



BUFFALO STATE

The State University of New York

Who do I contact for...?

SUBJECT	RESPONSIBLE UNIT	CONTACT PERSON	EXT.
accident reporting (on the job)	Human Resources	Mary Jo Malinowski	4821
accrual balances and usage (classified employees)	Payroll	Al Galone	4124
accrual balances and usage (faculty, professionals, graduate assistants)	Human Resources	Carey Seneca	4822
attendance records/policies (classified employees)	Payroll	Al Galone	4124
attendance records/policies (faculty, professionals, graduate assistants)	Human Resources	Carey Seneca	4822
background checks (aka pre-employment screening)	Human Resources	Carey Seneca	4822
benefits	Human Resources	Linda Kravitz	4821
classified applications	Human Resources	Kathy Fortune	3042
classified appointments	Human Resources	Kathy Fortune	3042
classified performance evaluations	Human Resources	Jamie Warnes	4822
classified recruitment process	Human Resources	Kathy Fortune	3042
contract letters (classified)	Human Resources	Kathy Fortune	3042
contract letters (faculty, professionals, graduate assistants)	Human Resources	Lydia Kawaler	4822
contract letters (part-time faculty)	Dean offices	Dean offices	
contractual raises	Payroll	Al Galone	4124
direct deposit	Payroll	Al Galone	4124
directory (faculty/staff)	Human Resources	Kathy Fortune	3042
discipline/grievance procedures	Human Resources	Susan Earshen	3042
dual employment	Human Resources	Lydia Kawaler	4822
employee relations and counseling	Human Resources	Susan Earshen	3042
employment law	Human Resources	Susan Earshen	3042
employment verification	Payroll	Al Galone	4124
ethics	Human Resources	Susan Earshen	3042
extra service	Human Resources	Lydia Kawaler	4822
faculty appointments and renewals	Human Resources	Lydia Kawaler	4822
garnishment deductions	Payroll	Al Galone	4124
graduate assistant appointments	Human Resources	Lydia Kawaler	4822
health insurance	Human Resources	Linda Kravitz	4821
holiday waiver (classified employees)	Payroll	Al Galone	4124
immigration	Human Resources	Jamie Warnes	4822
job postings (classified)	Human Resources	Kathy Fortune	3042
job postings (faculty, professional, graduate assistants)	Human Resources	Lydia Kawaler	4822
jury duty	Human Resources	Mary Jo Malinowski	4821
labor relations	Human Resources	Susan Earshen	3042
leave donation program	Human Resources	Mary Jo Malinowski	4821
leaves	Human Resources	Mary Jo Malinowski	4821
non-renewal process	Human Resources	Lydia Kawaler	4822
over 40 comp program	Payroll	Al Galone	4124
PeopleAdmin	Human Resources	Lydia Kawaler	4822
policies	Human Resources	Susan Earshen	3042
prescription drugs, dental, vision care	Human Resources	Linda Kravitz	4821
prior service credit for retirement purposes	Human Resources	Linda Kravitz	4821



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prior service credit and timeline to continuing or permanent appointment	Human Resources	Lydia Kawaler	4822
professional appointments	Human Resources	Lydia Kawaler	4822
reports	Human Resources	Lydia Kawaler	4822
retirement and retirement plans	Human Resources	Linda Kravitz	4821
sabbatical leaves	Provost Office	Carolyn Martino	5550
searches (PeopleAdmin technical questions)	Human Resources	Lydia Kawaler	4822
student payrolls (student assistant and work study)	Payroll	Al Galone	4124
summer session	Payroll	Al Galone	4124
supplemental retirement accounts	Payroll	Al Galone	4124
tax withholding	Payroll	Al Galone	4124
timesheets (classified and students)	Payroll	Al Galone	4124
timesheets (professional, faculty, graduate assistant)	Human Resources	Carey Seneca	4822
tuition assistance	Human Resources	Linda Kravitz	4821
vacancy announcements (classified)	Human Resources	Kathy Fortune	3042
vacancy announcements (faculty, professional, graduate assistant)	Human Resources	Lydia Kawaler	4822
volunteer appointments	Human Resources	Lydia Kawaler	4822
W-2 forms	Payroll	Al Galone	4124
website	Human Resources	Lydia Kawaler	4822
workers compensation	Human Resources	Mary Jo Malinowski	4821

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 Human Resource Management
<http://hr.buffalostate.edu>