

<u>Position Management/Job Classification/Job Description</u>	<u>Ext.</u>	<u>Email</u>
Kris Keating	2601	<a href="mailto:kkeating@uwf.edu">kkeating@uwf.edu</a>
April Harvey	972-9005	<a href="mailto:aharvey@uwf.edu">aharvey@uwf.edu</a>
<b><u>Position Orientation Year (Extension)</u></b>		
Lynne Randall	2292	<a href="mailto:lrandall1@uwf.edu">lrandall1@uwf.edu</a>
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>
<b><u>Records</u></b>		
Christine Dillard	2508	<a href="mailto:cniemann@uwf.edu">cniemann@uwf.edu</a>
Nicole Zamarly	2608	<a href="mailto:nzamarly@uwf.edu">nzamarly@uwf.edu</a>
Lori Werdann	2205	<a href="mailto:lwerdann@uwf.edu">lwerdann@uwf.edu</a>
<b><u>Recruitment</u></b>		
Kris Keating	2601	<a href="mailto:kkeating@uwf.edu">kkeating@uwf.edu</a>
April Harvey	972-9005	<a href="mailto:aharvey@uwf.edu">aharvey@uwf.edu</a>
<b><u>Research Integrity Coordinator</u></b>		
Gabriel Esmurdoc	2260	<a href="mailto:gesmurdoc@uwf.edu">gesmurdoc@uwf.edu</a>
<b><u>Retirement and DROP</u></b>		
Tony Lindberg	2610	<a href="mailto:tlindberg@uwf.edu">tlindberg@uwf.edu</a>
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>
Elsie Rivera	2921	<a href="mailto:erivera@uwf.edu">erivera@uwf.edu</a>
Adrian Rowley	2604	<a href="mailto:arowley@uwf.edu">arowley@uwf.edu</a>
<b><u>Separation Clearance</u></b>		
Nicole Zamarly	2608	<a href="mailto:nzamarly@uwf.edu">nzamarly@uwf.edu</a>
Christine Dillard	2508	<a href="mailto:cniemann@uwf.edu">cniemann@uwf.edu</a>
<b><u>Service &amp; Retirement Awards</u></b>		
Candace Freeman	2602	<a href="mailto:cfreeman@uwf.edu">cfreeman@uwf.edu</a>
<b><u>Sick Leave Pool</u></b>		
Tony Lindberg	2610	<a href="mailto:tlindberg@uwf.edu">tlindberg@uwf.edu</a>
Jamie Sprague	2516	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>
Elsie Rivera	2921	<a href="mailto:erivera@uwf.edu">erivera@uwf.edu</a>
<b><u>Staff Development / Training</u></b>		
Lynne Randall	2292	<a href="mailto:lrandall1@uwf.edu">lrandall1@uwf.edu</a>
<b><u>Termination</u></b>		
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>
<b><u>Time and Leave Reporting/Effort Recaps</u></b>		
Christine Dillard	2508	<a href="mailto:cniemann@uwf.edu">cniemann@uwf.edu</a>
Nicole Zamarly	2608	<a href="mailto:nzamarly@uwf.edu">nzamarly@uwf.edu</a>
Sheri Jernigan	2884	<a href="mailto:sjernigan@uwf.edu">sjernigan@uwf.edu</a>
Tony Lindberg	2610	<a href="mailto:tlindberg@uwf.edu">tlindberg@uwf.edu</a>
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>

<u>Training Class Reservation</u>	<u>Ext.</u>	<u>Email</u>
Lynne Randall	2292	<a href="mailto:lrandall1@uwf.edu">lrandall1@uwf.edu</a>
<b><u>Tuition Fee Waiver (Dependent Verification)</u></b>		
MyUWF – Employee Resources, Employee Tuition Waiver		
Elsie Rivera	2921	<a href="mailto:erivera@uwf.edu">erivera@uwf.edu</a>
Tony Lindberg	2610	<a href="mailto:tlindber@uwf.edu">tlindber@uwf.edu</a>
Adrian Rowley	2604	<a href="mailto:arowley@uwf.edu">arowley@uwf.edu</a>
<b><u>Unemployment</u></b>		
April Harvey	972-9005	<a href="mailto:aharvey@uwf.edu">aharvey@uwf.edu</a>
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>
<b><u>Union Contract Administration</u></b>		
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>
<b><u>Volunteer Program</u></b>		
April Harvey	972-9005	<a href="mailto:aharvey@uwf.edu">aharvey@uwf.edu</a>
<b><u>W-2</u></b>		
MyUWF, Employee Self Service, (Banner) Tax Forms, Payroll (Financial Services)		
	3051	
<b><u>W-4 (New Employees Only)</u></b>		
Christine Dillard	2508	<a href="mailto:cniemann@uwf.edu">cniemann@uwf.edu</a>
Nicole Zamarly	2608	<a href="mailto:nzamarly@uwf.edu">nzamarly@uwf.edu</a>
Sheri Jernigan	2884	<a href="mailto:sjernigan@uwf.edu">sjernigan@uwf.edu</a>
Deborah Baker	2605	<a href="mailto:dbaker@uwf.edu">dbaker@uwf.edu</a>
Lori Werdann	2205	<a href="mailto:lwerdann@uwf.edu">lwerdann@uwf.edu</a>
<b><u>W-4 (Changes)</u></b>		
Payroll (Financial Services)		
	3051	
<b><u>Workers' Compensation</u></b>		
April Harvey	972-9005	<a href="mailto:aharvey@uwf.edu">aharvey@uwf.edu</a>



**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](http://uwf.edu/hr)

# Human Resources

## Who to Call



## 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: May 20, 2024

	<u>Ext.</u>	<u>Email</u>
<b>Americans with Disabilities Act (ADA)</b>		
April Harvey	972-9005	<a href="mailto:aharvey@uwf.edu">aharvey@uwf.edu</a>
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>

<b>Annuities</b>		
Tony Lindberg	2610	<a href="mailto:tlindberg@uwf.edu">tlindberg@uwf.edu</a>
Adrian Rowley	2604	<a href="mailto:arowley@uwf.edu">arowley@uwf.edu</a>
Elsie Rivera	2921	<a href="mailto:erivera@uwf.edu">erivera@uwf.edu</a>

<b>Background Screenings</b>		
Grace Giddens	3481	<a href="mailto:ggiddens@uwf.edu">ggiddens@uwf.edu</a>
April Harvey	972-9005	<a href="mailto:aharvey@uwf.edu">aharvey@uwf.edu</a>

<b>Level 2 Background Screening</b>		
Grace Giddens	3481	<a href="mailto:ggiddens@uwf.edu">ggiddens@uwf.edu</a>
April Harvey	972-9005	<a href="mailto:aharvey@uwf.edu">aharvey@uwf.edu</a>

<b>Benefits</b>		
Adrian Rowley	2604	<a href="mailto:arowley@uwf.edu">arowley@uwf.edu</a>
Elsie Rivera	2921	<a href="mailto:erivera@uwf.edu">erivera@uwf.edu</a>
Tony Lindberg	2610	<a href="mailto:tlindberg@uwf.edu">tlindberg@uwf.edu</a>

<b>Change of Address (Home and Campus)</b>		
Nicole Zarnary	2608	<a href="mailto:nzarnary@uwf.edu">nzarnary@uwf.edu</a>
Christine Dillard	2508	<a href="mailto:cniemann@uwf.edu">cniemann@uwf.edu</a>

<b>Disciplinary Actions (Staff)</b>		
Lynne Randall	2292	<a href="mailto:lrandall1@uwf.edu">lrandall1@uwf.edu</a>
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>

<b>Disciplinary Actions (Faculty)</b>		
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>

<b>Educational Leave with Pay</b>		
Tony Lindberg	2610	<a href="mailto:tlindberg@uwf.edu">tlindberg@uwf.edu</a>
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>

<b>Employee Assistance Program</b>		
Lynne Randall	2292	<a href="mailto:lrandall1@uwf.edu">lrandall1@uwf.edu</a>
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>

<b>Employment Contracts (Faculty)</b>		
Christine Dillard	2508	<a href="mailto:cniemann@uwf.edu">cniemann@uwf.edu</a>

<b>Employment Exit Interviews</b>		
Lynne Randall	2292	<a href="mailto:lrandall1@uwf.edu">lrandall1@uwf.edu</a>
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>

<b>Employee Relations</b>		
Lynne Randall	2292	<a href="mailto:lrandall1@uwf.edu">lrandall1@uwf.edu</a>
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>

	<u>Ext.</u>	<u>Email</u>
<b>Employee Recognition and Awards Program (ERAP)</b>		
Lynne Randall	2292	<a href="mailto:lrandall1@uwf.edu">lrandall1@uwf.edu</a>
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>

<b>Employment Verification</b>		
Kris Keating	2601	<a href="mailto:kkeating@uwf.edu">kkeating@uwf.edu</a>
April Harvey	972-9005	<a href="mailto:aharvey@uwf.edu">aharvey@uwf.edu</a>

<b>Equal Opportunity</b>		
Candace Freeman	2602	<a href="mailto:cfreeman@uwf.edu">cfreeman@uwf.edu</a>

<b>FMLA/Medical Leave</b>		
Adrian Rowley	2604	<a href="mailto:arowley@uwf.edu">arowley@uwf.edu</a>
Tony Lindberg	2610	<a href="mailto:tlindberg@uwf.edu">tlindberg@uwf.edu</a>
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>

<b>Foreign National Employees—Temporary Work Visas</b>		
Christine Dillard	2508	<a href="mailto:cniemann@uwf.edu">cniemann@uwf.edu</a>

<b>Grievances</b>		
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>

<b>Holidays</b>		
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>
Tony Lindberg	2610	<a href="mailto:tlindberg@uwf.edu">tlindberg@uwf.edu</a>
Christine Dillard	2508	<a href="mailto:cniemann@uwf.edu">cniemann@uwf.edu</a>

<b>I-9/E-Verify</b>		
Christine Dillard	2508	<a href="mailto:cniemann@uwf.edu">cniemann@uwf.edu</a>
Nicole Zarnary	2608	<a href="mailto:nzarnary@uwf.edu">nzarnary@uwf.edu</a>
Sheri Jernigan	2884	<a href="mailto:sjernigan@uwf.edu">sjernigan@uwf.edu</a>
Deborah Baker	2605	<a href="mailto:dbaker@uwf.edu">dbaker@uwf.edu</a>
Lori Werdann	2205	<a href="mailto:lwerdann@uwf.edu">lwerdann@uwf.edu</a>

<b>Injuries (Work Related)</b>		
April Harvey	972-9005	<a href="mailto:aharvey@uwf.edu">aharvey@uwf.edu</a>

<b>Insurances</b>		
Adrian Rowley	2604	<a href="mailto:arowley@uwf.edu">arowley@uwf.edu</a>
Elsie Rivera	2921	<a href="mailto:erivera@uwf.edu">erivera@uwf.edu</a>
Tony Lindberg	2610	<a href="mailto:tlindberg@uwf.edu">tlindberg@uwf.edu</a>

<b>Investments 403(b) and 457</b>		
Elsie Rivera	2921	<a href="mailto:erivera@uwf.edu">erivera@uwf.edu</a>
Adrian Rowley	2604	<a href="mailto:arowley@uwf.edu">arowley@uwf.edu</a>
Tony Lindberg	2610	<a href="mailto:tlindberg@uwf.edu">tlindberg@uwf.edu</a>

<b>Layoff</b>		
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>

	<u>Ext.</u>	<u>Email</u>
<b>Leave (non-medical)</b>		
Tony Lindberg	2610	<a href="mailto:tlindberg@uwf.edu">tlindberg@uwf.edu</a>
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>
Elsie Rivera	2921	<a href="mailto:erivera@uwf.edu">erivera@uwf.edu</a>

<b>Meditation/Conflict Resolution</b>		
Lynne Randall	2292	<a href="mailto:lrandall1@uwf.edu">lrandall1@uwf.edu</a>
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>

<b>New Employee Payroll/Essential Documents</b>		
Christine Dillard	2508	<a href="mailto:cniemann@uwf.edu">cniemann@uwf.edu</a>
Nicole Zarnary	2608	<a href="mailto:nzarnary@uwf.edu">nzarnary@uwf.edu</a>
Sheri Jernigan	2884	<a href="mailto:sjernigan@uwf.edu">sjernigan@uwf.edu</a>
Deborah Baker	2605	<a href="mailto:dbaker@uwf.edu">dbaker@uwf.edu</a>
Lori Werdann	2205	<a href="mailto:lwerdann@uwf.edu">lwerdann@uwf.edu</a>

<b>OPS Retirement Plan</b>		
Tony Lindberg	2610	<a href="mailto:tlindberg@uwf.edu">tlindberg@uwf.edu</a>
Elsie Rivera	2921	<a href="mailto:erivera@uwf.edu">erivera@uwf.edu</a>
Adrian Rowley	2604	<a href="mailto:arowley@uwf.edu">arowley@uwf.edu</a>

<b>Organizational Chart</b>		
April Harvey	972-9005	<a href="mailto:aharvey@uwf.edu">aharvey@uwf.edu</a>

<b>Orientation, New Employees</b>		
Adrian Rowley	2604	<a href="mailto:arowley@uwf.edu">arowley@uwf.edu</a>
Elsie Rivera	2921	<a href="mailto:erivera@uwf.edu">erivera@uwf.edu</a>
Tony Lindberg	2610	<a href="mailto:tlindberg@uwf.edu">tlindberg@uwf.edu</a>

<b>Outside Activity/Conflict of Interest</b>		
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>

<b>Overtime</b>		
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>
Nicole Zarnary	2608	<a href="mailto:nzarnary@uwf.edu">nzarnary@uwf.edu</a>

<b>Performance Evaluations</b>		
Lynne Randall	2292	<a href="mailto:lrandall1@uwf.edu">lrandall1@uwf.edu</a>
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>

<b>Performance Management (Needs Improvement/Below)</b>		
Lynne Randall	2292	<a href="mailto:lrandall1@uwf.edu">lrandall1@uwf.edu</a>
Jamie Sprague	2156	<a href="mailto:jsprague@uwf.edu">jsprague@uwf.edu</a>

<b>Personnel Action Forms (Staff, Faculty and Students)</b>		
Christine Dillard	2508	<a href="mailto:cniemann@uwf.edu">cniemann@uwf.edu</a>
Nicole Zarnary	2608	<a href="mailto:nzarnary@uwf.edu">nzarnary@uwf.edu</a>
Sheri Jernigan	2884	<a href="mailto:sjernigan@uwf.edu">sjernigan@uwf.edu</a>
Deborah Baker	2605	<a href="mailto:dbaker@uwf.edu">dbaker@uwf.edu</a>
Lori Werdann	2205	<a href="mailto:lwerdann@uwf.edu">lwerdann@uwf.edu</a>