

# UW Tacoma HR Services

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STAFF / STUDENT HR	Lead	Backup & Resources
<b>Compensation</b> Position Reviews, In-Grades, Merit	Trish	Iris, Joanna
<b>Employee Relations / HR Issues</b>	Trish	Iris, Joanna Caroline Currin, UWHR <a href="#">Office of the Ombud</a>
<b>Leave Administration</b>	Iris	Joanna, Trish
<b>Hiring &amp; Onboarding</b>	Joanna	Trish
<b>Required Staff Training</b>	Joanna	Iris
<b>STAFF / STUDENT Workday &amp; Payroll</b>	<b>Lead</b>	<b>Backup &amp; Resources</b>
<b>Benefits elections and forms</b>	<b>ISC (ischelp@uw.edu   206-543-8000)</b>	
<b>Costing Allocations</b>	Iris	Trish
<b>Direct Deposit</b>	ISC	Iris
<b>Entering or correcting time and absence entries</b>	Iris	Joanna, Trish
<b>IRS Form W-4</b> (federal income tax withholdings)	ISC	Iris
<b>USCIS Form I-9</b> (work authorization)	Joanna	ISC
<b>Legal name changes</b>	Joanna	Iris, Trish
<b>Paycheck inquiries</b>	Iris	ISC
<b>Overpayment or Underpayment issues</b>	Iris	ISC
<b>Updating information in Workday</b> Business title, Organization, Contact info	Iris	Joanna, Trish
<b>Verifying employment</b> <a href="https://isc.uw.edu/employment-verification-requests/">https://isc.uw.edu/employment-verification-requests/</a>	<a href="https://i2verify.com/">https://i2verify.com/</a> info@i2verify.com   888-220-3457	Iris, Joanna
<b>Workday Administration</b> Supervisory Orgs, Security Roles	Trish	Iris, Joanna
<b>Workday Reports</b>	Iris	ISC
<b>Workday Transactions</b>	Iris	Joanna, Trish
<b>FACULTY HR</b>	<b>Lead</b>	<b>Backup &amp; Resources</b>
<b>Faculty Searches</b>	Casey	Danelle
<b>Faculty Hiring &amp; Onboarding</b>	Heather	Danelle
<b>Faculty Background Checks</b>	Heather	Casey
<b>Faculty Benefits</b>	ISC (ischelp@uw.edu   206-543-8000)	
<b>Faculty Reappointments</b>	Danelle	Casey
<b>Faculty Compensation</b>	Danelle	Heather
<b>Faculty Workday Processes</b>	Danelle	Casey
<b>Faculty Sabbaticals</b>	Casey	Danelle
<b>Promotion &amp; Tenure</b>	Casey	Heather
<b>Faculty Leave</b>	Danelle	Casey
<b>Faculty Accommodation Requests</b>	Casey	UW DSO/Academic HR
<b>Faculty Employee Relations</b>	Casey	Danelle
<b>New Faculty Orientation</b>	Casey	Faculty Assembly
<b>Academic HR Website Updates</b>	Danelle	Heather
<b>PROFESSIONAL &amp; ORG DEVELOPMENT</b>	<b>Resources</b>	
<b>Professional &amp; Career Development</b>	School/Division Leadership <a href="#">UWT Online Webinars</a> <a href="#">UW Seattle POD Classes</a> <a href="#">Faculty Advancement</a>	
<b>Management &amp; Leadership Development</b>	School/Division Leadership <a href="#">UW Seattle POD Classes</a>	
<b>Organization Development</b> Strategic planning, teambuilding, change management, facilitation	School/Division Leadership <a href="#">UW Partnership for Organizational Excellence</a> <a href="#">University Consulting Alliance</a>	