

Who's Who In HR and Payroll

Updated: 12/31/23

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
Advertise Job Vacancy	Human Resources	Tracy Daborowski	572-8809
Affirmative Action/Equal Opportunity	Human Resources	Karen Leary	572-5772
Benefit Administration	Human Resources	Brittany Baxa; Melissa Cody	572-8476
Compensation: Salaried Staff	Human Resources		572-5274
Contract Administration: AFSCME/APA	Human Resources	Lexie Zabik-Maki	572-8106
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 – Non-Faculty	Human Resources	Lexie Zabik-Maki	572-8106
Health and Life Insurance	Human Resources	Brittany Baxa	572-8476
HR Portal and Web Content	Human Resources	Brittany Baxa	572-8476
Job Posting & Procedures	Human Resources	Meagan Woodruff	572-8730
Leaves of Absence	Human Resources	Brittany Baxa; Melissa Cody	572-8476
On-line Hiring System	Human Resources	Meagan Woodruff	572-8730
Onboarding/Orientations	Human Resources	Tracy Daborowski	572-8809
Organizational Charts	Human Resources	Lexie Zabik-Maki	572-8106
Personnel Actions/New Hires	Human Resources	Meagan Woodruff	572-8730
Personnel Files: Staff	Human Resources	Lexie Zabik-Maki	572-8106
Position Management	Human Resources	Meagan Woodruff	572-8730
Reallocations: Classified Staff	Human Resources		572-5274
Reasonable Workplace Accommodations	Human Resources	Trish Bonica	572-8485
Recognition Programs	Human Resources	Tracy Daborowski	572-8809
Report Requests	Human Resources	Lexie Zabik-Maki	572-8106
Retirement	Human Resources	Melissa Cody	572-8476
Search Committee/Hiring Procedures	Human Resources	Tracy Daborowski	572-8809
SERV Volunteer Program	Human Resources	Lexie Zabik-Maki	572-8106
Sick Leave Bank and Sick Leave Extension	Human Resources	Melissa Cody	572-8476
Step Increases	Payroll	Jennifer Maynard	572-8478
Telecommuting Program	Human Resources	Brittany Baxa	572-8476
Timesheets: Academic Departments	Payroll	Alla Maltsev	572-8664
Training and Development	Human Resources	Katherine Simard	572-5637
Tuition Waivers	Human Resources	Meagan Woodruff	572-8730
Wellness Programs	Human Resources	Melissa Cody	572-5274
Workers Compensation/Injuries	Human Resources	Melissa Cody	572-8476