



| SUBJECT  | RESPONSIBLE UNIT | CONTACT PERSON                     | EXT. |
|--|------------------|------------------------------------|------|
| accident reporting (on the job)  | Human Resources  | <a href="#">Mary Jo Malinowski</a> | 4821 |
| accrual balances and usage (classified employees)                        | Payroll          | <a href="#">Al Galone</a>          | 4124 |
| accrual balances and usage (faculty, professionals, graduate assistants) | Human Resources  | <a href="#">Jamie Warnes</a>       | 4822 |
| attendance policies (classified employees)                               | Payroll          | <a href="#">Al Galone</a>          | 4124 |
| attendance policies (faculty, professionals, graduate assistants)        | Human Resources  | <a href="#">Jamie Warnes</a>       | 4822 |
| benefit programs   | Human Resources  | <a href="#">Linda Kravitz</a>      | 4821 |
| classified applications  | Human Resources  | <a href="#">Kathy Fortune</a>      | 3042 |
| classified appointments  | Human Resources  | <a href="#">Kathy Fortune</a>      | 3042 |
| classified performance evaluations                                       | Human Resources  | <a href="#">Susan Earshen</a>      | 4822 |
| classified recruitment process   | Human Resources  | <a href="#">Kathy Fortune</a>      | 3042 |
| contract letters (classified)  | Human Resources  | <a href="#">Kathy Fortune</a>      | 3042 |
| contract letters (faculty, professionals, graduate assistants)           | Human Resources  | <a href="#">Lydia Kawaler</a>      | 4822 |
| contract letters (part-time faculty)                                     | Dean offices     |                                    |      |
| contractual raises   | Payroll          | <a href="#">Al Galone</a>          | 4124 |
| direct deposit   | Payroll          | <a href="#">Al Galone</a>          | 4124 |
| directory (faculty/staff)  | Human Resources  | <a href="#">Kathy Fortune</a>      | 3042 |
| discipline/grievance procedures  | Human Resources  | <a href="#">Susan Earshen</a>      | 3042 |
| dual employment  | Human Resources  | <a href="#">Lydia Kawaler</a>      | 4822 |
| employee relations and counseling  | Human Resources  | <a href="#">Susan Earshen</a>      | 3042 |
| employment law   | Human Resources  | <a href="#">Susan Earshen</a>      | 3042 |
| employment verifications   | Payroll          | <a href="#">Al Galone</a>          | 4124 |
| ethics   | Human Resources  | <a href="#">Susan Earshen</a>      | 3042 |
| extra service  | Human Resources  | <a href="#">Lydia Kawaler</a>      | 4822 |
| faculty appointments and renewals  | Human Resources  | <a href="#">Lydia Kawaler</a>      | 4822 |
| garnishment deductions   | Payroll          | <a href="#">Al Galone</a>          | 4124 |
| graduate assistant appointments  | Human Resources  | <a href="#">Lydia Kawaler</a>      | 4822 |
| health insurance   | Human Resources  | <a href="#">Linda Kravitz</a>      | 4821 |
| holiday waiver (classified employees)                                    | Payroll          | <a href="#">Al Galone</a>          | 4124 |
| immigration  | Payroll          | <a href="#">Al Galone</a>          | 4124 |
| job postings (classified)  | Human Resources  | <a href="#">Kathy Fortune</a>      | 3042 |
| job postings (faculty, professional, graduate assistants)                | Human Resources  | <a href="#">Lydia Kawaler</a>      | 4822 |
| labor relations  | Human Resources  | <a href="#">Susan Earshen</a>      | 3042 |
| leave donation program   | Human Resources  | <a href="#">Jamie Warnes</a>       | 4822 |
| leaves   | Human Resources  | <a href="#">Mary Jo Malinowski</a> | 4821 |
| non-renewal process  | Human Resources  | <a href="#">Lydia Kawaler</a>      | 4822 |
| over 40 comp program   | Payroll          | <a href="#">Al Galone</a>          | 4124 |
| PeopleAdmin  | Human Resources  | <a href="#">Lydia Kawaler</a>      | 4822 |
| policies   | Human Resources  | <a href="#">Susan Earshen</a>      | 3042 |
| prescription drugs, dental, vision care                                  | Human Resources  | <a href="#">Linda Kravitz</a>      | 4821 |
| prior service credit for retirement purposes                             | Human Resources  | <a href="#">Linda Kravitz</a>      | 4821 |
| prior service credit and timeline to continuing or permanent appointment | Human Resources  | <a href="#">Lydia Kawaler</a>      | 4822 |



# BUFFALO STATE

The State University of New York

Who do I contact for...?

| SUBJECT   | RESPONSIBLE UNIT | CONTACT PERSON                     | EXT. |
|---|------------------|------------------------------------|------|
| professional appointments   | Human Resources  | <a href="#">Lydia Kawaler</a>      | 4822 |
| reports   | Human Resources  | <a href="#">Lydia Kawaler</a>      | 4822 |
| retirement and retirement plans                                   | Human Resources  | <a href="#">Linda Kravitz</a>      | 4821 |
| sabbatical leaves   | Provost Office   | <a href="#">Carolyn Martino</a>    | 5550 |
| searches (PeopleAdmin technical questions)                        | Human Resources  | <a href="#">Lydia Kawaler</a>      | 4822 |
| student payrolls (student assistant and work study)               | Payroll          | <a href="#">Al Galone</a>          | 4124 |
| summer session  | Payroll          | <a href="#">Al Galone</a>          | 4124 |
| supplemental retirement accounts                                  | Payroll          | <a href="#">Al Galone</a>          | 4124 |
| tax withholding   | Payroll          | <a href="#">Al Galone</a>          | 4124 |
| tuition assistance  | Human Resources  | <a href="#">Linda Kravitz</a>      | 4821 |
| vacancy announcements (classified)                                | Human Resources  | <a href="#">Kathy Fortune</a>      | 3042 |
| vacancy announcements (faculty, professional, graduate assistant) | Human Resources  | <a href="#">Lydia Kawaler</a>      | 4822 |
| volunteer appointments  | Human Resources  | <a href="#">Lydia Kawaler</a>      | 4822 |
| W-2 forms   | Payroll          | <a href="#">Al Galone</a>          | 4124 |
| website   | Human Resources  | <a href="#">Lydia Kawaler</a>      | 4822 |
| workers compensation  | Human Resources  | <a href="#">Mary Jo Malinowski</a> | 4821 |

Last updated 5/2017  
Human Resource Management  
<http://hr.buffalostate.edu>