WHO SHOULD I CONTACT FOR. . . . ?

SUBJECT	RESPONSIBLE UNIT	CONTACT PERSON	EMAIL
Accident Reporting (workplace)	Human Resources	Rebecca Farrington Elaine Anderson	farrington@geneseo.edu andersone@geneseo.edu
Accrual Balance and Usage	Payroll	Kim Truax	truax@geneseo.edu
Affirmative Action/EEO	Affirmative Action	Julie Briggs	briggsja@geneseo.edu
Attendance Policies	Payroll	Kim Truax	truax@geneseo.edu
Board of Trustees Policies	Human Resources	Victoria Phipps	phipps@geneseo.edu
Position Classification - Classified	Human Resources	Victoria Phipps	phipps@geneseo.edu
Position Classification - Unclassified	Human Resources	Rebecca Farrington Julie Briggs	farrington@geneseo.edu briggsja@geneseo.edu
Classified Recruitment	Human Resources	Stacy Colt Victoria Phipps	colts@geneseo.edu phipps@geneseo.edu
Classified Appointments	Human Resources	Stacy Colt Victoria Phipps	colts@geneseo.edu phipps@geneseo.edu
Classified Appointment Letters	Human Resources	Sue Moore	moores@geneseo.edu

Contractual Raises	Payroll	Kim Truax	truax@geneseo.edu
Student Direct Deposit	Payroll	Brian Burley	burleybl@geneseo.edu
Faculty/Staff Direct Deposit	Payroll	Kim Truax	truax@geneseo.edu
Data Requests	Human Resources	Julie Briggs	briggsja@geneseo.edu
Directory – Faculty/Staff	Human Resources	Sue Moore	moores@geneso.edu
Discrimination: Complaints & Investigations	Affirmative Action	TBD	
Dual Employment - Part-time Faculty	Human Resources	Stacy Colt	colts@geneseo.edu
Emp. /Salary Verifications-Student Employees	Payroll	Brian Burley	burleybl@geneseo.edu
Emp. /Salary Verifications-State Employees	Human Resources	Elaine Anderson	andersone@geneseo.edu
Employee Relations & Labor Relations	Human Resources	Julie Briggs	briggsja@geneseo.edu
Ethics	Human Resources	Julie Briggs	briggsja@geneseo.edu
Extra Service Appointments	Human Resources	Stacy Colt	colts@geneseo.edu
Extra Service Payments	Payroll	Kim Truax	truax@geneseo.edu
Appointment Management	Human Resources	Victoria Phipps	phipps@geneseo.edu
Part-time Faculty Adjunct/STS Appointment Processing	Human Resources	Stacy Colt	colts@geneseo.edu
Faculty Adjunct/STS Letters	Human Resources	Sue Moore	moores@geneseo.edu
Garnishment/Deductions	Payroll	Kim Truax	truax@geneseo.edu
Health Insurance & Benefit Programs	Human Resources	Rebecca Farrington Victoria Phipps	farrington@geneseo.edu phipps@geneseo.edu
Immigration	Human Resources	Rebecca Farrington	farrington@geneseo.edu

Label Request	Human Resources	Elaine Anderson	andersone@geneseo.edu
Medical Leaves	Human Resources	Rebecca Farrington Elaine Anderson	farrington@geneseo.edu andersone@geneseo.edu
Orientation	Human Resources	Rebecca Farrington	farrington@geneseo.edu
Payroll Policies	Payroll	Kim Truax	truax@geneseo.edu
Online Employment System	Human Resources	Rebecca Farrington	farrington@geneseo.edu
Personnel File Review	Human Resources	Victoria Phipps	phipps@geneseo.edu
Training & Development	Human Resources	Julie Briggs	briggsja@geneseo.edu
Position Management – Classified/Professional	Human Resources	Victoria Phipps	phipps@geneseo.edu
Prior Service Credit	Payroll	Kim Truax	truax@geneseo.edu
Professional Appointments	Human Resources	Stacy Colt Victoria Phipps	colts@geneseo.edu phipps@geneseo.edu
Performance Programs &Evaluations	Human Resources	Elaine Anderson	andersone@geneseo.edu
Professional and Faculty Search Process	Human Resources	Rebecca Farrington	farrington@geneseo.edu
Pre-Retirement Planning	Human Resources	Victoria Phipps	phipps@geneseo.edu
Retirement Plan Information	Human Resources	Victoria Phipps	phipps@geneseo.edu
Sabbatical Leaves	Human Resources	Stacy Colt	colts@geneseo.edu
Scholarship Payroll	Payroll	Kim Truax	truax@geneseo.edu
Search Waivers	Human Resources	Rebecca Farrington	farrington@geneseo.edu
Student Payroll –Temp. Service/Work Study	Payroll	Brian Burley	burleybl@geneseo.edu

Summer Session Appointment	Human Resources	Stacy Colt Victoria Phipps	colts@geneseo.edu phipps@geneseo.edu
Summer Session Payroll	Payroll	Kim Truax	truax@geneseo.edu
Supplemental Retirement Accounts	Payroll	Kim Truax	truax@geneseo.edu
Tax Treaty Administrations - NRA	Payroll	Kim Truax	truax@geneseo.edu
Timesheets	Payroll	Kim Truax	truax@geneseo.edu
Title IX Coordinator	Affirmative Action	Julie Briggs	briggsja@geneseo.edu
Tuition Programs	Human Resources	Rebecca Farrington Elaine Anderson	farrington@geneseo.edu andersone@geneseo.edu
Vacancy Announcements	Human Resources	Rebecca Farrington	farrington@geneseo.edu
Volunteer Appointments	Human Resources	Elaine Anderson	andersone@geneseo.edu
W-2 Processing and Duplicates	Payroll	Brian Burley	burleybl@geneseo.edu
Workers Compensation	Human Resources	Elaine Anderson Rebecca Farrington	andersone@geneseo.edu farrington@geneseo.edu