

Ext. E-Mail

Sick Leave Pool

| | | |
|---------------|------|--|
| Jeff Comeau | 2610 | jcomeau@uwf.edu |
| Adrian Rowley | 2604 | arowley@uwf.edu |

Staff Development/Training

| | | |
|-----------------|------|--|
| LaBratta Epting | 2292 | lepting@uwf.edu |
| Jamie Sprague | 2156 | jsprague@uwf.edu |

Termination

| | | |
|---------------|------|--|
| Jamie Sprague | 2156 | jsprague@uwf.edu |
|---------------|------|--|

Time Sheets (Non-exempt Employees)

| | | |
|----------------------|------|--|
| Nicole Lohr | 2608 | nlohr@uwf.edu |
| Carol Gentry | 2605 | cgentry@uwf.edu |
| Christine N. Dillard | 2508 | cniemann@uwf.edu |
| Jeff Comeau | 2610 | jcomeau@uwf.edu |

Time Sheets (Student/OPS)

| | | |
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| Nicole Lohr | 2608 | nlohr@uwf.edu |
| Carol Gentry | 2605 | cgentry@uwf.edu |
| Christine N. Dillard | 2508 | cniemann@uwf.edu |

Training Class Registration

| | | |
|-----------------|------|--|
| Mary Claridge | 2694 | mclaridge@uwf.edu |
| LaBratta 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 |
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Unemployment

| | | |
|---------------|------|--|
| Jamie Sprague | 2156 | jsprague@uwf.edu |
|---------------|------|--|

Union Contract Administration

| | | |
|----------------------|------|--|
| Jeff Comeau | 2610 | jcomeau@uwf.edu |
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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)

| | | |
|----------------------|------|--|
| Christine N. Dillard | 2508 | cniemann@uwf.edu |
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W-4 Changes

Payroll (Fin. Services) 3051

Workers' Compensation

| | | |
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| LaBratta Epting | 2292 | lepting@uwf.edu |
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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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Fax: 850.857.6030

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<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: January 11, 2017

Directory —

Human Resources Department — Bldg 20E/Room 117

| | <u>Ext.</u> | <u>E-Mail</u> |
|-------------------------|-------------|--|
| <u>Annuities</u> | | |
| Jeff Comeau | 2610 | jcomeau@uwf.edu |
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| <u>Attendance and Leave/Effort Recap</u> | | |
|---|------|--|
| Nicole Lohr | 2608 | nlohr@uwf.edu |
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| <u>Background Screens</u> | | |
|----------------------------------|------|--|
| Candace Freeman | 2205 | cfreeman@uwf.edu |
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| <u>Benefits</u> | | |
|------------------------|------|--|
| Adrian Rowley | 2604 | arowley@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 Lohr | 2608 | nlohr@uwf.edu |

| <u>Disciplinary Action</u> | | |
|-----------------------------------|------|--|
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| <u>Educational Leave with Pay</u> | | |
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| Jeff Comeau | 2610 | jcomeau@uwf.edu |
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| <u>Employee Assistance Program</u> | | |
|---|------|--|
| 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> | | |
|--|------|--|
| Jamie Sprague | 2156 | jsprague@uwf.edu |
| LaBratta Epting | 2292 | lepting@uwf.edu |

| <u>Employment Job Line</u> | | |
|-----------------------------------|------|---------------------|
| Recorded Message | 2842 | 850.474.2842 |

| <u>Employee Recognition and Awards Program (ERAP)</u> | | |
|--|------|--|
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| <u>Employee Relations</u> | | |
|----------------------------------|------|--|
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| <u>Employment Verification</u> | | |
|---------------------------------------|------|--|
| Candace Freeman | 2205 | cfreeman@uwf.edu |
| April Sargent | 2606 | asargent@uwf.edu |

| <u>FMLA</u> | | |
|--------------------|--|--|
|--------------------|--|--|

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| Adrian Rowley | 2604 | arowley@uwf.edu |
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| <u>Foreign National Employees– Temporary Work Visa's</u> | | |
|---|------|--|
| Christine N. Dillard | 2508 | cniemann@uwf.edu |

| <u>Forms (To request)</u> | | |
|---|------|--|
| http://uwf.edu/hr/internal/forms/alphListingforms.cfm | | |
| Mysti van Hoose | 2362 | mvanhoose@uwf.edu |
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| <u>Grievances</u> | | |
|--------------------------|------|--|
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| <u>Holidays</u> | | |
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| Jeff Comeau | 2610 | jcomeau@uwf.edu |
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| <u>I-9/eVerify</u> | | |
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| <u>Injuries (Work-related)</u> | | |
|---------------------------------------|------|--|
| LaBratta Epting | 2292 | lepting@uwf.edu |
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| <u>Insurance</u> | | |
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| <u>Layoff</u> | | |
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| Jamie Sprague | 2156 | jsprague@uwf.edu |
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| <u>Mailing Labels</u> | | |
|------------------------------|------|--|
| Carol Gentry | 2605 | cgentry@uwf.edu |

| <u>Mediation/Conflict Resolution</u> | | |
|---|------|--|
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| <u>New Employee Payroll Documents/Essential Documents</u> | | |
|--|------|--|
| Christine N. Dillard | 2508 | cniemann@uwf.edu |
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| Nicole Lohr | 2608 | nlohr@uwf.edu |
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| <u>OPS Retirement Plan</u> | | |
|-----------------------------------|------|--|
| Jeff Comeau | 2610 | jcomeau@uwf.edu |
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| <u>Organizational Charts</u> | | |
|-------------------------------------|------|--|
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| | <u>Ext.</u> | <u>E-Mail</u> |
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| <u>Orientation, New Employees</u> | | |
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| <u>Outside Activity/Conflict of Interest</u> | | |
|---|------|--|
| Jamie Sprague | 2156 | jsprague@uwf.edu |
| <u>Overtime</u> | | |
| Jeff Comeau | 2610 | jcomeau@uwf.edu |
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| <u>Performance Evaluations/Appraisal</u> | | |
|---|------|--|
| LaBratta Epting | 2292 | lepting@uwf.edu |
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| <u>Performance Management (Needs Improvement/Below)</u> | | |
|--|------|--|
| Jamie Sprague | 2156 | jsprague@uwf.edu |
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| <u>Personnel Action Forms (Staff, Faculty and Students)</u> | | |
|--|------|--|
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| Sheri Jernigan | 2884 | sjernigan@uwf.edu |

| <u>Position Management/Job Classification/Job Description</u> | | |
|--|------|--|
| April Sargent | 2606 | asargent@uwf.edu |
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| <u>Position Orientation Year (Extension)</u> | | |
|---|------|--|
| Jamie Sprague | 2156 | jsprague@uwf.edu |
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| <u>Program of Incentive of Efficiency (PIE)/Suggestion</u> | | |
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| <u>Records</u> | | |
|-----------------------|------|--|
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| <u>Recruitment</u> | | |
|---------------------------|------|--|
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| <u>Retirement (FRS, PRP & TRS) ORP and DROP</u> | | |
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| Jeff Comeau | 2610 | jcomeau@uwf.edu |
| Adrian Rowley | 2604 | arowley@uwf.edu |

| <u>Separation Clearance</u> | | |
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| <u>Service Awards</u> | | |
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