

By Area of Specialty

Subject	Contact	Phone	E-Mail
Access Requests (HRA / eTime & Leave)	Katelynd Shoff	688-3499	Shoff.6@osu.edu
Additional Compensation Requests	Scott L. Millard	688-4252	Millard.20@osu.edu
Annual Merit Compensation Process (AMCP)	Scott L. Millard	688-4252	Millard.20@osu.edu
Background Checks	Scott L. Millard	688-1009	Millard.20@osu.edu
eLeave/eTime (Bi-weekly/Monthly)	Xheni Veliu	292-0785	Veliu.1@osu.edu
Employee and Labor Relations	Amy Burns	292-2776	Burns.897@osu.edu
External Advertising	Katelynd Shoff	688-3499	Shoff.6@osu.edu
Family & Medical Leave Act (FMLA)	Jaime McNamer	247-1663	McNamer.5@osu.edu
Funding (Department Budget Table changes)	Katelynd Shoff	688-3499	Shoff.6@osu.edu
Funding (Direct Retro Distribution changes)	Scott L. Millard	688-4252	Millard.20@osu.edu
Graduate Associate Appointments	Katelynd Shoff	688-3499	Shoff.6@osu.edu
HR Action Request	Katelynd Shoff	688-3499	Shoff.6@osu.edu
Hiring Above Target Salary Range	Scott L. Millard	688-4252	Millard.20@osu.edu
Job Postings	Katelynd Shoff	688-3499	Shoff.6@osu.edu
Leaves of Absence	Amy Burns	292-2776	Burns.897@osu.edu
Management Reports	Scott L. Millard	688-4252	Millard.20@osu.edu
New Hires (Paperwork/Pre-Boarding)	Xheni Veliu	292-0785	Veliu.1@osu.edu
New Positions	Katelynd Shoff	688-3499	Shoff.6@osu.edu
Offer Letters	Katelynd Shoff	688-3499	Shoff.6@osu.edu
Payroll	Xheni Veliu	292-0785	Veliu.1@osu.edu
Payroll Certification	Xheni Veliu	292-0785	Veliu.1@osu.edu
Performance Issues/Concerns	Amy Burns	292-2776	Burns.897@osu.edu
Performance Management (Evaluation)	Katelynd Shoff	688-3499	Shoff.6@osu.edu
Personal Information Changes/Updates	Xheni Veliu	292-0785	Veliu.1@osu.edu
Position Descriptions	Katelynd Shoff	688-3499	Shoff.6@osu.edu
Reclassification Requests	Scott L. Millard	688-4252	Millard.20@osu.edu
Reductions in Force	Scott L. Millard	688-4252	Millard.20@osu.edu
Reporting/Supervisor Changes	Xheni Veliu	292-0785	Veliu.1@osu.edu
Resignations/Retirements	Xheni Veliu	292-0785	Veliu.1@osu.edu
Salary Adjustments (Market/Equity/Perf)	Scott L. Millard	688-4252	Millard.20@osu.edu
Service Dates	Xheni Veliu	292-0785	Veliu.1@osu.edu
Special Requests	Scott L. Millard	688-4252	Millard.20@osu.edu
Student Appointments	Katelynd Shoff	688-3499	Shoff.6@osu.edu
Temporary Positions	Katelynd Shoff	688-3499	Shoff.6@osu.edu
Training (MAPS/BuckeyeLearn)	Katelynd Shoff	688-3499	Shoff.6@osu.edu

Title	Contact	Telephone	Email
HR Business Partner, Senior Advisor	Scott L. Millard	(614) 688-4252	Millard.20@osu.edu
HR Business Partner, Senior Representative	Katelynd Shoff	(614) 688-3499	Shoff.6@osu.edu
Employee & Labor Relations, Senior Representative	Amy Burns	(614) 292-2776	Burns.897@osu.edu
HR Service Center (HR Connections)	Xheni Veliu	(614) 292-0785	Veliu.1@osu.edu