

CONTACT INFORMATION FOR RRUCLA AND SMH (Effective April 2016)

Leave of Absence Team:

The team will handle the processes related to leave of absence (e.g. FMLA, pregnancy leave, personal leave, intermittent leave etc.)

Team Leader: Kelli Power

Team Members: Gail Conteh, Kristelle Kawecky, Francisco Lopez, Edmund Berueda

LOA Team Direct line: 310-794-0078 Fax: 310-794-0836

Please send all your email communications related to leave of absences to

LOATeam@mednet.ucla.edu

Workforce Administration Team:

The team will handle the processes related to new hires and employee changes (e.g. re-hires, separation, promotion, demotion, transfer, funding change, FTE change etc.)

Team Leader: Audrey Lazaro

Team Members: Gretchen Kendall, Debbie Malek, Matthew Marks, Lizeth Sanchez, Brian Te

Workforce Team Direct line: 310-206-0053

Please send all your email communications related to employee changes to

HSRRReps@mednet.ucla.edu

HR Document Management & Special Projects:

The team will handle personnel files, subpoena request, file audit, file review, and other special processes such as merit/step increase.

Team Leader: Pam Robbins

Team Members: Sheila Casabar, Viviane Mitilian, Esther Spindola, Veronica Moran

Direct Line: 310-825-5813

Please send your file request and employee documents for filing in pdf format via email to

HRFiles@mednet.ucla.edu

Benefits Team:

The team will handle disability management, insurance verification, family changes, and all other benefit related issues.

Team Leader: Yvonne Gandara (Manager/Retirement Counselor)

Team Members: Terrilean Hicks, Brenda Carew, Andi Dow-special projects

Direct Line: 310-794-0500

MCHRBenefitsTeam@mednet.ucla.edu