**Unit Contact Information**

Human Resources

Email: [hr@shoreline.edu](mailto:hr@shoreline.edu), Phone: 206-546-4769

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| **Name** | **Title** | **Email** |
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Payroll & Benefits

Email: [payroll@shoreline.edu](mailto:payroll@shoreline.edu); [benefits@shoreline.edu](mailto:benefits@shoreline.edu)

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| **Name** | **Title** | **Email** |
| Bryant, Delene | Manager – Payroll & Benefits | [dbryant@shoreline.edu](mailto:dbryant@shoreline.edu) |
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| Patterson, Lisa | Payroll & Benefits Coordinator | [lpatterson@shoreline.edu](mailto:lpatterson@shoreline.edu) |

Title IX / Equal Employment Opportunity

Email: [titleixcoordinator@shoreline.edu](mailto:titleixcoordinator@shoreline.edu); [eeo@shoreline.edu](mailto:eeo@shoreline.edu) Phone: 206-533-6746

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| **Name** | **Title** | **Email** |
| Lovely, Tricia | Title IX / EEO Coordinator | [tlovely@shoreline.edu](mailto:tlovely@shoreline.edu) |

**Who do I contact for questions about……**

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| Accommodation Requests/Support (employees) | Theresa Harrington |
| Benefits Orientation | Lisa Patterson |
| Business Cards, Name Tags, Placards | Thao Le |
| Contracts – Admin/Exempt | Leesa Hall |
| Contracts - FTF, Pro-Rata, FT Annual | Aleksa Overby |
| Evaluations - tracking/notice (admin/exempt) | Leesa Hall |
| Evaluations - tracking/notice (classified) | Melissa Sanders |
| Evaluations - tracking/notice (faculty) | Aleksa Overby |
| FML Requests/Support | Theresa Harrington |
| Faculty Workload (FWL) Submissions | Terrell Fox |
| Forms (HR) | Thao Le |
| Hourly/Student Employee PAs | Thao Le |
| Labor & Industry (LNI) Claims | Leesa Hall |
| NEO Dates/Attendee Notices | [hr@shoreline.edu](mailto:hr@shoreline.edu) |
| New Hire Docs - Admin/Exempt | Leesa Hall |
| New Hire Docs - Classified Staff & Non-Perm Emps | Melissa Sanders |
| New Hire Docs - Faculty | Aleksa Overby |
| New Hire Docs – Part-Time Hourly | Thao Le |
| Organizational Chart | Thao Le |
| Part-Time Faculty Hiring Pools | Thao Le |
| Person of Interest/Volunteers | Elise Robinson |
| Personnel Actions & Noticing - Admin/Exempt | Leesa Hall |
| Personnel Actions & Noticing - Classified | Melissa Sanders |
| Personnel Actions & Noticing - FTF/PTF | Aleksa Overby |
| PFML Process Inquiries | Theresa Harrington |
| Position Descriptions - Admin/Exempt | Elise Robinson |
| Position Review Requests - Classified Staff | Leesa Hall |
| Priority Associate Faculty - Tracking/Notification | Aleksa Overby |
| Recruitment Process Inquiries (General) | Thao Le |
| Recruitments - Admin/Exempt | Leesa Hall |
| Recruitments - Classified | Melissa Sanders |
| Recruitments - Faculty (FTF/PTF) | Aleksa Overby |
| RIF Units – Tenure Track, Tenured Faculty | Veronica Zura |
| Sabbaticals | Aleksa Overby |
| Salary Placement & Noticing - PTF/FTF | Aleksa Overby |
| Seniority List - Classified | Melissa Sanders |
| Shared Leave Requests | Theresa Harrington |
| Sick Leave Buyout Annual | Delene Bryant |
| Social Security Wage information | Lisa Patterson |
| Unemployment (ESD) Claims | Leesa Hall |