

<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/
Disabled/Veteran Employer**

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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: February 4, 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

	<u>Ext.</u>	<u>Email</u>
Annuities		
Tony Lindberg	2610	tlindberg@uwf.edu
Adrian Rowley	2604	arowley@uwf.edu
Elsie Rivera	2921	erivera@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Background Screenings		
Grace Giddens	3481	ggiddens@uwf.edu
April Harvey	972-9005	aharvey@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Level 2 Background Screening		
Grace Giddens	3481	ggiddens@uwf.edu
April Harvey	972-9005	aharvey@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Benefits		
Adrian Rowley	2604	arowley@uwf.edu
Elsie Rivera	2921	erivera@uwf.edu
Tony Lindberg	2610	tlindberg@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Change of Address (Home and Campus)		
Nicole Zamary	2608	nzamary@uwf.edu
Christine Dillard	2508	cniemann@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Disciplinary Actions (Staff)		
Jack Kolodziejski	2292	jkolodziejski@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Disciplinary Actions (Faculty)		
Jamie Sprague	2156	jsprague@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Educational Leave with Pay		
Tony Lindberg	2610	tlindberg@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Employee Assistance Program		
Tony Lindberg	2610	tlindberg@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Employment Contracts (Faculty)		
Christine Dillard	2508	cniemann@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Employment Exit Interviews		
Jack Kolodziejski	2292	jkolodziejski@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

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

	<u>Ext.</u>	<u>Email</u>
Employment Verification		
Jacob Odom	2233	jodom1@uwf.edu
Ronna Carden	2601	rcarden@uwf.edu
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	<u>Ext.</u>	<u>Email</u>
Equal Opportunity		
Candace Freeman	2602	cfreeman@uwf.edu

	<u>Ext.</u>	<u>Email</u>
FMLA/Medical Leave		
Adrian Rowley	2604	arowley@uwf.edu
Tony Lindberg	2610	tlindberg@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Foreign National Employees--Temporary Work Visas		
Christine Dillard	2508	cniemann@uwf.edu

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

	<u>Ext.</u>	<u>Email</u>
Holidays		
Jamie Sprague	2156	jsprague@uwf.edu
Tony Lindberg	2610	tlindberg@uwf.edu

	<u>Ext.</u>	<u>Email</u>
I-9/E-Verify		
Christine Dillard	2508	cniemann@uwf.edu
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Deborah Baker	2605	dbaker@uwf.edu
Lori Werdann	2205	lwerdann@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Injuries (Work Related)		
April Harvey	972-9005	aharvey@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Insurances		
Adrian Rowley	2604	arowley@uwf.edu
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	<u>Ext.</u>	<u>Email</u>
Investments 403(b) and 457		
Elsie Rivera	2921	erivera@uwf.edu
Adrian Rowley	2604	arowley@uwf.edu
Tony Lindberg	2610	tlindberg@uwf.edu

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

	<u>Ext.</u>	<u>Email</u>
Meditation/Conflict Resolution		
Jacob Odom	2233	
Jack Kolodziejski	2292	jkolodziejski@uwf.edu
Jamie Sprague	2156	jsprague@uwf.edu

	<u>Ext.</u>	<u>Email</u>
New Employee Payroll/Essential Documents		
Christine Dillard	2508	cniemann@uwf.edu
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OPS Retirement Plan		
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	<u>Ext.</u>	<u>Email</u>
Organizational Chart		
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	<u>Ext.</u>	<u>Email</u>
Orientation, New Employees		
Adrian Rowley	2604	arowley@uwf.edu
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Tony Lindberg	2610	tlindberg@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Outside Activity/Conflict of Interest		
Jamie Sprague	2156	jsprague@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Overtime		
Jamie Sprague	2156	jsprague@uwf.edu
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	<u>Ext.</u>	<u>Email</u>
Performance Evaluations		
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Performance Management (Needs Improvement/Below)		
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Jamie Sprague	2156	jsprague@uwf.edu

	<u>Ext.</u>	<u>Email</u>
Personnel Action Forms (Staff, Faculty and Students)		
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Deborah Baker	2605	dbaker@uwf.edu
Lori Werdann	2205	lwerdann@uwf.edu