



**HUMAN
RESOURCES**

HR CONTACT	CONTACT INFO	HR AREAS OF SPECIALIZATION
AVC OF HUMAN RESOURCES & CHRO		
ANGELA MAHONEY	mahoneya@uncsa.edu (336) 770-3317	American's Disability Accommodation (ADA) File an employee complaint - discrimination and/or harassment Individual and Departmental Teleworking Form COVID Questions
BENEFITS		
KEYONA MCNEILL	mcneillk@uncsa.edu (336) 770-1451	Academic Assistance/Reimbursement Medical Benefits NC Flex Benefits Retirement Short-Term and Long-Term Benefits Student Loan Forgiveness Form Tuition Waiver
BENEFITS & LEAVE ADMINISTRATION		
KEMORA BROWNLEE	brownleek@uncsa.edu (336) 770-1428	Address Change for Non-Student and Permanent Employees FMLA Leave Reports Timesheet assistance Worker's Comp COVID Questions
EMPLOYEE RELATIONS		
CAMILLA NORRIS	norrisc@uncsa.edu (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
(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
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
336-770-1481

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