

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

	<u>Ext.</u>	<u>Email</u>
Program of Incentive of Efficiency (PIE)/Suggestion		
Jeff Comeau	2610	jcomeau@uwf.edu
Elsie Rivera	2921	erivera@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Records		
Christine N. Dillard	2508	cniemann@uwf.edu
Nicole Zamary	2608	nzamary@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Recruitment		
Mysti van Hoose	2362	mvanhoose@uwf.edu
April Harvey	2606	aharvey@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

	<u>Ext.</u>	<u>Email</u>
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

	<u>Ext.</u>	<u>Email</u>
Separation Clearance		
Carol Gentry	2605	cgentry@uwf.edu
Nicole Zamary	2608	nzamary@uwf.edu
Christine N. Dillard	2508	cniemann@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Service Awards		
LaBratta Epting	2292	lepting@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Sick Leave Pool		
Jeff Comeau	2610	jcomeau@uwf.edu
Adrian Rowley	2604	arowley@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Staff Development / Training		
Kristin Masson	2694	kmasson@uwf.edu
LaBratta Epting	2292	lepting@uwf.edu

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

	<u>Ext.</u>	<u>Email</u>
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

	<u>Ext.</u>	<u>Email</u>
Training Class Registration		
LaBratta Epting	2292	lepting@uwf.edu
Kristin Masson	2694	kmasson@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

	<u>Ext.</u>	<u>Email</u>
Unemployment		
April Harvey	2606	aharvey@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

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

	<u>Ext.</u>	<u>Email</u>
Volunteer Program		
Mysti van Hoose	2362	mvanhoose@uwf.edu
April Harvey	2606	aharvey@uwf.edu

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

	<u>Ext.</u>	<u>Email</u>
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

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

	<u>Ext.</u>	<u>Email</u>
Workers' Compensation		
April Harvey	2606	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: November 27, 2019

	<u>Ext.</u>	<u>Email</u>
<u>Americans with Disabilities Act (ADA)</u>		
April Harvey	2606	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	2606	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>		
LaBratra 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>		
LaBratra 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>		
LaBratra Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu
<u>Employment Job Line</u>		
Recorded Message	2842	850-474-2842
<u>Employee Recognition and Awards Program (ERAP)</u>		
LaBratra Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu
<u>Employee Relations</u>		
LaBratra Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

	<u>Ext.</u>	<u>Email</u>
<u>Employment Verification</u>		
Mysti van Hoose	2362	mvanhoose@uwf.edu
April Harvey	2606	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/		
Christopher Holloway	2205	cholloway@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	2606	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>		
Jeff Comeau	2610	jcomeau@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu
<u>Leave</u>		
Jeff Comeau	2610	jcomeau@uwf.edu
Elsie Rivera	2921	erivera@uwf.edu
Adrian Rowley	2604	arowley@uwf.edu

	<u>Ext.</u>	<u>Email</u>
<u>Mediation/Conflict Resolution</u>		
LaBratra 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	2606	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>		
LaBratra 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>		
LaBratra Epting	2292	lepting@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu
<u>Performance Management (Needs Improvement/Below)</u>		
LaBratra 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	2606	aharvey@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu