

Ext. E-Mail

Recruitment

Candace Freeman 2205 cfreeman@uwf.edu
April Sargent 2606 asargent@uwf.edu
Jamie Sprague 2156 jsprague@uwf.edu

Retirement (FRS, PRP & TRS) ORP and DROP

Jeff Comeau 2610 jcomeau@uwf.edu
Adrian Rowley 2604 arowley@uwf.edu
Elsie Rivera 2921 erivera@uwf.edu

Separation Clearance

Carol Gentry 2605 cgentry@uwf.edu
Nicole Zamary 2608 nzamary@uwf.edu
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Service Awards

LaBratte Epting 2292 lepting@uwf.edu
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Sick Leave Pool

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Staff Development/Training

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Termination

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Time Sheets (Non-exempt Employees)

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Time Sheets (Student/OPS)

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Training Class Registration

Mary Claridge 2694 mclaridge@uwf.edu
LaBratte Epting 2292 lepting@uwf.edu
Mysti van Hoose 2362 mvanhoose@uwf.edu

Tuition Fee Waiver (Dependent Verification)

My UWF - Employee Resources, Employee Tuition Waiver
Adrian Rowley 2604 arowley@uwf.edu
Elsie Rivera 2921 erivera@uwf.edu
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Unemployment

Jamie Sprague 2156 jsprague@uwf.edu

Union Contract Administration

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Volunteer Program

Jamie Sprague 2156 jsprague@uwf.edu

W-2

MyUWF-Employee Self-Service, (Banner) Tax Forms
Payroll (Fin. Services) 3051

W-4 (New Employees Only)

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W-4 Changes

Payroll (Fin. Services) 3051

Workers' Compensation

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UWF is an Equal Opportunity/Access/Affirmative Action Employer

We see change
and embrace it.



UNIVERSITY of WEST FLORIDA | 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: January 11, 2018

Directory —

Human Resources Department — Bldg 20E/Room 117

	<u>Ext.</u>	<u>E-Mail</u>
<u>Annuities</u>		
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	<u>Ext.</u>	<u>E-Mail</u>
<u>Attendance and Leave/Effort Recap</u>		
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<u>Background Screens</u>		
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<u>Benefits</u>		
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<u>Change of Address (Home and Campus)</u>		
My UWF - Employee Self-service (all services)		
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<u>Disciplinary Action</u>		
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<u>Educational Leave with Pay</u>		
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	<u>Ext.</u>	<u>E-Mail</u>
<u>Employee Assistance Program</u>		
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	<u>Ext.</u>	<u>E-Mail</u>
<u>Employment Contracts (Faculty)</u>		
Christine N. Dillard	2508	cniemann@uwf.edu
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	<u>Ext.</u>	<u>E-Mail</u>
<u>Employment Exit Interviews</u>		
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	<u>Ext.</u>	<u>E-Mail</u>
<u>Employment Job Line</u>		
Recorded Message	2842	850.474.2842

	<u>Ext.</u>	<u>E-Mail</u>
<u>Employee Recognition and Awards Program (ERAP)</u>		
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	<u>Ext.</u>	<u>E-Mail</u>
<u>Employee Relations</u>		
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<u>Employment Verification</u>		
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<u>FMLA</u>		
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	<u>Ext.</u>	<u>E-Mail</u>
<u>Foreign National Employees— Temporary Work Visas</u>		
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	<u>Ext.</u>	<u>E-Mail</u>
<u>Forms (To request)</u>		
http://uwf.edu/hr/internal/forms/alphListingforms.cfm		
Mysti van Hoose	2362	mvanhoose@uwf.edu
Mary Claridge	2694	mclaridge@uwf.edu

	<u>Ext.</u>	<u>E-Mail</u>
<u>Grievances</u>		
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<u>Holidays</u>		
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<u>I-9/eVerify</u>		
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<u>Injuries (Work-related)</u>		
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<u>Insurance</u>		
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<u>Investments 403(b) and 457</u>		
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<u>Layoff</u>		
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<u>Mediation/Conflict Resolution</u>		
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<u>New Employee Payroll Documents/Essential Documents</u>		
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<u>OPS Retirement Plan</u>		
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<u>Organizational Charts</u>		
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<u>Orientation, New Employees</u>		
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<u>Outside Activity/Conflict of Interest</u>		
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<u>Overtime</u>		
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	<u>Ext.</u>	<u>E-Mail</u>
<u>Performance Evaluations/Appraisal</u>		
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<u>Performance Management (Needs Improvement/Below)</u>		
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	<u>Ext.</u>	<u>E-Mail</u>
<u>Personnel Action Forms (Staff, Faculty and Students)</u>		
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<u>Position Management/Job Classification/Job Description</u>		
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	<u>Ext.</u>	<u>E-Mail</u>
<u>Position Orientation Year (Extension)</u>		
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	<u>Ext.</u>	<u>E-Mail</u>
<u>Program of Incentive of Efficiency (PIE)/Suggestion</u>		
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<u>Records</u>		
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