|  |  |  |
| --- | --- | --- |
|  | Ext. | Email |
| Tuition Fee Waiver (Dependent Verification) | | |
| MyUWF – Employee Resources, Employee Tuition Waiver | | |
| Elsie Rivera | 2921 | [erivera@uwf.edu](mailto:erivera@uwf.edu) |
| Tony Lindberg | 2610 | [tlindber@uwf.edu](mailto:tlindber@uwf.edu) |
| Adrian Rowley | 2604 | [arowley@uwf.edu](mailto:arowley@uwf.edu) |
|  |  |  |
| Unemployment |  |  |
| April Harvey | 2694 | [aharvey@uwf.edu](mailto:aharvey@uwf.edu) |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
|  |  |  |
| Union Contract Administration | | |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
|  |  |  |
| Volunteer Program |  |  |
| Anna Isfalt | 2233 | [asfalt@uwf.edu](mailto:asfalt@uwf.edu) |
| April Harvey | 2694 | [aharvey@uwf.edu](mailto:aharvey@uwf.edu) |
|  |  |  |
| W-2 |  |  |
| MyUWF, Employee Self Service, (Banner) Tax Forms, | | |
| Payroll (Financial Services) | 3051 |  |
|  |  |  |
| W-4 (New Employees Only) | | |
| Christine N. Dillard | 2508 | [cniemann@uwf.edu](mailto:cniemann@uwf.edu) |
| Nicole Zamary | 2608 | [nzamary@uwf.edu](mailto:nzamary@uwf.edu) |
| Deborah Baker | 2605 | [dbaker@uwf.edu](mailto:dbaker@uwf.edu) |
| Lori Werdann | 2205 | [lwerdann@uwf.edu](mailto:lwerdann@uwf.edu) |
|  |  |  |
| W-4 (Changes) |  |  |
| Payroll (Financial Services) | 3051 |  |
|  |  |  |
| Workers’ Compensation | | |
| April Harvey | 2694 | [aharvey@uwf.edu](mailto:aharvey@uwf.edu) |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Ext. | Email |
| Position Orientation Year (Extension) | | |
| Lynne Randall | 2292 | [lrandall1@uwf.edu](mailto:lrandall1@uwf.edu) |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
|  |  |  |
| Records |  |  |
| Christine N. Dillard | 2508 | [cniemann@uwf.edu](mailto:cniemann@uwf.edu) |
| Nicole Zamary | 2608 | [nzamary@uwf.edu](mailto:nzamary@uwf.edu) |
| Lori Werdann | 2205 | [lwerdann@uwf.edu](mailto:lwerdann@uwf.edu) |
|  |  |  |
| Recruitment |  |  |
| Kris Keating | 2601 | [kkeating@uwf.edu](mailto:kkeating@uwf.edu) |
| April Harvey | 2694 | [aharvey@uwf.edu](mailto:aharvey@uwf.edu) |
| Anna Isfalt | 2233 | [asfalt@uwf.edu](mailto:asfalt@uwf.edu) |
|  |  |  |
| Research Integrity Coordinator | | |
| Gabriel Esmurdoc | 2260 | [gesmurdoc@uwf.edu](mailto:gesmurdoc@uwf.edu) |
|  |  |  |
| Retirement and DROP | | |
| Tony Lindberg | 2610 | [tlindberg@uwf.edu](mailto:tlindberg@uwf.edu) |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
| Elsie Rivera | 2921 | [erivera@uwf.edu](mailto:erivera@uwf.edu) |
| Adrian Rowley | 2604 | [arowley@uwf.edu](mailto:arowley@uwf.edu) |
|  |  |  |
| Separation Clearance | | |
| Nicole Zamary | 2608 | [nzamary@uwf.edu](mailto:nzamary@uwf.edu) |
| Christine N. Dillard | 2508 | [cniemann@uwf.edu](mailto:cniemann@uwf.edu) |
|  |  |  |
| Service & Retirement Awards | | |
| Candace Freeman | 2602 | [cfreeman@uwf.edu](mailto:atokajer@uwf.edu) |
|  |  |  |
| Sick Leave Pool |  |  |
| Tony Lindberg | 2610 | [tlindberg@uwf.edu](mailto:tlindberg@uwf.edu) |
| Jamie Sprague | 2516 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
| Elsie Rivera | 2921 | [erivera@uwf.edu](mailto:erivera@uwf.edu) |
|  |  |  |
| Staff Development / Training | | |
| Lynne Randall | 2292 | [lrandall1@uwf.edu](mailto:lrandall1@uwf.edu) |
|  |  |  |
| Termination |  |  |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
|  |  |  |
| Time and Leave Reporting/Effort Recaps | | |
| Nicole Zamary | 2608 | [nzamary@uwf.edu](mailto:nzamary@uwf.edu) |
| Christine N. Dillard | 2508 | [cniemann@uwf.edu](mailto:cniemann@uwf.edu) |
| Tony Lindberg | 2610 | [tlindberg@uwf.edu](mailto:tlindberg@uwf.edu) |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jcomeau@uwf.edu) |
|  |  |  |
| Training Class Registration | | |
| Lynne Randall | 2292 | [lrandall1@uwf.edu](mailto:lrandall1@uwf.edu) |
|  |  |  |
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**Human Resources**

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**Mission Statement**

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

Revised: April 11, 2024

**Who to Call**

**UWF is an Equal Opportunity/Access/  
Affirmative Action/Disabled/Veteran Employer**

**11000 University Parkway  
Building 20E, Room 117**

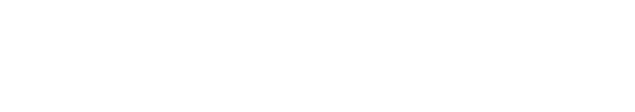
**Pensacola, FL 32514**

**Phone: 850.474.2694**

**Fax: 850.857.6030**

[**hr@uwf.edu**](mailto:hr@uwf.edu)

**uwf.edu/hr**



|  |  |  |
| --- | --- | --- |
|  | Ext. | Email |
| Americans with Disabilities Act (ADA) | | |
| April Harvey | 2694 | [aharvey@uwf.edu](mailto:aharvey@uwf.edu) |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
|  |  |  |
| Annuities |  |  |
| Tony Lindberg | 2610 | [tlindberg@uwf.edu](mailto:tlindberg@uwf.edu) |
| Adrian Rowley | 2604 | [arowley@uwf.edu](mailto:arowley@uwf.edu) |
| Elsie Rivera | 2921 | [erivera@uwf.edu](mailto:erivera@uwf.edu) |
|  |  |  |
| Background Screenings | | |
| Grace Giddens | 3481 | [ggiddens@uwf.edu](mailto:ggiddens@uwf.edu) |
| April Harvey | 2694 | [aharvey@uwf.edu](mailto:aharvey@uwf.edu) |
|  |  |  |
| Level 2 Background Screening | | |
| Grace Giddens | 3481 | [ggiddens@uwf.edu](mailto:ggiddens@uwf.edu) |
| April Harvey | 2694 | [aharvey@uwf.edu](mailto:aharvey@uwf.edu) |
|  |  |  |
| Benefits | | |
| Adrian Rowley | 2604 | [arowley@uwf.edu](mailto:arowley@uwf.edu) |
| Elsie Rivera | 2921 | [erivera@uwf.edu](mailto:erivera@uwf.edu) |
| Tony Lindberg | 2610 | [tlindberg@uwf.edu](mailto:tlindberg@uwf.edu) |
|  |  |  |
| Change of Address (Home and Campus) | | |
| My UWF - Employee Self-Service (all services) | | |
| Nicole Zamary | 2608 | [nzamary@uwf.edu](mailto:nzamary@uwf.edu) |
| Christine Dillard | 2508 | [cniemann@uwf.edu](mailto:cniemann@uwf.edu) |
|  |  |  |
| Disciplinary Actions (Staff) | | |
| Lynne Randall | 2292 | [lrandall1@uwf.edu](mailto:jsprague@uwf.edu) |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
| Disciplinary Actions (Faculty) | | |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
|  |  |  |
| Educational Leave with Pay | | |
| Tony Lindberg | 2610 | [tlindberg@uwf.edu](mailto:tlindberg@uwf.edu) |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
|  |  |  |
| Employee Assistance Program | | |
| Lynne Randall | 2292 | [lrandall1@uwf.edu](mailto:jsprague@uwf.edu) |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
|  |  |  |
| Employment Contracts (Faculty) | | |
| Christine N. Dillard | 2508 | [cniemann@uwf.edu](mailto:cniemann@uwf.edu) |
|  |  |  |
| Employment Exit Interviews | | |
| Lynne Randall | 2292 | [lrandall1@uwf.edu](mailto:lrandall1@uwf.edu) |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
|  |  |  |
| Employee Relations | | |
| Lynne Randall | 2292 | [lrandall1@uwf.edu](mailto:jsprague@uwf.edu) |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |

|  |  |  |
| --- | --- | --- |
|  | Ext. | Email |
| Mediation/Conflict Resolution | | |
| Lynne Randall | 2292 | [lrandall1@uwf.edu](mailto:jsprague@uwf.edu) |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
|  |  |  |
| New Employee Payroll/Essential Documents | | |
| Christine N. Dillard | 2508 | [cniemann@uwf.edu](mailto:cniemann@uwf.edu) |
| Nicole Zamary | 2608 | [nzamary@uwf.edu](mailto:nzamary@uwf.edu) |
| Deborah Baker | 2605 | [dbaker@uwf.edu](mailto:dbaker@uwf.edu) |
| Lori Werdann | 2205 | [lwerdann@uwf.edu](mailto:lwerdann@uwf.edu) |
|  |  |  |
| OPS Retirement Plan | | |
| Tony Lindberg | 2610 | [tlindberg@uwf.edu](mailto:tlindberg@uwf.edu) |
| Elsie Rivera | 2921 | [erivera@uwf.edu](mailto:erivera@uwf.edu) |
| Adrian Rowley | 2604 | [arowley@uwf.edu](mailto:arowley@uwf.edu) |
|  |  |  |
| Organizational Chart | | |
| Anna Isfalt | 2233 | [asfalt@uwf.edu](mailto:asfalt@uwf.edu) |
| April Harvey | 2694 | [aharvey@uwf.edu](mailto:aharvey@uwf.edu) |
|  |  |  |
| Orientation, New Employees | | |
| Adrian Rowley | 2604 | [arowley@uwf.edu](mailto:arowley@uwf.edu) |
| Elsie Rivera | 2921 | [erivera@uwf.edu](mailto:mthiede@uwf.edu) |
| Tony Lindberg | 2610 | [tlindberg@uwf.edu](mailto:tlindberg@uwf.edu) |
|  |  |  |
| Outside Activity/Conflict of Interest | | |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
|  |  |  |
| Overtime | | |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
| Nicole Zamary | 2608 | [nzamary@uwf.edu](mailto:nzamary@uwf.edu) |
|  |  |  |
| Performance Evaluations | | |
| Lynne Randall | 2292 | [lrandall1@uwf.edu](mailto:jsprague@uwf.edu) |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
|  |  |  |
| Performance Management (Needs Improvement/Below) | | |
| Lynne Randall | 2292 | [lrandall1@uwf.edu](mailto:jsprague@uwf.edu) |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
|  |  |  |
| Personnel Action Forms (Staff, Faculty and Students) | | |
| Christine N. Dillard | 2508 | [cniemann@uwf.edu](mailto:cniemann@uwf.edu) |
| Nicole Zamary | 2608 | [nzamary@uwf.edu](mailto:nzamary@uwf.edu) |
| Deborah Baker | 2605 | [dbaker@uwf.edu](mailto:dbaker@uwf.edu) |
| Lori Werdann | 2205 | [lwerdann@uwf.edu](mailto:lwerdann@uwf.edu) |
|  |  |  |
| Position Management/Job Classification/Job Description | | |
| Kris Keating | 2601 | [kkeating@uwf.edu](mailto:kkeating@uwf.edu) |
| April Harvey | 2694 | [aharvey@uwf.edu](mailto:aharvey@uwf.edu) |

|  |  |  |
| --- | --- | --- |
|  | Ext. | Email |
| Employee Recognition and Awards Program (ERAP) | | |
| Lynne Randall | 2292 | [lrandall1@uwf.edu](mailto:jsprague@uwf.edu) |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
|  |  |  |
| Employment Verification | | |
| Kris Keating | 2601 | [kkeating@uwf.edu](mailto:kkeating@uwf.edu) |
| April Harvey | 2694 | [aharvey@uwf.edu](mailto:aharvey@uwf.edu) |
|  |  |  |
| Equal Opportunity | | |
| Candace Freeman | 2602 | [cfreeman@uwf.edu](mailto:atokajer@uwf.edu) |
|  |  |  |
| FMLA/Medical Leave | | |
| Adrian Rowley | 2604 | [arowley@uwf.edu](mailto:arowley@uwf.edu) |
| Tony Lindberg | 2610 | [tlindberg@uwf.edu](mailto:tlindberg@uwf.edu) |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
|  |  |  |
| Foreign National Employees–Temporary Work Visas | | |
| Christine N. Dillard | 2508 | [cniemann@uwf.edu](mailto:cniemann@uwf.edu) |
|  |  |  |
| Grievances | | |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
|  |  |  |
| Holidays | | |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jcomeau@uwf.edu) |
| Tony Lindberg | 2610 | [tlindberg@uwf.edu](mailto:tlindberg@uwf.edu) |
| Christine N. Dillard | 2508 | [cniemann@uwf.edu](mailto:cniemann@uwf.edu) |
|  |  |  |
| I-9/E-Verify |  |  |
| Christine N. Dillard | 2508 | [cniemann@uwf.edu](mailto:cniemann@uwf.edu) |
| Nicole Zamary | 2608 | [nzamary@uwf.edu](mailto:nzamary@uwf.edu) |
| Deborah Baker | 2605 | [dbaker@uwf.edu](mailto:dbaker@uwf.edu) |
| Lori Werdann | 2205 | [lwerdann@uwf.edu](mailto:lwerdann@uwf.edu) |
|  |  |  |
| Injuries (Work Related) | | |
| April Harvey | 2694 | [aharvey@uwf.edu](mailto:aharvey@uwf.edu) |
|  |  |  |
| Insurances |  |  |
| Adrian Rowley | 2604 | [arowley@uwf.edu](mailto:arowley@uwf.edu) |
| Elsie Rivera | 2921 | [erviera@uwf.edu](mailto:erviera@uwf.edu) |
| Tony Lindberg | 2610 | [tlindberg@uwf.edu](mailto:tlindberg@uwf.edu) |
|  | | |
| Investments 403(b) and 457 | | |
| Elsie Rivera | 2921 | [erivera@uwf.edu](mailto:mthiede@uwf.edu) |
| Adrian Rowley | 2604 | [arowley@uwf.edu](mailto:arowley@uwf.edu) |
| Tony Lindberg | 2610 | [tlindberg@uwf.edu](mailto:tlindberg@uwf.edu) |
|  | | |
| Layoff | | |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jsprague@uwf.edu) |
|  | | |
| Leave (non-medical) | | |
| Tony Lindberg | 2610 | [tlindberg@uwf.edu](mailto:tlindberg@uwf.edu) |
| Jamie Sprague | 2156 | [jsprague@uwf.edu](mailto:jcomeau@uwf.edu) |
| Elsie Rivera | 2921 | [erivera@uwf.edu](mailto:mthiede@uwf.edu) |
|  |  |  |

**UWF | Human Resources**

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