

Who's Who In HR and Payroll

Updated: 01/17/23

HR general email: HR@westfield.ma.edu

Benefits, leave, workers comp email: Benefits@westfield.ma.edu

Title IX email: TitleIXOffice@westfield.ma.edu

General email mailbox for Payroll: Payroll@westfield.ma.edu

RESPONSIBILITY	DEPARTMENT	CONTACT	PHONE
Adjunct Faculty Day Visiting Lecturers	Academic Affairs	Academic Affairs	572-5213
Advertise Job Vacancy	Human Resources	Tracy Daborowski	572-8809
Affirmative Action/Equal Opportunity	Human Resources	Karen Leary	572-5772
Benefit Administration	Human Resources	Melissa Cody	572-8476
Compensation: Salaried Staff	Human Resources	Tatyana Hore	572-5274
Contract Administration: AFSCME/APA	Human Resources		
Contract Administration: Faculty	Academic Affairs	Academic Affairs	572-5213
Direct Deposit & Taxes	Payroll	Alla Maltsev	572-8664
Employee ID's for HRCMS	Payroll	Jennifer Raymond	572-8141
Employee Self Service/SSTA	Payroll	Alla Maltsev	572-8664
Employment Verifications	Payroll	See Payroll email above	---
Evaluations - Faculty	Academic Affairs	Academic Affairs	572-5213
Evaluations – Non-Faculty	Human Resources	Meagan Woodruff	572-8730
Health and Life Insurance	Human Resources	Melissa Cody	572-8476
HR Portal and Web Content	Human Resources	Melissa Cody	572-8476
Job Posting & Procedures	Human Resources	Meagan Woodruff	572-8730
Leaves of Absence	Human Resources	Melissa Cody	572-8476
On-line Hiring System	Human Resources	Meagan Woodruff	572-8730
Organizational Charts	Human Resources	Meagan Woodruff	572-8730
Personnel Actions/New Hires	Human Resources	Tina Langevin	572-8106
Personnel Files: Faculty	Academic Affairs	Academic Affairs	572-5213
Personnel Files: Staff	Human Resources	Meagan Woodruff	572-8730
Position Management	Human Resources	Tina Langevin	572-8106
Reallocations: Classified Staff	Human Resources	Tatyana Hore	572-5274
Reasonable Workplace Accommodations	Human Resources	Title IX Coordinator	
Recognition Programs	Human Resources	Tatyana Hore	572-5274
Report Requests	Human Resources	Meagan Woodruff	572-8730
Retirement	Human Resources	Melissa Cody	572-8476
Search Committee/Hiring Procedures	Human Resources	Tracy Daborowski	572-8809
SERV Volunteer Program	Human Resources	Meagan Woodruff	572-8730
Sick Leave Bank and Sick Leave Extension	Human Resources	Melissa Cody	572-8476
Step Increases	Payroll	Jennifer Maynard	572-8478
Telecommuting Program	Human Resources	Melissa Cody	572-8476
Timesheets: Academic Departments	Payroll	Alla Maltsev	572-8664
Training and Development	Human Resources	Christina Willenbrock	572-5637
Tuition Waivers	Human Resources	Meagan Woodruff	572-8730
Wellness Programs	Human Resources	Tatyana Hore	572-5274
Workers Compensation/Injuries	Human Resources	Melissa Cody	572-8476