

Who Do You Contact in Human Resources?			
Division & Departments	Topic	Phone #	Name
Public Notary		402-559-7394	Director, Linda Cunningham
	For Public Notary Services	402-559-5911 402-559-4371 402-559-4391	Curtis Cierra Grace
Benefits		402-559-7394	Director, Linda Cunningham
Benefits:	General Benefits Question / Enrollment E-mail: unmcbenefits@unmc.edu	402-559-4340 Main Number	Benefits
	Health / Prescriptions / Dental / Vision / Life/ COBRA	402-559-5911	Curtis
	Death Claims / Life Events (Divorce, Marriage, New Baby, etc.) / Leave of Absences	402-559-5109	Alex
	Health Risk Assessment (HRA) Wellstream	402-559-7403	Amanda
	Record of Prior Service / 401(a) Enrollment / Retirement Account Distributions / Long Term Disability	402-559-1846	Julia
	Employee Plus One / House Officer LTD	402-559-7403	Amanda
	Supplemental Retirement / Retiring / Retirees	402-559-7403	Amanda
	Flexible Spending Accounts (HealthEquity)	402-559-5911	Curtis
	Discount Program	402-559-7403	Amanda
Child Development Center	Fees / Ages / Hours / Meals / Schedules	402-559-8800 402-559-8801	Kris Kelly
Employee Assistance Program (Arbor Family Counseling)	Conflict / Stress / Depression / Relationships / Domestic Abuse / Parenting / Anxiety / Grief / Divorce / Anger / Trauma / Blended Family / Drug and Alcohol Abuse / Wellness / Kids and Adolescents / Consultation with Managers & Supervisors / Educational Presentations / Crisis Counseling / Substance Abuse Services - Day, evening & weekend hours; off-site, on-site & Web-Ex appts; 24-hr, live-answered local or toll-free phone number; confidential, 5 free sessions/issue; multiple counselors to choose from with various specialties and multilingual interpreter services.	402-330-0960 800-922-7379 www.arborfamilycounseling.com	Linda (liaison w/Arbor) 402-559-7394
Employee Relations/Organizational Development/Diversity		402-559-7394	Director, Linda Cunningham
Employee Relations:	Policy Interpretation. E-mail: employeerelations@unmc.edu	402-559-7394	Linda Deb Cierra Paige
	Employee Issues / Complaints / Accommodations-Americans with Disabilities Act	402-559-8534 402-559-4371	Deb Cierra Paige
	Corrective & Disciplinary Action / Performance Mgmt.	402-559-8534 402-559-4371	Deb Cierra Paige
	Family Medical Leave (FMLA) / Crisis & Other Leave of Absence (LOA)	402-559-8534 402-559-4371	Melissa
	Exit Survey	402-559-7394	Linda TBA
	Unemployment	402-559-6020 402-559-5827	Evelyn Melissa
	Workers Compensation	402-559-6020 402-559-5827	Evelyn Melissa
Diversity	Diversity Committee & Programs / Culture Fest	402-559-7394 402-559-9090	Linda Giovanni
Equal Employment Opportunity Commission (EEOC)	Grievance / Harassment / Discrimination Complaint	402-559-7394 402-559-8534	Linda Deb
Organizational Development:	New Employee Orientation (NEO)	402-559-5827 402-559-6020	Melissa Evelyn
	Re-Imagining U	402-559-9090 402-559-7394	Giovanni Linda
	Recognition: Gold / Silver / People Are Everything	402-559-6020 402-559-5827	Evelyn Melissa
	Training: Employee & Team Development/ Diversity & Inclusion	402-559-9090 402-559-7394	Giovanni Linda
Compensation/Staffing/Records/HRIT		402-559-2710 csirizzotti@unmc.edu	Director, Carmen Sirizzotti
Staffing:	Recruiting & Interviewing Tools E-mail: jobs@unmc.edu	402-559-5906 402-559-0085	Michael Alec
	Applicants Questions / PeopleAdm. E-mail: jobs@unmc.edu	402-559-4101 402-559-5906 402-559-0085	Tina Michael Alec
	Postings: All Positions & Non-Faculty Volunteers. E-mail: jobs@unmc.edu	402-559-4101 402-559-5906 402-559-0085	Tina Michael Alec
	Reduction in Force (RIF) / Grant Expirations	402-559-2710 csirizzotti@unmc.edu	Carmen
Compensation:	Position Descriptions / Classification E-mail: unmccompensation@unmc.edu	402-559-9041 402-559-4071 402-559-5913	Tatym Alex Alice
	Salary Administration / Recommendations E-mail: unmccompensation@unmc.edu	402-559-9041 402-559-4071 402-559-5913	Tatym Alex Alice
	SAP-Org. & Position Mgmt. / Assignments (includes Travel/Leave Approvers) E-mail: unmccompensation@unmc.edu	402-559-5489 402-559-5913	Tamara Alice
Records (HR SAP):	Scholarship Program (for University employees only) and Remote Form I-9s	hrrecords@unmc.edu	Daniel
	Employment Verifications	hrrecords@unmc.edu	Tamara Brittney
	I-9 Management System/Form I-9s	hrrecords@unmc.edu	Jennifer Daniel Grace
	SAP HR /ADIS HR	hrrecords@unmc.edu	Jennifer Pam
HR Information Technology (HRIT)	Firefly Password Reset/SAP Security/SAP Technical Support/HR Reports	khammond@unmc.edu tyler.quinn@unmc.edu	Kris Tyler
Performance Evaluations	Online Staff Performance Evaluations - UNeVal	402-559-2710 csirizzotti@unmc.edu	Carmen
Title IX Office (Students & Employees)	Sexual Misconduct / Violence / Assault / Harassment	402-559-2710 csirizzotti@unmc.edu	Carmen
Payroll	Paychecks / W-2 / W-4 / Leave Accrual / Direct Deposit	unmcpayroll@unmc.edu	Suzette Jo Brittney
	Monthly Email: unmcpayroll@unmc.edu	402-559-7461	Jo
	Bi-Weekly Email: unmcpayroll@unmc.edu	402-559-7533	Brittney