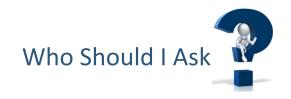
DOM HR Team Members

Doug Royal ReGena Ayler Whitney Mosely Christina Lawrence



Doug Royal at droyal1@uabmc.edu

- Notice of all DOM written warnings, displacements, terminations, etc. <u>before</u> progressing to Central HR
 - o All employee relations issues concerning faculty and/or staff
- CRF updates and other inquiries for the <u>UAB Compensation Office</u>
 - o Individual divisions are <u>not</u> to contact them directly
- Faculty Recruitment and OTHER Faculty Actions
 - Salary reduction review, non-renewals, etc.
 - o <u>Lisa Jinright</u> serves as backup for faculty recruitment
- Lawson Pay Approvals under 25k
 - Over 25k approved by Shane Wiley
- Special DOM Projects
 - o FLSA, Research ladder, etc.
- Prior and Out of Cycle Reviews

Christina Lawrence at celawrence@uabmc.edu

Doug Royal serves as backup on the first four tasks listed below

- Compensation Request Forms (CRF) and Position Authorization Requests (PAR)
 - o specifically Reclass and Salary Consultations
- Leave of Absence Reporting (LOA)
- Alternate Work Dashboard (Maintenance)
- Rehire Retirees
- Human Resources (HR) related matters specifically concerning the:
 - Department of Medicine Division of Endocrinology
 - o Department of Medicine Clinical Research Enterprise (DOM CRE)
 - O Department of Medicine Information Technology (DOM IT)

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ReGena Ayler at rayler@uab.edu

- Notice of Faculty TERMs for SOMFA Exit Interview Reporting
 - o email subject line: Faculty Terms
 - this allows us to identify and prioritize emails more efficiently
 - Include name of faculty, TERM reason, TERM date, and if they will return as a retiree
- New Hire Requests for 06 Students
 - o Include the following information in your email request along with a <u>resume</u>
 - email subject line: <u>Student Hire Request</u>
 - this allows us to identify and prioritize emails easier
 - student's name and job title
 - blazer ID and/or UAB email address (to confirm UAB affiliation)
 - requested amount per hour
 - brief description of duties
 - how many work hours per week
 - remember, no more than 20 hours per week
- Board of Trustees (BOT) Submissions
 - Let me know if you need...
 - a detailed checklist listing the required documentation
 - <u>examples</u> of letters of support or resolutions
- Medical and Dental Staff Office (MDSO) Documents
 - Credentialing / Privileging Packets (new and reappointments)
 - Focused Professional Practice Evaluations (FPPE)
 - Ongoing Professional Practice Evaluation (OPPE)
- Provider Regulatory Compliance
 - Whitney Mosely serves as backup
- Holy Family Cristo Rey Student Work Study Program (Liaison)
 - o For those who have these particular students working in your division

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Whitney Mosely at wbmosely@uabmc.edu

- Oracle ACT Document Worklist and attachments
 - o ReGena Ayler serves as backup
- Compensation Request Forms (CRF) and Position Authorization Requests (PAR)
 - o specifically New, Refills, and Temps
 - o Christina Lawrence serves as backup
- International Travel Request Forms (Foreign Travel Forms)
 - o Christina Lawrence serves as backup
- One Card Access Key/Request Forms (ONE Card requests)
 - o Christina Lawrence serves as backup
- Volunteer Requests and Tracking
 - Doug Royal serves as backup
- Out of State Renewals and Tracking
 - o <u>Doug Royal</u> serves as backup
- Faculty Data Clean-up
 - ReGena Ayler serves as backup
- DOM Star Award Program (other staff recognition)
- International Visiting Scholar Requests (IVS)
- Annual Flu Compliance Reports