

	<u>Ext.</u>	<u>E-Mail</u>
<u>Program of Incentive of Efficiency (PIE)/Suggestion</u>		
Jeff Comeau	2610	jcomeau@uwf.edu
Elsie Rivera	2921	erivera@uwf.edu

	<u>Ext.</u>	<u>E-Mail</u>
<u>Records</u>		
Christine N. Dillard	2508	cniemann@uwf.edu
Nicole Zamary	2608	nzamary@uwf.edu

	<u>Ext.</u>	<u>E-Mail</u>
<u>Recruitment</u>		
Mysti van Hoose	2362	mvanhoose@uwf.edu
April Harvey	2606	aharvey@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

	<u>Ext.</u>	<u>E-Mail</u>
<u>Retirement (FRS, PRP & TRS) ORP and DROP</u>		
Jeff Comeau	2610	jcomeau@uwf.edu
Adrian Rowley	2604	arowley@uwf.edu
Elsie Rivera	2921	erivera@uwf.edu

	<u>Ext.</u>	<u>E-Mail</u>
<u>Separation Clearance</u>		
Carol Gentry	2605	cgentry@uwf.edu
Nicole Zamary	2608	nzamary@uwf.edu
Christine N. Dillard	2508	cniemann@uwf.edu

	<u>Ext.</u>	<u>E-Mail</u>
<u>Service Awards</u>		
LaBratta Epting	2292	lepting@uwf.edu

	<u>Ext.</u>	<u>E-Mail</u>
<u>Sick Leave Pool</u>		
Jeff Comeau	2610	jcomeau@uwf.edu
Adrian Rowley	2604	arowley@uwf.edu

	<u>Ext.</u>	<u>E-Mail</u>
<u>Staff Development/Training</u>		
Kristin Masson	2694	kmasson@uwf.edu
LaBratta Epting	2292	lepting@uwf.edu

	<u>Ext.</u>	<u>E-Mail</u>
<u>Termination</u>		
Jamie Sprague	2156	jsprague@uwf.edu

	<u>Ext.</u>	<u>E-Mail</u>
<u>Time and Leave Reporting/Effort Recaps</u>		
Nicole Zamary	2608	nzamary@uwf.edu
Carol Gentry	2605	cgentry@uwf.edu
Christine N. Dillard	2508	cniemann@uwf.edu
Jeff Comeau	2610	jcomeau@uwf.edu

	<u>Ext.</u>	<u>E-Mail</u>
<u>Training Class Registration</u>		
LaBratta Epting	2292	lepting@uwf.edu
Kristin Masson	2694	kmasson@uwf.edu

	<u>Ext.</u>	<u>E-Mail</u>
<u>Tuition Fee Waiver (Dependent Verification)</u>		
My UWF - Employee Resources, Employee Tuition Waiver		
Adrian Rowley	2604	arowley@uwf.edu
Elsie Rivera	2921	erivera@uwf.edu
Jeff Comeau	2610	jcomeau@uwf.edu

	<u>Ext.</u>	<u>E-Mail</u>
<u>Unemployment</u>		
April Harvey	2606	aharvey@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

	<u>Ext.</u>	<u>E-Mail</u>
<u>Union Contract Administration</u>		
Jamie Sprague	2156	jsprague@uwf.edu

	<u>Ext.</u>	<u>E-Mail</u>
<u>Volunteer Program</u>		
Jamie Sprague	2156	jsprague@uwf.edu
April Harvey	2606	aharvey@uwf.edu

	<u>Ext.</u>	<u>E-Mail</u>
<u>W-2</u>		
MyUWF-Employee Self-Service, (Banner) Tax Forms		
Payroll (Fin. Services)	3051	

	<u>Ext.</u>	<u>E-Mail</u>
<u>W-4 (New Employees Only)</u>		
Christine N. Dillard	2508	cniemann@uwf.edu
Carol Gentry	2605	cgentry@uwf.edu
Nicole Zamary	2608	nzamary@uwf.edu
Sheri Jernigan	2884	sjernigan@uwf.edu
Kris Ledbetter	2601	kledbetter@uwf.edu

	<u>Ext.</u>	<u>E-Mail</u>
<u>W-4 Changes</u>		
Payroll (Fin. Services)	3051	

	<u>Ext.</u>	<u>E-Mail</u>
<u>Workers' Compensation</u>		
April Harvey	2606	aharvey@uwf.edu
Mary Claridge	2602	mclaridge@uwf.edu

UWF is an Equal Opportunity/Access/Affirmative Action Employer

We see change
and embrace it.



UNIVERSITY of
WEST FLORIDA | Human
Resources

Phone: 850.474.2694

Fax: 850.857.6030

hr@uwf.edu
http://uwf.edu/hr

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: August 14, 2019

Directory

	<u>Ext.</u>	<u>E-Mail</u>
<u>Americans with Disabilities Act (ADA)</u>		
April Harvey	2606	aharvey@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu
<u>Annuities</u>		
Jeff Comeau	2610	jcomeau@uwf.edu
Adrian Rowley	2604	arowley@uwf.edu
Elsie Rivera	2921	erivera@uwf.edu
<u>Background Screens</u>		
Mary Claridge	2602	mclaridge@uwf.edu
April Harvey	2606	aharvey@uwf.edu
<u>Benefits</u>		
Adrian Rowley	2604	arowley@uwf.edu
Elsie Rivera	2921	erivera@uwf.edu
Jeff Comeau	2610	jcomeau@uwf.edu
<u>Change of Address (Home and Campus)</u>		
My UWF - Employee Self-Service (all services)		
Carol Gentry	2605	cgentry@uwf.edu
Nicole Zamary	2608	nzamary@uwf.edu
<u>Disciplinary Action</u>		
LaBratta Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu
<u>Educational Leave with Pay</u>		
Jeff Comeau	2610	jcomeau@uwf.edu
Adrian Rowley	2604	arowley@uwf.edu
Elsie Rivera	2921	erivera@uwf.edu
<u>Employee Assistance Program</u>		
LaBratta Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu
<u>Employment Contracts (Faculty)</u>		
Christine N. Dillard	2508	cniemann@uwf.edu
Carol Gentry	2605	cgentry@uwf.edu
<u>Employment Exit Interviews</u>		
LaBratta Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu
<u>Employment Job Line</u>		
Recorded Message	2842	850.474.2842
<u>Employee Recognition and Awards Program (ERAP)</u>		
LaBratta Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu
<u>Employee Relations</u>		
LaBratta Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

Human Resources Department

	<u>Ext.</u>	<u>E-Mail</u>
<u>Employment Verification</u>		
Mysti van Hoose	2362	mvanhoose@uwf.edu
April Harvey	2606	aharvey@uwf.edu
<u>FMLA</u>		
Adrian Rowley	2604	arowley@uwf.edu
Jeff Comeau	2610	jcomeau@uwf.edu
<u>Foreign National Employees—Temporary Work Visas</u>		
Christine N. Dillard	2508	cniemann@uwf.edu
<u>Forms (To request)</u>		
https://uwf.edu/offices/human-resources/hr-forms-and-resources/alphabetical-listing/		
Christopher Holloway	2205	cholloway@uwf.edu
<u>Grievances</u>		
Jamie Sprague	2156	jsprague@uwf.edu
<u>Holidays</u>		
Jeff Comeau	2610	jcomeau@uwf.edu
Christine N. Dillard	2508	cniemann@uwf.edu
<u>I-9/E-Verify</u>		
Christine N. Dillard	2508	cniemann@uwf.edu
Carol Gentry	2605	cgentry@uwf.edu
Nicole Zamary	2608	nzamary@uwf.edu
Sheri Jernigan	2884	sjernigan@uwf.edu
Kris Ledbetter	2601	kledbetter@uwf.edu
<u>Injuries (Work-related)</u>		
April Harvey	2606	aharvey@uwf.edu
LaBratta Epting	2292	lepting@uwf.edu
<u>Insurance</u>		
Adrian Rowley	2604	arowley@uwf.edu
Elsie Rivera	2921	erivera@uwf.edu
Jeff Comeau	2610	jcomeau@uwf.edu
<u>Investments 403(b) and 457</u>		
Jeff Comeau	2610	jcomeau@uwf.edu
Adrian Rowley	2604	arowley@uwf.edu
Elsie Rivera	2921	erivera@uwf.edu
<u>Layoff</u>		
Jamie Sprague	2156	jsprague@uwf.edu
Jeff Comeau	2610	jcomeau@uwf.edu
<u>Leave</u>		
Jeff Comeau	2610	jcomeau@uwf.edu
Elsie Rivera	2921	erivera@uwf.edu
Adrian Rowley	2604	arowley@uwf.edu
<u>Mediation/Conflict Resolution</u>		
LaBratta Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

Bldg. 20E/Room 117

	<u>Ext.</u>	<u>E-Mail</u>
<u>New Employee Payroll Documents/Essential Documents</u>		
Christine N. Dillard	2508	cniemann@uwf.edu
Carol Gentry	2605	cgentry@uwf.edu
Nicole Zamary	2608	nzamary@uwf.edu
Sheri Jernigan	2884	sjernigan@uwf.edu
Kris Ledbetter	2601	kledbetter@uwf.edu
<u>OPS Retirement Plan</u>		
Jeff Comeau	2610	jcomeau@uwf.edu
Adrian Rowley	2604	arowley@uwf.edu
Elsie Rivera	2921	erivera@uwf.edu
<u>Organizational Charts</u>		
Mary Claridge	2602	mclaridge@uwf.edu
April Harvey	2606	aharvey@uwf.edu
<u>Orientation, New Employees</u>		
Adrian Rowley	2604	arowley@uwf.edu
Elsie Rivera	2921	erivera@uwf.edu
Jeff Comeau	2610	jcomeau@uwf.edu
<u>Outside Activity/Conflict of Interest</u>		
LaBratta Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu
<u>Overtime</u>		
Jeff Comeau	2610	jcomeau@uwf.edu
Nicole Zamary	2608	nzamary@uwf.edu
Carol Gentry	2605	cgentry@uwf.edu
<u>Performance Evaluations/Appraisal</u>		
LaBratta Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu
<u>Performance Management (Needs Improvement/Below)</u>		
LaBratta Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu
<u>Personnel Action Forms (Staff, Faculty and Students)</u>		
Christine N. Dillard	2508	cniemann@uwf.edu
Carol Gentry	2605	cgentry@uwf.edu
Nicole Zamary	2608	nzamary@uwf.edu
Sheri Jernigan	2884	sjernigan@uwf.edu
Kris Ledbetter	2601	kledbetter@uwf.edu
<u>Position Management/Job Classification/Job Description</u>		
Mysti van Hoose	2362	mvanhoose@uwf.edu
April Harvey	2606	aharvey@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu
<u>Position Orientation Year (Extension)</u>		
LaBratta Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu