

| <u>Position Management/Job Classification/Job Description</u> | <u>Ext.</u> | <u>Email</u> |
|---|-------------|--|
| Jacob Odom | 2233 | jodom1@uwf.edu |
| Ronna Carden | 2601 | rcarden@uwf.edu |

| <u>Position Orientation Year (Extension)</u> | <u>Ext.</u> | <u>Email</u> |
|--|-------------|--|
| Jack Kolodziejski | 2292 | jkolodziejski@uwf.edu |
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| <u>Records</u> | <u>Ext.</u> | <u>Email</u> |
|-------------------|-------------|--|
| Christine Dillard | 2508 | cniemann@uwf.edu |
| Nicole Zamary | 2608 | nzamary@uwf.edu |
| Lori Werdann | 2205 | lwerdann@uwf.edu |

| <u>Recruitment</u> | <u>Ext.</u> | <u>Email</u> |
|--------------------|-------------|--|
| Jacob Odom | 2233 | jodom1@uwf.edu |
| Ronna Carden | 2601 | rcarden@uwf.edu |

| <u>Research Integrity Coordinator</u> | <u>Ext.</u> | <u>Email</u> |
|---------------------------------------|-------------|--|
| Gabriel Esmurdoc | 2260 | gesmurdoc@uwf.edu |

| <u>Retirement and DROP</u> | <u>Ext.</u> | <u>Email</u> |
|----------------------------|-------------|--|
| Tony Lindberg | 2610 | tlindberg@uwf.edu |
| Elsie Rivera | 2921 | erivera@uwf.edu |
| Adrian Rowley | 2604 | arowley@uwf.edu |

| <u>Separation Clearance</u> | <u>Ext.</u> | <u>Email</u> |
|-----------------------------|-------------|--|
| Nicole Zamary | 2608 | nzamary@uwf.edu |
| Sheri Jernigan | 2884 | sjernigan@uwf.edu |
| Christine Dillard | 2508 | cniemann@uwf.edu |

| <u>Service & Retirement Awards</u> | <u>Ext.</u> | <u>Email</u> |
|--|-------------|--|
| Candace Freeman | 2602 | cfreeman@uwf.edu |

| <u>Sick Leave Pool</u> | <u>Ext.</u> | <u>Email</u> |
|------------------------|-------------|--|
| Tony Lindberg | 2610 | tlindberg@uwf.edu |
| Jamie Sprague | 2516 | jsprague@uwf.edu |
| Elsie Rivera | 2921 | erivera@uwf.edu |

| <u>Staff Development / Training</u> | <u>Ext.</u> | <u>Email</u> |
|-------------------------------------|-------------|--|
| Jack Kolodziejski | 2292 | jkolodziejski@uwf.edu |

| <u>Termination</u> | <u>Ext.</u> | <u>Email</u> |
|--------------------|-------------|--|
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| <u>Time and Leave Reporting/Effort Recaps</u> | <u>Ext.</u> | <u>Email</u> |
|---|-------------|--|
| Tony Lindberg | 2610 | tlindberg@uwf.edu |
| Christine Dillard | 2508 | cniemann@uwf.edu |
| Nicole Zamary | 2608 | nzamary@uwf.edu |
| Sheri Jernigan | 2884 | sjernigan@uwf.edu |

| <u>Training Class Reservation</u> | <u>Ext.</u> | <u>Email</u> |
|-----------------------------------|-------------|--|
| Jeff Malsberger | 2262 | jmalsberger@uwf.edu |
| Jack Kolodziejski | 2292 | jkolodziejski@uwf.edu |

| <u>Tuition Fee Waiver (Dependent Verification)</u> | <u>Ext.</u> | <u>Email</u> |
|---|-------------|--|
| MyUWF – Employee Resources, Employee Tuition Waiver | | |
| Elsie Rivera | 2921 | erivera@uwf.edu |
| Tony Lindberg | 2610 | tlindber@uwf.edu |
| Adrian Rowley | 2604 | arowley@uwf.edu |

| <u>Unemployment</u> | <u>Ext.</u> | <u>Email</u> |
|---------------------|-------------|--|
| April Harvey | 972-9005 | aharvey@uwf.edu |
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| <u>Union Contract Administration</u> | <u>Ext.</u> | <u>Email</u> |
|--------------------------------------|-------------|--|
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| <u>Volunteer Program</u> | <u>Ext.</u> | <u>Email</u> |
|--------------------------|-------------|--|
| April Harvey | 972-9005 | aharvey@uwf.edu |

| <u>W-2</u> | <u>Ext.</u> | <u>Email</u> |
|--|-------------|--------------|
| MyUWF, Employee Self Service, (Banner) Tax Forms, Payroll (Financial Services) | 3051 | |

| <u>W-4 (New Employees Only)</u> | <u>Ext.</u> | <u>Email</u> |
|---------------------------------|-------------|--|
| Christine Dillard | 2508 | cniemann@uwf.edu |
| Nicole Zamary | 2608 | nzamary@uwf.edu |
| Sheri Jernigan | 2884 | sjernigan@uwf.edu |
| Deborah Baker | 2605 | dbaker@uwf.edu |
| Lori Werdann | 2205 | lwerdann@uwf.edu |

| <u>W-4 (Changes)</u> | <u>Ext.</u> | <u>Email</u> |
|------------------------------|-------------|--------------|
| Payroll (Financial Services) | 3051 | |

| <u>Workers' Compensation</u> | <u>Ext.</u> | <u>Email</u> |
|------------------------------|-------------|--|
| April Harvey | 972-9005 | aharvey@uwf.edu |
| Jeff Malsberger | 2362 | jmalsberger@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: January 28, 2025

| | <u>Ext.</u> | <u>Email</u> |
|--|-------------|--|
| Americans with Disabilities Act (ADA) | | |
| April Harvey | 972-9005 | aharvey@uwf.edu |
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| Annuities | | |
|------------------|------|--|
| Tony Lindberg | 2610 | tlindberg@uwf.edu |
| Adrian Rowley | 2604 | arowley@uwf.edu |
| Elsie Rivera | 2921 | erivera@uwf.edu |

| Background Screenings | | |
|------------------------------|----------|--|
| Grace Giddens | 3481 | ggiddens@uwf.edu |
| April Harvey | 972-9005 | aharvey@uwf.edu |

| Level 2 Background Screening | | |
|-------------------------------------|----------|--|
| Grace Giddens | 3481 | ggiddens@uwf.edu |
| April Harvey | 972-9005 | aharvey@uwf.edu |

| Benefits | | |
|-----------------|------|--|
| Adrian Rowley | 2604 | arowley@uwf.edu |
| Elsie Rivera | 2921 | erivera@uwf.edu |
| Tony Lindberg | 2610 | tlindberg@uwf.edu |

| Change of Address (Home and Campus) | | |
|--|------|--|
| Nicole Zamary | 2608 | nzamary@uwf.edu |
| Christine Dillard | 2508 | cniemann@uwf.edu |

| Disciplinary Actions (Staff) | | |
|-------------------------------------|------|--|
| Jack Kolodziejski | 2292 | jkolodziejski@uwf.edu |
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| Disciplinary Actions (Faculty) | | |
|---------------------------------------|------|--|
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| Educational Leave with Pay | | |
|-----------------------------------|------|--|
| Tony Lindberg | 2610 | tlindberg@uwf.edu |
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| Employee Assistance Program | | |
|------------------------------------|------|--|
| Tony Lindberg | 2610 | tlindberg@uwf.edu |
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| Employment Contracts (Faculty) | | |
|---------------------------------------|------|--|
| Christine Dillard | 2508 | cniemann@uwf.edu |

| Employment Exit Interviews | | |
|-----------------------------------|------|--|
| Jack Kolodziejski | 2292 | jkolodziejski@uwf.edu |
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| Employee Relations | | |
|---------------------------|------|--|
| Jack Kolodziejski | 2292 | jkolodziejski@uwf.edu |
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| | <u>Ext.</u> | <u>Email</u> |
|---|-------------|--|
| Employee Recognition and Awards Program (ERAP) | | |
| Jack Kolodziejski | 2292 | jkolodziejski@uwf.edu |
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| Employment Verification | | |
|--------------------------------|----------|--|
| Jacob Odom | 2233 | jodom1@uwf.edu |
| Ronna Carden | 2601 | rcarden@uwf.edu |
| April Harvey | 972-9005 | aharvey@uwf.edu |

| Equal Opportunity | | |
|--------------------------|------|--|
| Candace Freeman | 2602 | cfreeman@uwf.edu |

| FMLA/Medical Leave | | |
|---------------------------|------|--|
| Adrian Rowley | 2604 | arowley@uwf.edu |
| Tony Lindberg | 2610 | tlindberg@uwf.edu |
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| Foreign National Employees--Temporary Work Visas | | |
|---|------|--|
| Christine Dillard | 2508 | cniemann@uwf.edu |

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

| Holidays | | |
|-----------------|------|--|
| Jamie Sprague | 2156 | jsprague@uwf.edu |
| Tony Lindberg | 2610 | tlindberg@uwf.edu |

| I-9/E-Verify | | |
|---------------------|------|--|
| Christine Dillard | 2508 | cniemann@uwf.edu |
| Nicole Zamary | 2608 | nzamary@uwf.edu |
| Sheri Jernigan | 2884 | sjernigan@uwf.edu |
| Deborah Baker | 2605 | dbaker@uwf.edu |
| Lori Werdann | 2205 | lwerdann@uwf.edu |

| Injuries (Work Related) | | |
|--------------------------------|----------|--|
| April Harvey | 972-9005 | aharvey@uwf.edu |

| Insurances | | |
|-------------------|------|--|
| Adrian Rowley | 2604 | arowley@uwf.edu |
| Elsie Rivera | 2921 | erivera@uwf.edu |
| Tony Lindberg | 2610 | tlindberg@uwf.edu |

| Investments 403(b) and 457 | | |
|-----------------------------------|------|--|
| Elsie Rivera | 2921 | erivera@uwf.edu |
| Adrian Rowley | 2604 | arowley@uwf.edu |
| Tony Lindberg | 2610 | tlindberg@uwf.edu |

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

| | <u>Ext.</u> | <u>Email</u> |
|----------------------------|-------------|--|
| Leave (non-medical) | | |
| Tony Lindberg | 2610 | tlindberg@uwf.edu |
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| Meditation/Conflict Resolution | | |
|---------------------------------------|------|--|
| Jacob Odom | 2233 | |
| Jack Kolodziejski | 2292 | jkolodziejski@uwf.edu |
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| New Employee Payroll/Essential Documents | | |
|---|------|--|
| Christine Dillard | 2508 | cniemann@uwf.edu |
| Nicole Zamary | 2608 | nzamary@uwf.edu |
| Sheri Jernigan | 2884 | sjernigan@uwf.edu |
| Deborah Baker | 2605 | dbaker@uwf.edu |
| Lori Werdann | 2205 | lwerdann@uwf.edu |

| OPS Retirement Plan | | |
|----------------------------|------|--|
| Tony Lindberg | 2610 | tlindberg@uwf.edu |
| Elsie Rivera | 2921 | erivera@uwf.edu |
| Adrian Rowley | 2604 | arowley@uwf.edu |

| Organizational Chart | | |
|-----------------------------|------|--|
| Jacob Odom | 2292 | jodom1@uwf.edu |
| Ronna Carden | 2601 | rcarden@uwf.edu |

| Orientation, New Employees | | |
|-----------------------------------|------|--|
| Adrian Rowley | 2604 | arowley@uwf.edu |
| Elsie Rivera | 2921 | erivera@uwf.edu |
| Tony Lindberg | 2610 | tlindberg@uwf.edu |

| Outside Activity/Conflict of Interest | | |
|--|------|--|
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| Overtime | | |
|-----------------|------|--|
| Jamie Sprague | 2156 | jsprague@uwf.edu |
| Nicole Zamary | 2608 | nzamary@uwf.edu |

| Performance Evaluations | | |
|--------------------------------|------|--|
| Jack Kolodziejski | 2292 | jkolodziejski@uwf.edu |
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| Performance Management (Needs Improvement/Below) | | |
|---|------|--|
| Jack Kolodziejski | 2292 | jkolodziejski@uwf.edu |
| Jamie Sprague | 2156 | jsprague@uwf.edu |

| Personnel Action Forms (Staff, Faculty and Students) | | |
|---|------|--|
| Christine Dillard | 2508 | cniemann@uwf.edu |
| Nicole Zamary | 2608 | nzamary@uwf.edu |
| Sheri Jernigan | 2884 | sjernigan@uwf.edu |
| Deborah Baker | 2605 | dbaker@uwf.edu |
| Lori Werdann | 2205 | lwerdann@uwf.edu |