

Who Do I Contact in Human Resources & Employee Relations?

General Information: 206-546-4769

Dunkinson, Sarah	Human Resource Consultant 2	206-533-6652
Kuo, Andrea	Human Resource Consultant 2	206-546-5842
Leavitt, Cheri	Human Resource Consultant Assistant 1.....	206-546-5880
Pincus, Ellen	Payroll & Benefits Coordinator.....	206-546-4510
Prigmore, Satoko	Manager, Payroll & Employee Benefits.....	206-546-4515
Smith, Stephen	VP, Human Resources & Legal Affairs.....	206-546-4694
Zura, Veronica	Director, Personnel.....	206-546-7858

Directory	Resources	Contact Person
Address Changes	http://intranetnew.shoreline.edu/	Cheri/Sarah/Andrea
Application Inquiries	www.shoreline.edu/hr	Cheri/Sarah/Andrea
Benefits (Health Care, Retirement) Retirement, Life, LTD)	www.hca.wa.gov/	Ellen
Campus Diversity Action Committee	http://intranetnew.shoreline.edu/	Stephen
Classified Bargaining Unit (U-MCC)	http://www.intranetnew.shoreline.edu/hr	Stephen
Classified Training & Staff Development	http://intranetnew.shoreline.edu/classified-prod/	Stephen
Combined Fund Drive	www.cfd.wa.gov	Stephen
Employee Assistance Program Liaison	http://www.dop.wa.gov/eap/Pages/default.aspx	Stephen
Employee Business Cards		Cheri/Veronica
Employee Concerns & Issues		Stephen
Employment Verification (General)	Fax # (206) 546-5850	Cheri/Ellen/Veronica
Employment Verification (Govt Agencies)		Satoko/Ellen
Evaluations – Admin/Classified		Veronica
Evaluations (scantron) – Faculty		Gale x4556/6754 (HR)
Faculty Bargaining Unit (JU/MC)	link	Stephen
Family Medical Leave	www.dol.gov/compliance/laws/comp-fmla.htm	Sarah/Andrea
Forms Request		Cheri/Sarah/Andrea
General Information	http://intranetnew.shoreline.edu/human-resources/default.aspx	Cheri
Human Rights Complaints	www.hum.wa.gov/	Stephen
Job Analysis		Veronica
Job Searches/Recruitment	www.shoreline.edu/hr	Sarah/Andrea/Veronica
Labor & Industries/On-the-Job Injury	www.lni.wa.gov/	Andrea
Leave Calculations - Faculty	http://intranetnew.shoreline.edu/forms/	Veronica
Organizational Charts	link	Veronica
Time & Leave Reporting –Admin/Classified	www.shoreline.edu/TLR	Satoko
Time & Leave Reporting - Hourly/Students	www.shoreline.edu/TLR	Ellen
Public Records Officer		Stephen
Personal ID Number (PIN)		Cheri/Satoko/Ellen
Reasonable Accommodations	http://intranetnew.shoreline.edu/forms/	Veronica
Salary – Admin, Classified, & Faculty		Veronica
Salary – Hourly & Work Study		Andrea
SCC Policy Manual	http://intranetnew.shoreline.edu/policies/	Stephen
Sexual Harassment Complaints		Stephen
Shared Leave	http://intranetnew.shoreline.edu/human-resources/default.aspx	Sarah/Andrea
Sick Leave Buyout		Satoko/Veronica
Tax Related Inquiries – Liaison		Satoko

Teleworking (Policy 4600)	http://intranetnew.shoreline.edu/policies/	Cheri/Stephen
Volunteer Registration	http://intranetnew.shoreline.edu/forms/	Veronica
Volunteer Time Sheets	http://intranetnew.shoreline.edu/forms/	Satoko
Unemployment (TALX)		Andrea/Veronica