebler@uwf.edu |
| <u>Position Orientation Year (Extension)</u> | | |
| Kay Larson | 2607 | klarson@uwf.edu |
| Sherell Hendrickson | 2116 | shendric@uwf.edu |
| <u>Recruitment</u> | | |
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| Kim Keebler | 2156 | kkeebler@uwf.edu |