

**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)

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| **HR Business Partner (HRBP)**Jessica KalmikHRBP Manager602-535-4138Lynne Bruns602-535-4135Kristine Wozniak928-302-3631 ext. 206 | 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(Retail Region 3 – Blaine Jimenez, Area 12, and Area 18)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
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| **HR Support** (Extension 1) | HRSupport@goodwillaz.orgFAX: 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
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| **Payroll** (Extension 2) | 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
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| **Benefits** (Extension 3) | Benefits@goodwillaz.orgBENEFITS 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*** **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%2BDonation%2BProgram)**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
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| **Safety** (Extension 4) | Safety@goodwillaz.org | * Safety Concerns/Questions
* Report a Safety Concern
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| **Recruiting**(Extension 5) | Recruiting@goodwillaz.orgFAX: 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)
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| **Workers Comp**(Extension 7) | workcomp@goodwillaz.org | * Enter case into LMPS
* Return to work status
* Updated Doctors Notes
* Employee Loss Time Due to Injury
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| **Learning & Development**602-535-4268 | [LearningandDevelopment@goodwillaz.onmicrosoft.com](file:///C%3A%5CUsers%5Cjkalmik%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CDEQ09YIT%5CLearningandDevelopment%40goodwillaz.onmicrosoft.com) | * GSO Issues
* LMS Technical Issues (Password Reset – Call IT)
* Forklift Certification (Sign up in LMS)
* CPR Certification (Sign up in LMS)
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| **Asset Protection**602-513-8430 | 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
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**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](https://wiki.gwaz.org/display/PP/Employee%2BHandbook)
* **CORRECTIVE ACTION TEMPLATES:** [https://wiki.gwaz.org/display/PP/Human+Resources](https://wiki.gwaz.org/display/PP/Human%2BResources)
* **COACHING AND EXPECTATIONS FORM:** [https://wiki.gwaz.org/display/PP/Coaching+and+Expectations](https://wiki.gwaz.org/display/PP/Coaching%2Band%2BExpectations)
* **TEAM MEMBER PERFORMANCE REVIEWS:** [https://wiki.gwaz.org/display/PP/Team+Member+Performance+Review](https://wiki.gwaz.org/display/PP/Team%2BMember%2BPerformance%2BReview)
* **DRUG AND ALCOHOL REASONABLE SUSPICION FORM:** [https://wiki.gwaz.org/display/PP/Reasonable+Suspicion+Form+D1.1](https://wiki.gwaz.org/display/PP/Reasonable%2BSuspicion%2BForm%2BD1.1)
* **EMPLOYEE WITNESS STATEMENT FORM:** [https://wiki.gwaz.org/display/PP/Employee+Statement+Forms](https://wiki.gwaz.org/display/PP/Employee%2BStatement%2BForms)