

UW Tacoma Staff HR Services

Revised - February 1, 2024

Abby Zorn: azorn@uw.edu; 2-5864

Iris Marx: imarx@uw.edu; 2-5669

Jackie Chapman: jachap@uw.edu; 2-4388

Breanna Pettit: bpettit4@uw.edu; 2-4748

Kim Lima, UWHR: rlima@uw.edu; 206-543-0927

STAFF / STUDENT HR	Lead	Backup & Resources
Compensation Position Reviews, In-Grades, Merit	Abby	Iris, Jackie
Employee Relations / HR Issues	Abby	Iris, Jackie Kim Lima, UWHR Office of the Ombud
Leave Administration	Iris	Abby, Jackie
Disability Accommodations	Iris	Abby, Kim UW DSO
Hiring & Onboarding for Staff	Jackie	Breanna
Student Hiring	Breanna	Jackie
Training/Event Coordination Scheduling & Communication	Breanna	Iris
STAFF / STUDENT Workday & Payroll	Lead	Backup & Resources
Benefits elections and forms	ISC (ischelp@uw.edu 206-543-8000)	
Costing Allocations	Iris	Breanna, Finance
Direct Deposit	https://isc.uw.edu/your-pay-taxes/direct-deposit/	
Information Updates in Workday Business title, Organization, Contact info	Iris	Breanna
IRS Form W-4 (federal income tax withholdings)	https://isc.uw.edu/user-guides/update_federal_withholding_elections/	
Legal name changes	Iris	Jackie, Abby
Overpayment or Underpayment issues	Iris	Breanna, ISC
Paycheck inquiries	Iris	ISC, Breanna
Public Service Loan Forgiveness Form Completion	https://isc.uw.edu/pslf/	
Verifying employment https://isc.uw.edu/employment-verification-requests/	https://employees.theworknumber.com/ member@equifax.com 800-367-5690	
Time and Absence entries/corrections	Iris	Breanna
USCIS Form I-9 (work authorization)	Breanna	Jackie
Workday Administration Supervisory Orgs, Security Roles	Abby	Iris, Jackie
Workday Reports & other inquiries	Iris	Breanna
PROFESSIONAL & ORG DEVELOPMENT	Resources	
Professional & Career Development	UWT Online Resources UW Seattle POD Classes Faculty Advancement	
Management & Leadership Development	UW Seattle POD Classes	
Organization Development Strategic planning, teambuilding, change management, facilitation	UW Partnership for Organizational Excellence University Consulting Alliance	
Academic HR Contacts		
Sarah Davies-Breen, Director of Academic HR and Faculty Affairs Danelle Pettersen, Academic HR Personnel Manager Heather Porter, Academic HR Administrative Assistant	sdaviesb@uw.edu; 2-4305 ddaaron@uw.edu; 2-5664 hlp3@uw.edu; 2-4889	