



MIAMI
UNIVERSITY

Department of Human Resources
15 Roudebush Hall
529-3131

Do you have a question for Human Resources?

Need to know whom to call?

Please refer to the following list for all of your HR questions!

Questions	HR Contact	Phone
Accident Reports	Cindy Lewis	9-0432
Address Changes (classified)	Sandy Black	9-9551
Address Changes (unclassified)	Steve Perucca	9-9565
Advertising (newspapers, on line,...)	Manetra Kemp Alisha Wilson	9-3132 9-3186
Health Insurance Claims	Sherry Schilling	9-2148
Application Questions (classified)	Maurica Allen	9-3139
Child Support	Dawn Fahner	9-5716
Classified Pay Program	Kate Stoss	9-9552
Classified Staff	Maurica Allen	9-3139
COBRA	Sherry Schilling	9-2148
CPAC	Marsha McIntosh	9-4116
Death Claims	Eileen Mitroi	9-3120
Disciplinary Issues	Carol Hauser	9-3131
Employee Health & Well-Being	Jay Kimiecik Marlene Diers Cassie Wilson	9-2706 9-1495 9-0881
Employee Issues	Carol Hauser	9-3131
Employment Laws	Kate Stoss	9-9552
Evaluations	Cindy Lewis	9-0432
Exit Interviews	Susan Gibson Eileen Mitroi	9-3926 9-3120
Faculty	Academic Personnel	9-6724
Fee Waiver	Sherry Schilling	9-2148
FMLA/Miami Medical Leave/Personal Leave	Patricia Irwin	9-2027
Grievances	Cindy Lewis	9-0432
Hiring Temporary Employees (classified)	Maurica Allen	9-3139
Insurance & Benefits Questions	Dottie Bourne Susan Gibson Eileen Mitroi Sherry Schilling	9-3927 9-3926 9-3120 9-2148
Job & Family Services Statements	Jeanne Nutt Sherry Schilling	9-3131 9-2148
Job Audits	Denise Ison Alisha Wilson	9-3137 9-3186
Job Enrichment (Human Resources)	Becky Dysart Sarah Hensley Rachael Rude	9-8078 9-0444 9-6409
Job Enrichment (HDGS)	Michelle Simmerman	9-6956

Job Enrichment (MUPD)	Ben Spilman	9-5066
Job Enrichment (PFD)	Melissa Gibbons Marsha McIntosh	9-1603 9-4116
Job Enrichment Payments (classified)	Sandy Black	9-9551
Job Postings (classified)	Maurica Allen	9-3139
Job Postings (unclassified)	Manetra Kemp Alisha Wilson	9-3132 9-3186
Labor Relations	Kelly Phillips	9-4745
Leave Reporting Problems	Ruth Groom	9-4328
Life Insurance	Dottie Bourne	9-3927
Long-Term Disability	Cindy Lewis	9-0432
Miami P.R.I.D.E. Award (classified)	Becky Hensley	9-1787
Medical Leaves	Patricia Irwin	9-2027
New Employee Sign-up	Susan Gibson Eileen Mitroi	9-3926 9-3120
OPERS	Dawn Fahner	9-5716
OPERS PLAN Seminar	Kathy Martin	9-4939
OPERS/STRS Monthly Meetings	Jeanne Nutt	9-3131
Public Records Requests	Jeanne Nutt	9-3131
Retirement Forums (403B/457) Plans	Sherry Schilling	9-2148
Salary Ranges (unclassified)	Manetra Kemp Alisha Wilson	9-3132 9-3186
Sick/Vacation Time Discrepancies (classified)	Sandy Black	9-9551
Sick/Vacation Time Discrepancies (unclassified)	Steve Perucca	9-9565
Special Payroll Payments	Steve Perucca	9-9565
State Teachers' Retirement (STRS)	Dawn Fahner	9-5716
Student Employment	Student Employment	9-8722
Terminal Pay (classified)	Sandy Black	9-9551
Terminal Pay (unclassified)	Steve Perucca	9-9565
Tax Deferred Annuities	Dottie Bourne	9-3927
Unclassified Staff	Manetra Kemp Alisha Wilson	9-3132 9-3186
Unemployment	Cindy Lewis	9-0432
UPAC	Marsha McIntosh	9-4116
Vesting Letters for ARP & Annuity Plans	Eileen Mitroi	9-3120
Visas (International Employees)	Denise Ison Alisha Wilson	9-3137 9-3186
Voluntary Group Accident	Dottie Bourne	9-3927
W-2s	Payroll Services	9-6223
Wage Discrepancies	Kate Stoss	9-9552
Wage Laws	Kate Stoss	9-9552
Website Maintenance	Kathy Martin	9-4939
Workers' Compensation	Cindy Lewis	9-0432
Workplace Orientation & Welcome Program	Kerri Dabbs Becky Dysart	9-0389 9-8078
Workshops & Training	Kerri Dabbs Becky Dysart	9-0389 9-8078

Not listed? Call Jeanne Nutt at 9-3131 for assistance.