

HREO Staff Quick Reference

Function	Primary Contact	Contact Phone	Contact E-Mail	Back-Up Contact	Contact Phone	Contact E-Mail
Benefits/Insurance Programs	Dana Booth	349-5085	dbooth@coastal.edu	Matthew Vanderbilt Paula Gorrera	349-2747 349-2975	mvanderbi@coastal.edu pgorrera@coastal.edu
Class/Comp	Tiffany Kovacs	349-2128	tnbrown@coastal.edu	Scott Stiller	349-2537	ssiller@coastal.edu
Dependent Child Scholarship Request	Lisa Bellamy	349-2134	lbellamy@coastal.edu	Kim Sherfese	349-2138	ksherf@coastal.edu
Employee Relations	Lori Cox	349-6496	lcox1@coastal.edu	Scott Stiller/Kim Sherfese	349-2537/349-2138	ssiller@coastal.edu / ksherf@coastal.edu
Employment						
Background Checks	Caroline Oakes	349-6925	coakes@coastal.edu	Jeniffer Silver	349-2139	jasilver@coastal.edu
Faculty	Carolyn Hickman-Williams	349-2358	cwilliam@coastal.edu	Jeniffer Silver	349-2139	jasilver@coastal.edu
Staff with benefits	Latasha Gause	349-2502	lrgause@coastal.edu	Jeniffer Silver	349-2139	jasilver@coastal.edu
Student	Carolyn Hickman-Williams	349-2358	cwilliam@coastal.edu	Jeniffer Silver	349-2139	jasilver@coastal.edu
Temporary Staff	Latasha Gause	349-2502	lrgause@coastal.edu	Jeniffer Silver	349-2139	jasilver@coastal.edu
Employment Verification	Leah Brisson	349-2836	lbrisson@coastal.edu	Belinda Pope	349-2484	bpope@coastal.edu
EPMS	Lori Cox	349-6496	lcox1@coastal.edu	Dana Booth	349-5085	dbooth@coastal.edu
E-Verify / I-9	Leah Brisson	349-2836	lbrisson@coastal.edu	Belinda Pope	349-2484	bpope@coastal.edu
Leave/FMLA	Dana Booth	349-5085	dbooth@coastal.edu	Lori Cox	349-6496	lcox1@coastal.edu
Immigration	Kim Sherfese	349-2138	ksherf@coastal.edu	Leah Brisson	349-2836	lbrisson@coastal.edu
Offer Letters (Slotted Faculty)	Lisa Bellamy	349-2134	lbellamy@coastal.edu	Kim Sherfese	349-2138	ksherf@coastal.edu
Offer Letters (Staff with benefits)	Latasha Gause	349-2502	lrgause@coastal.edu	Jeniffer Silver	349-2139	jasilver@coastal.edu
Offer Letters (Temporary Staff)	Latasha Gause	349-2502	lrgause@coastal.edu	Jeniffer Silver	349-2139	jasilver@coastal.edu
Organizational Development	Kim Sherfese	349-2138	ksherf@coastal.edu	Tiffany Kovacs	349-2128	tnbrown@coastal.edu
Pay Actions						
Faculty Pay						
New Hire	Heather Hayes	349-2018	hhayes@coastal.edu	Meshelle Bell	349-2854	mbell4@coastal.edu
Dual Employment	Heather Hayes	349-2018	hhayes@coastal.edu	Meshelle Bell	349-2854	mbell4@coastal.edu
Temporary Faculty	Meshelle Bell	349-2854	mbell4@coastal.edu	Heather Hayes	349-2018	hhayes@coastal.edu
Staff Pay						
New Hire	Heather Hayes	349-2018	hhayes@coastal.edu	Meshelle Bell	349-2854	mbell4@coastal.edu
Dual Employment	Heather Hayes	349-2018	hhayes@coastal.edu	Meshelle Bell	349-2854	mbell4@coastal.edu
Temporary Staff	Heather Hayes	349-2018	hhayes@coastal.edu	Meshelle Bell	349-2854	mbell4@coastal.edu
Student Pay						
Undergraduate Student	Meshelle Bell	349-2854	mbell4@coastal.edu	Heather Hayes	349-2018	hhayes@coastal.edu
Graduate Student	Meshelle Bell	349-2854	mbell4@coastal.edu	Heather Hayes	349-2018	hhayes@coastal.edu
Other						
Direct Payment	Meshelle Bell	349-2854	mbell4@coastal.edu	Heather Hayes	349-2018	hhayes@coastal.edu
Non-Employee/Volunteer	Meshelle Bell	349-2854	mbell4@coastal.edu	Heather Hayes	349-2018	hhayes@coastal.edu
Policies/Procedures	Kim Sherfese	349-2138	ksherf@coastal.edu	Lisa Bellamy	349-2134	lbellamy@coastal.edu
Records	Alice Hardwick	349-2526	ahardwic@coastal.edu	Belinda Pope	349-2484	bpope@coastal.edu
Retirement	Lori Cox	349-6496	lcox1@coastal.edu	Dana Booth	349-5085	dbooth@coastal.edu
Tuition Assistance/ Reimbursement Programs/Dependent Child Scholarship	Lisa Bellamy	349-2134	lbellamy@coastal.edu	Kim Sherfese	349-2138	ksherf@coastal.edu