

# DHR SERVICE DIRECTORY

A COMPILATION OF KEY DHR SERVICES AND THE APPROPRIATE STAFF CONTACT ORGANIZED BY SERVICE RESPONSIBILITY

SERVICE RESPONSIBILITY	SERVICE UNIT	STAFF CONTACT	PHONE / FAX / EMAIL (919) 530-____ TELEPHONE PREFIX	REPORTS TO
Address Change (Benefits)	Salary Administration	Patricia Jenkins	7136 / 7984 <a href="mailto:pjenkins@ncceu.edu">pjenkins@ncceu.edu</a>	Connie Boone
Awards, NCCU (Service & Recognition Programs)	Employee Relations	Vanessa Gregory	5148 / 7992 <a href="mailto:vgregory@ncceu.edu">vgregory@ncceu.edu</a>	Mark Steelman
Banner ID Numbers (EPA & SPA)	Salary Administration	Edith Thompson	7641 / 7984 <a href="mailto:ethompson@ncceu.edu">ethompson@ncceu.edu</a>	Connie Boone
Banner, HR (EPA & SPA) (Data Input, Administration, Maintenance)	Salary Administration	Edith Thompson	7641 / 7984 <a href="mailto:ethompson@ncceu.edu">ethompson@ncceu.edu</a>	Connie Boone
Banner, Human Resources (Program Implementation & Management)	HR Information Systems	Dror Blanc	5143 / 6670 <a href="mailto:dblanc@ncceu.edu">dblanc@ncceu.edu</a>	Mark Steelman
Benefits Enrollment	Benefits	Nichol Carter Bridget Barnes	5146 / 7984 <a href="mailto:ncarter@ncceu.edu">ncarter@ncceu.edu</a> 6164 / 7984 <a href="mailto:barnesb@ncceu.edu">barnesb@ncceu.edu</a>	Connie Boone
Benefits Forms (Processing & Administration)	Benefits	Nichol Carter Bridget Barnes	5146 / 7984 <a href="mailto:ncarter@ncceu.edu">ncarter@ncceu.edu</a> 6164 / 7984 <a href="mailto:barnesb@ncceu.edu">barnesb@ncceu.edu</a>	Connie Boone
Benefits Information and Questions	Benefits	Nichol Carter Bridget Barnes	5146 / 7984 <a href="mailto:ncarter@ncceu.edu">ncarter@ncceu.edu</a> 6164 / 7984 <a href="mailto:barnesb@ncceu.edu">barnesb@ncceu.edu</a>	Connie Boone
Benefits Vendor Websites	Benefits	Nichol Carter Bridget Barnes	5146 / 7984 <a href="mailto:ncarter@ncceu.edu">ncarter@ncceu.edu</a> 6164 / 7984 <a href="mailto:barnesb@ncceu.edu">barnesb@ncceu.edu</a>	Connie Boone
Calendar, HR Website Events	HR Communications	Maria Roper	5267 / 6670 <a href="mailto:mroper@ncceu.edu">mroper@ncceu.edu</a>	Mark Steelman
Career Banding	Classification & Compensation	Daphine Richardson Louise Cross	5293 / 6200 <a href="mailto:drichardson@ncceu.edu">drichardson@ncceu.edu</a> 5057 / 6200 <a href="mailto:lcross@ncceu.edu">lcross@ncceu.edu</a>	Mark Steelman Daphine Richardson
Career Banding Salary Adjustments	Classification & Compensation	Daphine Richardson	5293 / 6200 <a href="mailto:drichardson@ncceu.edu">drichardson@ncceu.edu</a>	Mark Steelman
Classification & Compensation Forms (Processing & Administration)	Classification & Compensation	Daphine Richardson Louise Cross	5293 / 6200 <a href="mailto:drichardson@ncceu.edu">drichardson@ncceu.edu</a> 5057 / 6200 <a href="mailto:lcross@ncceu.edu">lcross@ncceu.edu</a>	Mark Steelman Daphine Richardson
Compensatory Time	Salary Administration	Connie Boone	5147 / 7984 <a href="mailto:cboone@ncceu.edu">cboone@ncceu.edu</a>	Connie Boone

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SERVICE RESPONSIBILITY	SERVICE UNIT	STAFF CONTACT	PHONE / FAX / EMAIL <small>(919) 530-____ TELEPHONE PREFIX</small>	REPORTS TO
Competency Assessments	Classification & Compensation	Daphine Richardson Louise Cross	5293 / 6200 <a href="mailto:drichardson@nccu.edu">drichardson@nccu.edu</a> 5057 / 6200 <a href="mailto:lcross@nccu.edu">lcross@nccu.edu</a>	Mark Steelman Daphine Richardson
Credential Verification	Employment	Lora Bynum (EPA) Teneysia Perry (SPA)	7674 / 7182 <a href="mailto:lbynum@nccu.edu">lbynum@nccu.edu</a> 6228 / 7182 <a href="mailto:tperry@nccu.edu">tperry@nccu.edu</a>	Frank Lewis Maria Torain Byrd
Criminal Background Checks	Employment	David Whitfield (EPA) Maria Torain Byrd (SPA)	5292 / 7182 <a href="mailto:dwhitfield@nccu.edu">dwhitfield@nccu.edu</a> 7136 / 7182 <a href="mailto:mbyrd00@nccu.edu">mbyrd00@nccu.edu</a>	Frank Lewis
Customer Service Training Certification	Training & Development	Judith Bell	6435 / 6670 <a href="mailto:jbelle@nccu.edu">jbelle@nccu.edu</a>	Mark Steelman
Demotion/Reassignment Salary Adjustments (SPA)	Employment	Maria Torain Byrd	7136 / 7182 <a href="mailto:mbyrd00@nccu.edu">mbyrd00@nccu.edu</a>	Frank Lewis
Disability Parking	EEO/AA	Andria Knight	7070 / 7992 <a href="mailto:aknight@nccu.edu">aknight@nccu.edu</a>	Mark Steelman
Disability Programs (Long-Term and Short Term)	Benefits & Salary Administration	Kawona Johnson Connie Boone	6226 / 7984 <a href="mailto:kjohnson00@nccu.edu">kjohnson00@nccu.edu</a> 5147 / 7984 <a href="mailto:cboone@nccu.edu">cboone@nccu.edu</a>	Connie Boone
Dispute Resolution	Employee Relations	Vanessa Gregory	5148 / 7992 <a href="mailto:vgregory@nccu.edu">vgregory@nccu.edu</a>	Mark Steelman
Diversity Initiative Leadership	EEO/AA	Andria Knight	7070 / 7992 <a href="mailto:aknight@nccu.edu">aknight@nccu.edu</a>	Mark Steelman
Dual Employment	Employment	David Whitfield (EPA) Maria Torain Byrd (SPA)	5292 / 7182 <a href="mailto:dwhitfield@nccu.edu">dwhitfield@nccu.edu</a> 7136 / 7182 <a href="mailto:mbyrd00@nccu.edu">mbyrd00@nccu.edu</a>	Frank Lewis
EEO Programs and Plans (University, State, Federal)	EEO/AA	Andria Knight	7070 / 7992 <a href="mailto:aknight@nccu.edu">aknight@nccu.edu</a>	Mark Steelman
EEO/AA Complaints	EEO/AA	Andria Knight	7070 / 7992 <a href="mailto:aknight@nccu.edu">aknight@nccu.edu</a>	Mark Steelman
EEO/AA Forms (Processing, Signatures & Administration)	EEO/AA	May Offutt	6213 / 7992 <a href="mailto:moffutt@nccu.edu">moffutt@nccu.edu</a>	Andria Knight
EEO/AA Policies (Sexual Harassment, Unlawful Workplace Harassment, Improper Relationships Between Faculty & Students, Reasonable Accommodation, Anti-Nepotism)	EEO/AA	Andria Knight	7070 / 7992 <a href="mailto:aknight@nccu.edu">aknight@nccu.edu</a>	Mark Steelman

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SERVICE RESPONSIBILITY	SERVICE UNIT	STAFF CONTACT	PHONE / FAX / EMAIL (919) 530-____ TELEPHONE PREFIX	REPORTS TO
EEO/AA Training (Dates & Course Offerings)	EEO/AA	May Offutt	6213 / 7992 <a href="mailto:moffutt@nccu.edu">moffutt@nccu.edu</a>	Andria Knight
Employee Assistance Program	Employee Relations	Vanessa Gregory	5148 / 7992 <a href="mailto:vgregory@nccu.edu">vgregory@nccu.edu</a>	Mark Steelman
Employee Files (Maintenance)	Salary Administration	Patricia Jenkins	7137 / 7984 <a href="mailto:pjenkins@nccu.edu">pjenkins@nccu.edu</a>	Connie Boone
Employee Relations Forms (Processing & Administration)	Employee Relations	Vanessa Gregory May Offutt	5148 / 7992 <a href="mailto:vgregory@nccu.edu">vgregory@nccu.edu</a> 6213 / 7992 <a href="mailto:moffutt@nccu.edu">moffutt@nccu.edu</a>	Mark Steelman Andria Knight
Employee Services Program	Employee Relations	Vanessa Gregory	5148 / 7992 <a href="mailto:vgregory@nccu.edu">vgregory@nccu.edu</a>	Mark Steelman
Employment Forms (Processing & Administration)	Employment	Lora Bynum (EPA) Teneysia Perry (SPA)	7674 / 7182 <a href="mailto:lbynum@nccu.edu">lbynum@nccu.edu</a> 6228 / 7182 <a href="mailto:tperry@nccu.edu">tperry@nccu.edu</a>	Frank Lewis Maria Torain Byrd
Employment Verifications (SPA & EPA)	Salary Administration	Patricia Jenkins	7137 / 7984 <a href="mailto:pjenkins@nccu.edu">pjenkins@nccu.edu</a>	Connie Boone
EPA Non-Faculty & Faculty Classification (Permanent Positions)	Classification & Compensation	Daphine Richardson	5292 / 6200 <a href="mailto:drichardson@nccu.edu">drichardson@nccu.edu</a>	Mark Steelman
Equal Employment Opportunity Institute (EEOI)	EEO/AA	Andria Knight	7070 / 7992 <a href="mailto:aknight@nccu.edu">aknight@nccu.edu</a>	Mark Steelman
Exit Interviews	Benefits	Nichol Carter Bridget Barnes	5146 / 7984 <a href="mailto:ncarter@nccu.edu">ncarter@nccu.edu</a> 6164 / 7984 <a href="mailto:barnesb@nccu.edu">barnesb@nccu.edu</a>	Connie Boone
External Recruitment Advertising	Employment	Lora Bynum Teneysia Perry	7674 / 7182 <a href="mailto:lbynum@nccu.edu">lbynum@nccu.edu</a> 6228 / 7182 <a href="mailto:tperry@nccu.edu">tperry@nccu.edu</a>	Frank Lewis Maria Torain Byrd
Faculty Hiring Administration	Employment	David Whitfield Lora Bynum	5292 / 7182 <a href="mailto:dwhitfield@nccu.edu">dwhitfield@nccu.edu</a> 7674 / 7182 <a href="mailto:lbynum@nccu.edu">lbynum@nccu.edu</a>	Frank Lewis
Family Medical Leave Act	Benefits & Salary Administration	Kawona Johnson	6226 / 7984 <a href="mailto:kjohnson00@nccu.edu">kjohnson00@nccu.edu</a>	Connie Boone
Grievance Process (EPA & SPA)	Employee Relations	Vanessa Gregory	5148 / 7992 <a href="mailto:vgregory@nccu.edu">vgregory@nccu.edu</a>	Mark Steelman
Health Care Spending	Benefits	Nichol Carter	5146 / 7984 <a href="mailto:ncarter@nccu.edu">ncarter@nccu.edu</a>	Connie Boone

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SERVICE RESPONSIBILITY	SERVICE UNIT	STAFF CONTACT	PHONE / FAX / EMAIL <small>(919) 530-____ TELEPHONE PREFIX</small>	REPORTS TO
Accounts <small>(Flexible Care and Dependent Care)</small>		Bridget Barnes	6164 / 7984 <a href="mailto:barnesb@nccu.edu">barnesb@nccu.edu</a>	
Health Insurance	Benefits	Nichol Carter Bridget Barnes	5146 / 7984 <a href="mailto:ncarter@nccu.edu">ncarter@nccu.edu</a> 6164 / 7984 <a href="mailto:barnesb@nccu.edu">barnesb@nccu.edu</a>	Connie Boone
Hiring Approval Process (EPA & SPA)	Employment	Frank Lewis	6179 / 7182 <a href="mailto:flewis@nccu.edu">flewis@nccu.edu</a>	Mark Steelman
Holiday Schedule	Employee Relations	Vanessa Gregory	5148 / 7992 <a href="mailto:vgregory@nccu.edu">vgregory@nccu.edu</a>	Mark Steelman
HR Administration, Planning, Management	HR Administration	Mark Steelman	5214 / 6670 <a href="mailto:msteelman@nccu.edu">msteelman@nccu.edu</a>	Dr. Alan Robertson
HR Consultation Services <small>(Senior Executives and HR Professionals)</small>	HR Administration	Mark Steelman	5214 / 6670 <a href="mailto:msteelman@nccu.edu">msteelman@nccu.edu</a>	Dr. Alan Robertson
HR Information Systems Data Services	HR Information Systems	Dror Blanc	5143 / 6200 <a href="mailto:dblanc@nccu.edu">dblanc@nccu.edu</a>	Mark Steelman
HR Intra-Departmental Communications	HR Communications	Maria Roper	5267 / 6670 <a href="mailto:mroper@nccu.edu">mroper@nccu.edu</a>	Mark Steelman
HR ITS Web Liaison	HR Communications	Maria Roper	5267 / 6670 <a href="mailto:mroper@nccu.edu">mroper@nccu.edu</a>	Mark Steelman
HR Leadership, Vision, Innovation	HR Administration	Mark Steelman	5214 / 6670 <a href="mailto:msteelman@nccu.edu">msteelman@nccu.edu</a>	Dr. Alan Robertson
HR Organizational Design & Development	HR Administration	Mark Steelman	5214 / 6670 <a href="mailto:msteelman@nccu.edu">msteelman@nccu.edu</a>	Dr. Alan Robertson
HR Reports	HR Information Systems	Dror Blanc	5143 / 6670 <a href="mailto:dblanc@nccu.edu">dblanc@nccu.edu</a>	Mark Steelman
HR University Communications	HR Communications	Maria Roper	5267 / 6670 <a href="mailto:mroper@nccu.edu">mroper@nccu.edu</a>	Mark Steelman
Human Resources Liaisons Bulletins	HR Communications	Maria Roper	5267 / 6670 <a href="mailto:mroper@nccu.edu">mroper@nccu.edu</a>	Mark Steelman
Human Resources Liaisons Network	HR Communications	Maria Roper	5267 / 6670 <a href="mailto:mroper@nccu.edu">mroper@nccu.edu</a>	Mark Steelman

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SERVICE RESPONSIBILITY	SERVICE UNIT	STAFF CONTACT	PHONE / FAX / EMAIL <small>(919) 530-____ TELEPHONE PREFIX</small>	REPORTS TO
I-9 Verification	Employment	Lora Bynum (EPA) Teneysia Perry (SPA)	7674 / 7182 <a href="mailto:lbynum@nccu.edu">lbynum@nccu.edu</a> 6228 / 7182 <a href="mailto:tperry@nccu.edu">tperry@nccu.edu</a>	Frank Lewis Maria Torain Byrd
Improper Relationships Between Faculty & Students	EEO/AA	Andria Knight	7070 / 7992 <a href="mailto:aknight@nccu.edu">aknight@nccu.edu</a>	Mark Steelman
Insurance (Accidental Death, Cancer, Dental, Life, Vision)	Benefits	Nichol Carter Bridget Barnes	5146 / 7984 <a href="mailto:ncarter@nccu.edu">ncarter@nccu.edu</a> 6164 / 7984 <a href="mailto:barnesb@nccu.edu">barnesb@nccu.edu</a>	Connie Boone
Job Offer (SPA) Letters & Acceptance of Offer	Employment	Teneysia Perry	6228 / 7182 <a href="mailto:tperry@nccu.edu">tperry@nccu.edu</a>	Maria Torain Byrd
Job Postings (EPA & SPA)	Employment	Lora Bynum (EPA) Teneysia Perry (SPA)	7674 / 7182 <a href="mailto:lbynum@nccu.edu">lbynum@nccu.edu</a> 6228 / 7182 <a href="mailto:tperry@nccu.edu">tperry@nccu.edu</a>	Frank Lewis Maria Torain Byrd
Leave Accounting (Adverse Weather, Bonus, Civil, EPA Non-Faculty, Medical, Military, Shared, Sick Unpaid, Vacation)	Benefits & Salary Administration	Kawona Johnson	6226 / 7984 <a href="mailto:kjohnson00@nccu.edu">kjohnson00@nccu.edu</a>	Connie Boone
Mediation Process	Employee Relations	Vanessa Gregory	5148 / 7984 <a href="mailto:vgregory@nccu.edu">vgregory@nccu.edu</a>	Mark Steelman
NC Flex Benefits	Benefits	Nichol Carter Bridget Barnes	5146 / 7984 <a href="mailto:ncarter@nccu.edu">ncarter@nccu.edu</a> 6164 / 7984 <a href="mailto:barnesb@nccu.edu">barnesb@nccu.edu</a>	Connie Boone
NCCU Listens Communications, Reporting and Follow-up	Training & Development	Kimberly Eaton <small>(Primary)</small> Cortney Alston	6920 / 6670 <a href="mailto:kgeaton@nccu.edu">kgeaton@nccu.edu</a> 6768 / 6670 <a href="mailto:calston@nccu.edu">calston@nccu.edu</a>	Judith Bell
NCCU Listens Technical Support	Training & Development	Cortney Alston <small>(Primary)</small> Kimberly Eaton	6768 / 6670 <a href="mailto:calston@nccu.edu">calston@nccu.edu</a> 6920 / 6670 <a href="mailto:kgeaton@nccu.edu">kgeaton@nccu.edu</a>	Judith Bell
Optional Retirement Program	Benefits	Nichol Carter	5146 / 7984 <a href="mailto:ncarter@nccu.edu">ncarter@nccu.edu</a>	Connie Boone
Organizational Chart, HR	HR Communications	Maria Roper	5267 / 6670 <a href="mailto:mroper@nccu.edu">mroper@nccu.edu</a>	Mark Steelman
Organizational Charts	Classification & Compensation	Daphine Richardson	5293 / 6200 <a href="mailto:drichardson@nccu.edu">drichardson@nccu.edu</a>	Mark Steelman

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Organizational Development	Training & Development	Judith Bell	6435 / 6670 <a href="mailto:jbelle@nccu.edu">jbelle@nccu.edu</a>	Mark Steelman
Orientation, New Hire	Benefits	Nichol Carter Bridget Barnes	5146 / 7984 <a href="mailto:ncarter@nccu.edu">ncarter@nccu.edu</a> 6164 / 7984 <a href="mailto:barnesb@nccu.edu">barnesb@nccu.edu</a>	Connie Boone
Overtime	Salary Administration	Kawona Johnson	6226 / 7984 <a href="mailto:kjohnson00@nccu.edu">kjohnson00@nccu.edu</a>	Connie Boone
People Admin (Development, Implementation and Training)	Employment	Frank Lewis	6179 / 7182 <a href="mailto:flewis@nccu.edu">flewis@nccu.edu</a>	Mark Steelman
Performance Management (Work Plans & Evaluations)	Employee Relations	Vanessa Gregory	5148 / 7992 <a href="mailto:vgregory@nccu.edu">vgregory@nccu.edu</a>	Mark Steelman
Performance Review Appeals	Employee Relations	Vanessa Gregory	5148 / 7992 <a href="mailto:vgregory@nccu.edu">vgregory@nccu.edu</a>	Mark Steelman
Personnel Management Information System	HR Information Systems	Dror Blanc	5143 / 6670 <a href="mailto:dblanc@nccu.edu">dblanc@nccu.edu</a>	Mark Steelman
Policies & Procedures, HR (Management & Website Maintenance)	HR Communications	Maria Roper	5267 / 6670 <a href="mailto:mroper@nccu.edu">mroper@nccu.edu</a>	Mark Steelman
Policy Administration, Development & Analysis (HR)	HR Administration	Mark Steelman	5214 / 6670 <a href="mailto:msteelman@nccu.edu">msteelman@nccu.edu</a>	Dr. Alan Robertson
Position Classification (Permanent Positions)	Classification & Compensation	Daphine Richardson	5293 / 6200 <a href="mailto:drichardson@nccu.edu">drichardson@nccu.edu</a>	Mark Steelman
Position Management	Classification & Compensation	Daphine Richardson	5293 / 6200 <a href="mailto:drichardson@nccu.edu">drichardson@nccu.edu</a>	Mark Steelman
Probationary Evaluations	Employment	Teneysia Perry	6228 / 7182 <a href="mailto:tperry@nccu.edu">tperry@nccu.edu</a>	Maria Torain Byrd
QSI Administrative Training Certification & Support Program	Training & Development	Kimberly Eaton (Primary) Judith Bell Cortney Alston	6920 / 6670 <a href="mailto:kgeaton@nccu.edu">kgeaton@nccu.edu</a> 6435 / 6670 <a href="mailto:jbelle@nccu.edu">jbelle@nccu.edu</a> 6768 / 6670 <a href="mailto:calston@nccu.edu">calston@nccu.edu</a>	Judith Bell Mark Steelman Judith Bell

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QSI Awards & Recognition	Training & Development	Kimberly Eaton (Primary) Cortney Alston	6920 / 6670 <a href="mailto:kgeaton@nccu.edu">kgeaton@nccu.edu</a> 6768 / 6670 <a href="mailto:calston@nccu.edu">calston@nccu.edu</a>	Judith Bell
QSI Consultancy	Training & Development	Judith Bell Cortney Alston Kimberly Eaton	6435 / 6670 <a href="mailto:jbelle@nccu.edu">jbelle@nccu.edu</a> 6768 / 6670 <a href="mailto:calston@nccu.edu">calston@nccu.edu</a> 6920 / 6670 <a href="mailto:kgeaton@nccu.edu">kgeaton@nccu.edu</a>	Mark Steelman Judith Bell Judith Bell
QSI Enrollment & Registration	Training & Development	Cortney Alston Kimberly Eaton	6768 / 6670 <a href="mailto:calston@nccu.edu">calston@nccu.edu</a> 6920 / 6670 <a href="mailto:kgeaton@nccu.edu">kgeaton@nccu.edu</a>	Judith Bell
QSI Improvement Plans	Training & Development	Judith Bell	6435 / 6670 <a href="mailto:jbelle@nccu.edu">jbelle@nccu.edu</a>	Mark Steelman
QSI Newsletter	Training & Development	Kimberly Eaton (Primary) Cortney Alston	6920 / 6670 <a href="mailto:kgeaton@nccu.edu">kgeaton@nccu.edu</a> 6768 / 6670 <a href="mailto:calston@nccu.edu">calston@nccu.edu</a>	Judith Bell
QSI Resource Center	Training & Development	Cortney Alston (Primary) Judith Bell Kimberly Eaton	6768 / 6670 <a href="mailto:calston@nccu.edu">calston@nccu.edu</a> 6435 / 6670 <a href="mailto:jbelle@nccu.edu">jbelle@nccu.edu</a> 6920 / 6670 <a href="mailto:kgeaton@nccu.edu">kgeaton@nccu.edu</a>	Judith Bell Mark Steelman Judith Bell
QSI Solution Center Technical & Data Support	Training & Development	Cortney Alston (Primary) Kimberly Eaton	6768 / 6670 <a href="mailto:calston@nccu.edu">calston@nccu.edu</a> 6920 / 6670 <a href="mailto:kgeaton@nccu.edu">kgeaton@nccu.edu</a>	Judith Bell
QSI Training	Training & Development	Judith Bell (Primary) Cortney Alston Kimberly Eaton	6435 / 6670 <a href="mailto:jbelle@nccu.edu">jbelle@nccu.edu</a> 6768 / 6670 <a href="mailto:calston@nccu.edu">calston@nccu.edu</a> 6920 / 6670 <a href="mailto:kgeaton@nccu.edu">kgeaton@nccu.edu</a>	Mark Steelman Judith Bell Judith Bell
QSI Website	Training & Development	Cortney Alston (Primary) Kimberly Eaton	6768 / 6670 <a href="mailto:calston@nccu.edu">calston@nccu.edu</a> 6920 / 6670 <a href="mailto:kgeaton@nccu.edu">kgeaton@nccu.edu</a>	Judith Bell
Quality Service Certification	Training & Development	Judith Bell Cortney Alston Kimberly Eaton	6435 / 6670 <a href="mailto:jbelle@nccu.edu">jbelle@nccu.edu</a> 6768 / 6670 <a href="mailto:calston@nccu.edu">calston@nccu.edu</a> 6920 / 6670 <a href="mailto:kgeaton@nccu.edu">kgeaton@nccu.edu</a>	Mark Steelman Judith Bell Judith Bell
Reasonable Accommodation	EEO/AA	Andria Knight	7070 / 7992 <a href="mailto:aknight@nccu.edu">aknight@nccu.edu</a>	Mark Steelman

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SERVICE RESPONSIBILITY	SERVICE UNIT	STAFF CONTACT	PHONE / FAX / EMAIL (919) 530-___ TELEPHONE PREFIX	REPORTS TO
(Disability Disclosure)				
Reclassification (EPA & SPA)	Classification & Compensation	Daphine Richardson	5293 / 6200 <a href="mailto:drichardson@nccu.edu">drichardson@nccu.edu</a>	Mark Steelman
Recruitment (EPA & SPA)	Employment	David Whitfield (EPA) Maria Torain Byrd (SPA)	5292 / 7182 <a href="mailto:dwhitfield@nccu.edu">dwhitfield@nccu.edu</a> 7136 / 7182 <a href="mailto:mbyrd00@nccu.edu">mbyrd00@nccu.edu</a>	Frank Lewis
Re-Employment Eligibility	Employment	Teneysia Perry	6228 / 7182 <a href="mailto:tperry@nccu.edu">tperry@nccu.edu</a>	Maria Torain Byrd
Retirement Counseling & Information	Benefits	Nichol Carter Bridget Barnes	5146 / 7984 <a href="mailto:ncarter@nccu.edu">ncarter@nccu.edu</a> 6164 / 7984 <a href="mailto:barnesb@nccu.edu">barnesb@nccu.edu</a>	Connie Boone
Retirement Supplement Programs (401K, 403b, 457)	Benefits	Nichol Carter Bridget Barnes	5146 / 7984 <a href="mailto:ncarter@nccu.edu">ncarter@nccu.edu</a> 6164 / 7984 <a href="mailto:barnesb@nccu.edu">barnesb@nccu.edu</a>	Connie Boone
RIF Priority Rehire	Employment	Maria Torain Byrd	7136 / 7182 <a href="mailto:mbyrd00@nccu.edu">mbyrd00@nccu.edu</a>	Frank Lewis
Salary Administration Forms (Processing & Administration)	Salary Administration	Kawona Johnson	6226 / 7984 <a href="mailto:kjohnson00@nccu.edu">kjohnson00@nccu.edu</a>	Connie Boone
Salary Studies	Classification & Compensation	Daphine Richardson Louise Cross	5293 / 6200 <a href="mailto:drichardson@nccu.edu">drichardson@nccu.edu</a> 5057 / 6200 <a href="mailto:lcross@nccu.edu">lcross@nccu.edu</a>	Mark Steelman Daphine Richardson
SPA Hiring Procedures	Employment	Maria Torain Byrd Teneysia Perry	7136 / 7182 <a href="mailto:mbyrd00@nccu.edu">mbyrd00@nccu.edu</a> 6228 / 7182 <a href="mailto:tperry@nccu.edu">tperry@nccu.edu</a>	Frank Lewis
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State Service Credits	Benefits	Bridget Barnes	6164 / 7984 <a href="mailto:barnesb@nccu.edu">barnesb@nccu.edu</a>	Connie Boone
Supplemental Pay (Holiday, Longevity, Severance, Shift, On Call, Call back)	Salary Administration	Kawona Johnson	6226 / 7984 <a href="mailto:kjohnson00@nccu.edu">kjohnson00@nccu.edu</a>	Connie Boone
Teachers & State Employees	Benefits	Nichol Carter	5146 / 7984 <a href="mailto:ncarter@nccu.edu">ncarter@nccu.edu</a>	Connie Boone

# DHR SERVICE DIRECTORY

A COMPILATION OF KEY DHR SERVICES AND THE APPROPRIATE STAFF CONTACT ORGANIZED BY SERVICE RESPONSIBILITY

SERVICE RESPONSIBILITY	SERVICE UNIT	STAFF CONTACT	PHONE / FAX / EMAIL <small>(919) 530-____ TELEPHONE PREFIX</small>	REPORTS TO
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