

Unit Contact Information

Human Resources

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Name	Title	Email
Robinson, Elise	Manager – Human Resources	erobinson@shoreline.edu
Harrington, Theresa	Exec Asst – Human Resources	tharrington@shoreline.edu
Fox, Terrell	Business Analyst – HCM/FWL	tfox@shoreline.edu
Le, Thao	Human Resource Consultant Asst	tle@shoreline.edu
Overby, Aleksa	Human Resource Consultant	aoverby@shoreline.edu
Sanders, Melissa	Human Resource Consultant	msanders@shoreline.edu

Payroll & Benefits

Email: payroll@shoreline.edu; benefits@shoreline.edu

Name	Title	Email
Bryant, Delene	Manager – Payroll & Benefits	dbryant@shoreline.edu
Mach, My	Payroll Coordinator	mmach@shoreline.edu
Drew Humble	Payroll & Benefits Coordinator	ahumble@shoreline.edu

Title IX / Equal Employment Opportunity

Email: titleixcoordinator@shoreline.edu; eeo@shoreline.edu Phone: 206-533-6746

Name	Title	Email
Lovely, Tricia	Title IX / EEO Coordinator	tlovely@shoreline.edu

Who do I contact for questions about.....

Accommodation Requests/Support (employees)	Theresa Harrington
Benefits Orientation	Drew Humble
Business Cards, Name Tags, Placards	Thao Le
Contracts – Admin/Exempt	Elise Robinson
Contracts - FTF, Pro-Rata, FT Annual	Aleksa Overby
Evaluations - tracking/notice (admin/exempt)	Elise Robinson
Evaluations - tracking/notice (classified)	Melissa Sanders
Evaluations - tracking/notice (faculty)	Aleksa Overby
FML Requests/Support	Theresa Harrington
Faculty Workload (FWL) Submissions	Terrell Fox
Forms (HR)	Thao Le
Hourly/Student Employee PAs	Thao Le
Labor & Industry (LNI) Claims	Elise Robinson
NEO Dates/Attendee Notices	hr@shoreline.edu
New Hire Docs - Admin/Exempt	Elise Robinson

New Hire Docs - Classified Staff & Non-Perm Emps	Melissa Sanders
New Hire Docs - Faculty	Aleksa Overby
New Hire Docs – Part-Time Hourly	Thao Le
Organizational Chart	Thao Le
Part-Time Faculty Hiring Pools	Thao Le
Person of Interest/Volunteers	Elise Robinson
Personnel Actions & Noticing - Admin/Exempt	Elise Robinson
Personnel Actions & Noticing - Classified	Melissa Sanders
Personnel Actions & Noticing - FTF/PTF	Aleksa Overby
PFML Process Inquiries	Theresa Harrington
Position Descriptions - Admin/Exempt	Elise Robinson
Position Review Requests - Classified Staff	Veronica Zura
Priority Associate Faculty - Tracking/Notification	Aleksa Overby
Recruitment Process Inquiries (General)	Thao Le
Recruitments - Admin/Exempt	hr@shoreline.edu
Recruitments - Classified	Melissa Sanders
Recruitments - Faculty (FTF/PTF)	Aleksa Overby
RIF Units – Tenure Track, Tenured Faculty	Veronica Zura
Sabbaticals	Aleksa Overby
Salary Placement & Noticing - PTF/FTF	Aleksa Overby
Seniority List - Classified	Melissa Sanders
Shared Leave Requests	Theresa Harrington
Sick Leave Buyout Annual	Delene Bryant
Social Security Wage information	Lisa Patterson
Unemployment (ESD) Claims	Elise Robinson