

	<u>Ext.</u>	<u>E-Mail</u>
<u>Retirement (FRS, PRP & TRS) ORP and DROP</u>		
Jeff Comeau	2610	jcomeau@uwf.edu
April Sargent	2604	asargent@uwf.edu
<u>Salary (Upon Appointment)</u>		
Kay Larson	2607	klarson@uwf.edu
Kim Keebler	2156	kkeebler@uwf.edu
<u>Separation Clearance</u>		
Christine Niemann	2508	cniemann@uwf.edu
Betty Masaitis	2605	mmasaiti@uwf.edu
<u>Service Award</u>		
Sharon Jones	2611	sjones@uwf.edu
Sharon Brim	2606	sbrim@uwf.edu
<u>Sick Leave Pool</u>		
Jeff Comeau	2610	jcomeau@uwf.edu
April Sargent	2604	asargent@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>		
Sherell Hendrickson	2116	shendric@uwf.edu
Sharon Jones	2611	sjones@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 Niemann	2508	cniemann@uwf.edu
<u>Time Sheets (Student OPS)</u>		
Christine Niemann	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		
April Sargent	2604	asargent@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 Niemann	2508	cniemann@uwf.edu
Betty Masaitis	2605	mmasaiti@uwf.edu
<u>W-4 Changes</u>		
Payroll	3051	
<u>Workers Compensation</u>		
Cindy Faria	2602	cfaria@uwf.edu
Sharon Brim	2606	sbrim@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: May 20,2009

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

	<u>Ext.</u>	<u>E-Mail</u>
<u>Action Sheets</u>		
Christine Niemann	2508	cniemann@uwf.edu
Betty Masaitis	2605	ymasaiti@uwf.edu
Carol Gentry	2608	cgentry@uwf.edu
<u>Annuities</u>		
Jeff Comeau	2610	jcomeau@uwf.edu
April Sargent	2604	asargent@uwf.edu
<u>Attendance and Leave</u>		
Jeff Comeau	2610	jcomeau@uwf.edu
Christine Niemann	2508	cniemann@uwf.edu
<u>Benefits</u>		
April Sargent	2604	asargent@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	ymasaiti@uwf.edu
<u>Classification</u>		
Kay Larson	2607	klarson@uwf.edu
Kim Keebler	2156	kkeebler@uwf.edu
<u>Disciplinary Action</u>		
Sherell Hendrickson	2116	shendric@uwf.edu
Sharon Jones	2611	sjones@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
Sharon Brim	2606	sbrim@uwf.edu
<u>Employee Assistance Program</u>		
Kay Larson	2607	klarson@uwf.edu
Sherell Hendrickson	2116	shendric@uwf.edu
<u>Employment Contracts</u>		
Christine Niemann	2508	cniemann@uwf.edu
Betty Masaitis	2605	ymasaiti@uwf.edu
<u>Employment Job Line</u>		

	<u>Ext.</u>	<u>E-Mail</u>
Recorded Message	2842	850.474.2842
<u>Employment Verification</u>		
Kay Larson	2607	klarson@uwf.edu
Kim Keebler	2156	kkeebler@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>		
Sherell Hendrickson	2116	shendric@uwf.edu
Sharon Jones	2611	sjones@uwf.edu
<u>Holidays</u>		
Jeff Comeau	2610	jcomeau@uwf.edu
Christine Niemann	2508	cniemann@uwf.edu
<u>I-9</u>		
Christine Niemann	2508	cniemann@uwf.edu
Betty Masaitis	2605	ymasaiti@uwf.edu
<u>Program of Incentive of Efficiency (PIE)</u>		
Jeff Comeau	2610	jcomeau@uwf.edu
April Sargent	2604	asargent@uwf.edu
<u>Injuries (Work-related)</u>		
Cindy Faria	2602	cfaria@uwf.edu
Sharon Brim	2606	sbrim@uwf.edu
<u>Insurance</u>		
April Sargent	2604	asargent@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
Sharon Brim	2606	sbrim@uwf.edu
<u>New Employee Payroll Documents</u>		
Christine Niemann	2508	cniemann@uwf.edu
Betty Masaitis	2605	ymasaiti@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 Niemann	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
April Sargent	2604	asargent@uwf.edu
<u>Outside Employment</u>		
Sherell Hendrickson	2116	shendric@uwf.edu
Sharon Jones	2611	sjones@uwf.edu
<u>Overtime</u>		
Jeff Comeau	2610	jcomeau@uwf.edu
Christine Niemann	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>		
Kay Larson	2607	klarson@uwf.edu
Kim Keebler	2156	kkeebler@uwf.edu