goodwill_logo_darkblue_small

**KEY CONTACT LIST**

* **Human Resources (HRBP, Recruiting, Benefits, Leaves, HR Support)**
* **Asset Protection**
* **Payroll**
* **Worker’s Compensation**
* **Safety**
* **Learning & Development**

**602-535-4100**

(2626 W Beryl Ave., Phoenix, AZ 85021)

|  |  |  |
| --- | --- | --- |
| **HR Business Partner (HRBP)**  Jessica Kalmik  HRBP Manager  602-535-4138  Lynne Bruns  602-535-4135  Kristine Wozniak  928-302-3631 ext. 206 | [Jessica.Kalmik@goodwillaz.org](mailto:Jessica.Kalmik@goodwillaz.org)  (Retail Region 1 – Shara Hight Area 14, and Area 11, Central AZ Mission Services, Facilities/Maintenance ROC, Area 12, RDC’s)  [Lynne.Bruns@goodwillaz.org](mailto:Lynne.Bruns@goodwillaz.org)  (Retail Region 3 – Blaine Jimenez, Area 12, and Area 18)  [Kristine.Wozniak@goodwillaz.org](mailto:Kristine.Wozniak@goodwillaz.org)  (Retail Region 2- Alysa Williams, Region 4-Arian Tillman, Area 8, Area 4, Northern and Yuma Central AZ Mission Services) | * Performance Management and Employee Discipline   + Corrective Action   + Performance Improvement Plans   + Terminations * Leadership Development * Reasonable Suspicion * Legal Compliance * Investigations * Exit Interviews |
| **HR Support** (Extension 1) | [HRSupport@goodwillaz.org](mailto:HRSupport@goodwillaz.org)  FAX: 602-535-4335 | * Verification of Employment * DES Paperwork * Unemployment * Eligibility for Rehire * Reinstatement * Revised Employee Start Date * Status Changes * Address Changes * Questions Regarding Timecards (missed punches, corrections) * Questions with Kronos * Questions Regarding Reviews Completion * Review Term Forms to review for Accuracy * Assist with New Hires and I-9’s |
| **Payroll** (Extension 2) | [Payroll.Mailbox@goodwillaz.org](mailto:Payroll.Mailbox@goodwillaz.org) | * ADP Log In Issues * Direct Deposit * Pay Cards * Paycheck Status * Final Wages * Change Tax Withholdings * Wage Garnishments * W-2 – Employee can request directly 602-535-4311 |
| **Benefits** (Extension 3) | [Benefits@goodwillaz.org](mailto:Benefits@goodwillaz.org)  BENEFITS FAX: 602-535-4325 | **Employee Assistance Plan (EAP)**   * Provide Employee with Flyer and UNUM Phone Number:   1-800-854-1446, English and Spanish 1-877-858-2147  **Email** [***Benefits@goodwillaz.org***](mailto:Benefits@goodwillaz.org) **for the following:**  **Medical, Dental, Vision:** Open Enrollment and Replacement ID Cards [*https://goodwillaz.service-now.com/*](https://goodwillaz.service-now.com/)  **401K**  **Vacation Donation:** [*https://wiki.gwaz.org/display/PP/Vacation+Donation+Program*](https://wiki.gwaz.org/display/PP/Vacation+Donation+Program)  **Tele Doc:** 1-800-835-2362  **Accidental, Critical Illness, and Hospital Indemnity:** UNUM (800-635-5597) |
| **Leaves**  (Extension 6) | HR LEAVES FAX: 602-535-4321 | **FMLA/ADA/Short Term Disability**   * Notify Leaves of Employee Leave Request * Provide Employee with UNUM phone number to request LOA: Telephone: 866-779-1054 |
| **Safety**  (Extension 4) | [Safety@goodwillaz.org](mailto:Safety@goodwillaz.org) | * Safety Concerns/Questions * Report a Safety Concern |
| **Recruiting**  (Extension 5) | [Recruiting@goodwillaz.org](mailto:Recruiting@goodwillaz.org)  FAX: 602-535-4397 | * Employment at Goodwill * Job Postings * Status of an application * Questions regarding the Applicant Tracking System * Questions regarding Drug Screens and Background * Submitting a COE * Request password reset for Eagle Screen * Promotion Processing * Opening a Requisition (Job Posting – Salaried/Hourly) |
| **Workers Comp**  (Extension 7) | [workcomp@goodwillaz.org](mailto:workcomp@goodwillaz.org) | * Enter case into LMPS * Return to work status * Updated Doctors Notes * Employee Loss Time Due to Injury |
| **Learning & Development**  602-535-4268 | [LearningandDevelopment@goodwillaz.onmicrosoft.com](file:///C:\Users\jkalmik\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\DEQ09YIT\LearningandDevelopment@goodwillaz.onmicrosoft.com) | * GSO Issues * LMS Technical Issues (Password Reset – Call IT) * Forklift Certification (Sign up in LMS) * CPR Certification (Sign up in LMS) |
| **Asset Protection**  602-513-8430 | [AssetProtection@goodwillaz.org](mailto:AssetProtection@goodwillaz.org) | * Enter cases into LPMS * Questions Regarding Theft * Alarm Code Request/CAMS/LPMS – Fill out request form from Gazette, click on support and follow prompts * Suspicious Activity Reporting * Camera Use Questions * Safe Combination Change |

**Gazette Short Cuts:**

In order to access the following documents, please copy and paste the following links into your web browser.

* **EMPLOYEE HANDBOOK:** <https://wiki.gwaz.org/display/PP/Employee+Handbook>
* **CORRECTIVE ACTION TEMPLATES:** <https://wiki.gwaz.org/display/PP/Human+Resources>
* **COACHING AND EXPECTATIONS FORM:** <https://wiki.gwaz.org/display/PP/Coaching+and+Expectations>
* **TEAM MEMBER PERFORMANCE REVIEWS:** <https://wiki.gwaz.org/display/PP/Team+Member+Performance+Review>
* **DRUG AND ALCOHOL REASONABLE SUSPICION FORM:** <https://wiki.gwaz.org/display/PP/Reasonable+Suspicion+Form+D1.1>
* **EMPLOYEE WITNESS STATEMENT FORM:** <https://wiki.gwaz.org/display/PP/Employee+Statement+Forms>