



# HUMAN RESOURCES

HR CONTACT	CONTACT INFO	HR AREAS OF SPECIALIZATION
<b>AVC OF HUMAN RESOURCES &amp; CHRO</b>		
ANGELA MAHONEY	<a href="mailto:mahoneya@uncsa.edu">mahoneya@uncsa.edu</a> (336) 770-3317	American's Disability Accommodation (ADA) File an employee complaint - discrimination and/or harassment Individual and Departmental Teleworking Form COVID Questions
<b>BENEFITS</b>		
LAURETTA BALDWIN	<a href="mailto:baldwinl@uncsa.edu">baldwinl@uncsa.edu</a> (336) 770-1451	Academic Assistance/Reimbursement Medical Benefits NC Flex Benefits Retirement Short-Term and Long-Term Benefits Student Loan Forgiveness Form Tuition Waiver
<b>BENEFITS &amp; LEAVE ADMINISTRATION</b>		
KEMORA BROWNLEE	<a href="mailto:brownleek@uncsa.edu">brownleek@uncsa.edu</a> (336) 770-1428	Address Change for Non-Student and Permanent Employees FMLA Leave Reports Timesheet assistance Worker's Comp COVID Questions
<b>EMPLOYEE RELATIONS</b>		
CAMILLA NORRIS	<a href="mailto:norrisc@uncsa.edu">norrisc@uncsa.edu</a> (336) 770-1318	Employee Assistance Program Employee Complaints SHRA/EHRA File a complaint - discrimination and/or harassment Performance Management Unemployment

**HR SYSTEMS****SUSAN PORTER**[porters@uncsa.edu](mailto:porters@uncsa.edu)  
(336) 770-1493

Banner HR Module Security  
Banner HR/Payroll User Support  
Banner System Access  
Employee EZ Arts Reset  
HR DataMart Administrator  
HR Reports  
HR Systems User Support  
HR Web Page Content Manager  
Independent Contractor Verification

**PERMANENT EMPLOYMENT / CLASSIFICATION & COMPENSATION****Aretha Sutton**[suttonar@uncsa.edu](mailto:suttonar@uncsa.edu)  
336-770-1377

Compensation Assistance  
Employee Verifications  
Onboarding Paperwork (I-9, Background Checks, Employee Data Sheet)  
PeopleAdmin Postings  
Position Classification  
Position Descriptions  
Probationary Period  
Search Committee Guidelines  
Strategic Recruitment Strategies  
Voluntary and Involuntary Terminations/Separations

**TEMPORARY EMPLOYMENT****Cappi Shelton**[sheltonca@uncsa.edu](mailto:sheltonca@uncsa.edu)  
336-770-1481

Adjunct Faculty  
Onboarding Paperwork (I-9, Background Checks, Employee Data Sheet)  
Temporary Student Employment  
Temporary Non-Student Employment