

Human Resources Service Center Directory

Office of Business & Finance HR Service Center

Issue	Contact	Phone	E-Mail
Access Requests (HRA / eTime & Leave)	Scott L. Millard	8-4252	Millard.20@osu.edu
Additional Compensation (Cell Phone Allowances, Supplemental Comp, etc.)	Judi Lang	2-3230	Lang.6@osu.edu
Annual Merit Compensation Process (AMCP)	Judi Lang	2-3230	Lang.6@osu.edu
Background Checks	Keith Calloway	8-1009	Calloway.10@osu.edu
eLeave/eTime (Bi-weekly/Monthly)	Katelynd Shoff	8-3499	Shoff.6@osu.edu
Employee Relations	Keith Calloway	8-1009	Calloway.10@osu.edu
External Advertising	Sarah Posner	2-2809	Posner.17@osu.edu
Family & Medical Leave	Keith Calloway	8-1009	Calloway.10@osu.edu
GA Appointments	Scott L. Millard	8-4252	Millard.20@osu.edu
HR Action Request	Scott L. Millard	8-4252	Millard.20@osu.edu
Hiring Above Target Salary Range	Judi Lang	2-3230	Lang.6@osu.edu
Funding (Department Budget Table changes)	Scott L. Millard	8-4252	Millard.20@osu.edu
Funding (Direct Retro Distribution changes)	Scott L. Millard	8-4252	Millard.20@osu.edu
Job Postings	Sarah Posner	2-2809	Posner.17@osu.edu
Leave of Absence	Keith Calloway	8-1009	Calloway.10@osu.edu
Management Reports	Scott L. Millard	8-4252	Millard.20@osu.edu
New Hires (Related Paperwork)	Katelynd Shoff	8-3499	Shoff.6@osu.edu
New Positions	Sarah Posner	2-2809	Posner.17@osu.edu
Offer Letters	Katelynd Shoff	8-3499	Shoff.6@osu.edu
Payroll	Katelynd Shoff	8-3499	Shoff.6@osu.edu
Payroll Certification	Katelynd Shoff	8-3499	Shoff.6@osu.edu
Performance Issues	Keith Calloway	8-1009	Calloway.10@osu.edu
Performance Management (Process)	Keith Calloway	8-1009	Calloway.10@osu.edu
Personal Information Changes/Updates	Katelynd Shoff	8-3499	Shoff.6@osu.edu
Position Descriptions	Sarah Posner	2-2809	Posner.17@osu.edu
Reclassification Requests	Judi Lang	2-3230	Lang.6@osu.edu
Reconciliation (HR/GL)	Scott L. Millard	8-4252	Millard.20@osu.edu
Reductions In Force	Judi Lang	2-3230	Lang.6@osu.edu
Resignations/Retirements	Katelynd Shoff	8-3499	Shoff.6@osu.edu
Salary Adjustments (Market/Equity/Perf)	Judi Lang	2-3230	Lang.6@osu.edu
Service Dates	Scott L. Millard	8-4252	Millard.20@osu.edu
Signature of Authority	Scott L. Millard	8-4252	Millard.20@osu.edu
Special Requests	Scott L. Millard	8-4252	Millard.20@osu.edu
Student Appointments	Katelynd Shoff	8-3499	Shoff.6@osu.edu
Temporary Positions	Sarah Posner	2-2809	Posner.17@osu.edu