**Unit Contact Information**

Human Resources

Email: hr@shoreline.edu, Phone: 206-546-4769

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| **Name**  | **Title** | **Email**  |
| Robinson, Elise | Manager – Human Resources | erobinson@shoreline.edu  |
| Harrington, Theresa | Exec Asst – Human Resources  | tharrington@shoreline.edu  |
| Fox, Terrell  | Business Analyst – HCM/FWL | tfox@shoreline.edu  |
| Hall, Leesa | Human Resource Consultant | lhall@shoreline.edu  |
| Le, Thao | Human Resource Consultant Asst | tle@shoreline.edu |
| Overby, Aleksa | Human Resource Consultant  | aoverby@shoreline.edu |
| Sanders, Melissa | Human Resource Consultant  | msanders@shoreline.edu  |

Payroll & Benefits

Email: payroll@shoreline.edu; benefits@shoreline.edu

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| **Name**  | **Title** | **Email**  |
| Bryant, Delene | Manager – Payroll & Benefits | dbryant@shoreline.edu  |
| Mach, My  | Payroll Coordinator  | mmach@shoreline.edu  |
| Patterson, Lisa | Payroll & Benefits Coordinator  | lpatterson@shoreline.edu  |

Title IX / Equal Employment Opportunity

Email: titleixcoordinator@shoreline.edu; eeo@shoreline.edu Phone: 206-533-6746

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| **Name**  | **Title** | **Email**  |
| Lovely, Tricia | Title IX / EEO Coordinator  | 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  |
| 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  |