



WHO DO I CONTACT IN HR FOR.....

ALTHOUGH ANY HUMAN RESOURCES EMPLOYEE CAN ASSIST YOU WHEN YOU CALL OR COME BY, WE'VE PUT TOGETHER THIS BRIEF LIST OF WHO TO CONTACT FOR SPECIFIC ITEMS. PLEASE KEEP THIS LIST HANDY AND REFER TO IT WHEN YOU HAVE A QUESTION.

THANKS! THE HR STAFF

- ◆ QUESTIONS REGARDING BENEFITS/INSURANCE: MEDICAL, DENTAL, VISION, FLEXIBLE SPENDING ACCOUNTS, LIFE, LONG TERM DISABILITY CLAIMS, REPLACEMENT ID CARDS, ETC.
- ◆ QUESTIONS ABOUT THE TIAA-CREF REGULAR AND SUPPLEMENTAL RETIREMENT PLANS
- ◆ REQUESTS FOR AND QUESTIONS ABOUT FAMILY MEDICAL LEAVE ACT (FMLA) FOR NON-EXEMPT AND EXEMPT STAFF EMPLOYEES

CHRISTIE SPONSEL, BENEFITS COORDINATOR/HR GENERALIST
EXT. 1807 EMAIL: SPONSELC@SOUTHWESTERN.EDU

- ◆ REPORTING EMPLOYEE WORK RELATED INJURIES & WORKERS COMPENSATION
- ◆ HUMAN RESOURCES REPORTING & DATA, SURVEYS AND ORGANIZATIONAL CHARTS
- ◆ HUMAN RESOURCES WEBSITE
- ◆ FOOD FOR THOUGHT LUNCHEONS
- ◆ STAFF RECOGNITION EVENT

CHRIS MURRAY, HR INFORMATION SPECIALIST
EXT. 1220 EMAIL: MURRAYC@SOUTHWESTERN.EDU

- ◆ MAIN POINT OF CONTACT FOR HUMAN RESOURCES
- ◆ POSTING AN OPEN POSITION
- ◆ APPLICATIONS AND RESUMES
- ◆ PERSONNEL ACTION FORMS, REQUEST TO FILL FORM

BRENDA KRUSELY, HR ASSISTANT
EXT. 1435 EMAIL: KRUSELYB@SOUTHWESTERN.EDU

- ◆ POLICY DEVELOPMENT AND INTERPRETATION
- ◆ LABOR & EMPLOYMENT LAW COMPLIANCE
- ◆ EMPLOYEE RELATIONS ISSUES
- ◆ REQUESTS FOR AND QUESTIONS ABOUT FAMILY MEDICAL LEAVE ACT (FMLA) FOR FACULTY
- ◆ COMPENSATION ISSUES

ELMA BENAVIDES, ASSOCIATE VP OF HUMAN RESOURCES
EXT. 1441 EMAIL: BENAVIDE@SOUTHWESTERN.EDU

