

	<u>Ext.</u>	<u>Email</u>
Position Orientation Year (Extension)		
LaBratta Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

Records

Christine N. Dillard	2508	cniemann@uwf.edu
Nicole Zamary	2608	nzamary@uwf.edu
Kris Ledbetter	2601	kledbetter@uwf.edu

Recruitment

Mysti van Hoose	2362	mvanhoose@uwf.edu
April Harvey	2694	aharvey@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
Christine N. Dillard	2508	cniemann@uwf.edu

Service Awards

Mary Claridge	2602	mclaridge@uwf.edu
LaBratta Epting	2292	lepting@uwf.edu

Sick Leave Pool

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

Staff Development / Training

LaBratta Epting	2292	lepting@uwf.edu
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Termination

Jamie Sprague	2156	jsprague@uwf.edu
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Time and Leave Reporting/Effort Recaps

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

Training Class Registration

LaBratta Epting	2292	lepting@uwf.edu
Mary Claridge	2602	mclaridge@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Tuition Fee Waiver (Dependent Verification)		
MyUWF – Employee Resources, Employee Tuition Waiver		
Adrian Rowley	2604	arowley@uwf.edu
Elsie Rivera	2921	erivera@uwf.edu
Jeff Comeau	2610	jcomeau@uwf.edu

Unemployment

April Harvey	2694	aharvey@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

Union Contract Administration

Jamie Sprague	2156	jsprague@uwf.edu
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Volunteer Program

Mary Claridge	2602	mclaridge@uwf.edu
April Harvey	2694	aharvey@uwf.edu

W-2

MyUWF, Employee Self Service, (Banner) Tax Forms, Payroll (Financial Services)	3051	
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W-4 (New Employees Only)

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

W-4 (Changes)

Payroll (Financial Services)	3051	
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Workers' Compensation

April Harvey	2694	aharvey@uwf.edu
Mary Claridge	2602	mclaridge@uwf.edu



**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
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: August 3, 2020

	Ext.	Email
<u>Americans with Disabilities Act (ADA)</u>		
April Harvey	2694	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 Screenings</u>		
Mary Claridge	2602	mclaridge@uwf.edu
April Harvey	2694	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 Actions</u>		
LaBretta 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>		
LaBretta Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

<u>Employment Contacts (Faculty)</u>		
Christine N. Dillard	2508	cniemann@uwf.edu
Carol Gentry	2605	cgentry@uwf.edu

<u>Employment Exit Interviews</u>		
LaBretta Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

<u>Employee Recognition and Awards Program (ERAP)</u>		
LaBretta Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

<u>Employee Relations</u>		
LaBretta Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

	Ext.	Email
<u>Employment Verification</u>		
Mysti van Hoose	2362	mvanhoose@uwf.edu
April Harvey	2694	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/		
Mysti Van Hoose	2362	mvanhoose@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	2694	aharvey@uwf.edu
Mary Claridge	2602	mclaridge@uwf.edu

<u>Insurances</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

	Ext.	Email
<u>Mediation/Conflict Resolution</u>		
LaBretta Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

<u>New Employee Payroll/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 Chart</u>		
Mary Claridge	2602	mclaridge@uwf.edu
April Harvey	2694	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>		
LaBretta 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>		
LaBretta Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

<u>Performance Management (Needs Improvement/Below)</u>		
LaBretta 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	2694	aharvey@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu