

# JUST FOR YOU (Information For You To Have At Your Fingertips)

<p><u>HR Service Team</u></p> <p><b>Human Resources Consultant:</b> _____</p> <p>Workforce Evaluation - Performance Management - Employee Concerns Staff Development - Reward &amp; Recognition</p> <p><b>Human Resources Representative:</b> _____</p> <p>All ePAF Issues - ePAF Training - Job Posting - Background Checks New Hire Salary Calc., Paperwork, Employee Orientation, New Classification</p> <p><b>Operations/ Leave Representatives:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Family Medical Leave (FMLA) - Medical Leave of Absence, Military Leave of Absence, Personal Leave of Absence - Workers Compensation</p> <p><b>Human Resource Recruiter:</b> _____</p> <p>Target specific recruitment efforts and recruitment channels Develop solutions for chronic recruitment challenges Brainstorm and implement department recruiting ideas Contact for staffing agencies and recruitment solicitations Questions - position reclassifications, grades and salary ranges, job descriptions</p> <p><b>Compensation Analyst:</b> _____</p> <p><b>Employee Relations:</b> _____</p> <p>For consultation on employment rights, grievance processes, policies and procedures, disciplinary action, performance management, other workplace issues.</p>	<p><b>Human Resources General Line – 581-2300</b></p> <p><b>OEO/AA – 581-8365</b></p> <p><b>Benefits – 581-7447</b></p> <p><b>Training and Development – 585-2300</b></p> <p><b>Payroll Resource :</b> _____</p> <p><b>HIPAA.Privacy Team - 587-9241</b></p> <p><b>Financial Resource:</b> _____</p> <p><i>CIS, Select Employee Tab, Scroll to Reports, select management reports. Enter information, click “run report.” Your financial resource will be listed at the bottom of the report.</i></p> <p><b>Location/Delivery Code:</b> _____</p> <p><i>If you know the activity – you can find everything else in “Quick Chartfield” Validation on the CIS website</i></p>			
<b>BU</b>	<b>ORG</b>	<b>FUND</b>	<b>ACTIVITIES</b>	<b>PROJECT</b>