Supervisor Cheat-Sheet (who to contact)

- Position Creation, Job Reviews, & Supervisor Changes
  - Classification and Compensation
    - ClassComp-HR@mail.wvu.edu
    - 304-293-5700 ext. 6

- New Postings, Recruitment, EEO/Affirmative Action Questions, & Interview (Tips, Techniques & Questions)
  - Talent Strategy
    - WVUHire@mail.wvu.edu
    - 304-293-HIRE (4473)

- Performance Management, Disciplinary Process, Employee Development, & Involuntary Separations
  - Employee Relations
    - EmployeeRelations@mail.wvu.edu
    - 304-293-5700 ext. 5

- Benefits, Leave Management, Appointment Renewal Process, UltiPro Information, & Voluntary Separations (Resignations)
  - Amber Conaway, Senior Benefits Specialist
    - WVURCTalentandCulture@mail.wvu.edu
    - 304-293-4616

- Strategic Initiatives, Reorganizations, & General HR Questions
  - Jared Wood, HR Partner
    - Jared.Wood@mail.wvu.edu
    - 304-293-8704

- Additional Resources
  - WVURC HR Website: https://hr.research.wvu.edu/
  - Medical Management: 304-293-HURT (4878)
  - FSAP (Faculty & Staff Assistance Program) 304-293-5590
  - Payroll: Janice Schifano:
    - 304-293-7354 or 304-293-3379 ext. 1
    - Janice.schifano@mail.wvu.edu