

## HOW MAY WE HELP YOU?

General E-Mail [wfmo@tulane.edu](mailto:wfmo@tulane.edu)

Website: <http://tulane.edu/wfmo/index.cfm>

**Address:**

Workforce Management  
University Square  
200 Broadway, Suite 120  
New Orleans, LA 70118

**General Phone Number, and Fax:**

General Phone Number: 504-865-5280  
General Fax Numbers: 504-865-6727

Department	Services	Staff Member	E-mail	Phone
Workforce Management	General Information	Gene Weigand	<a href="#">E-mail Workforce Management</a>	504-865-5280
Customer Relations	EAP Sessions/United Way Campaign Staff Recognition Programs	Julio Diaz Denise O'Connell	<a href="#">E-mail Julio</a> <a href="#">E-mail Denise</a>	504-247-1745 504-247-1722
Benefits	Health and Welfare Plans <ul style="list-style-type: none"> <li>• Insurance (Health, Dental, Vision, Life)</li> <li>• COBRA, Long Term Disability</li> <li>• Flexible Spending Accounts</li> <li>• Tuition Waiver</li> </ul>	Esther Jackson	<a href="#">E-mail Esther</a>	504-247-1752
	Retirement	Tavia Patterson	<a href="#">E-mail Tavia</a>	504-865-5627
	New Hire Benefits	Celeste Wertz	<a href="#">E-mail Celeste</a>	504-247-1775
Compensation	Compensation Administration Job Description Review Pay Range Questions	Eva Morris	<a href="#">E-mail Eva</a>	504-247-1714
	Reclassifications Director, Compensation & Records	Cheryl Avera	<a href="#">E-mail Cheryl</a>	504-247-1715
Employee Support	Employee Relations Issues Policy & Procedure Questions Unemployment LOA Issues Not FMLA	Mary Letsch	<a href="#">E-mail Mary</a>	504-865-5628
Records	Vacation and Sick Time, Employee Files	Barbara Maechling	<a href="#">E-mail Barbara</a>	504-247-1742
	Leave of Absence	Bunnie Sylve	<a href="#">E-mail Bunnie</a>	504-247-1717

	Verification of Employment	Gene Weigand	<a href="#">E-mail Workforce Management</a>	504-865-5280
Employment	Hiring Department Contacts, TulaneJobs (posting & reposting requests), Background Checks, Hiring Proposals, and Search Waivers PRFs	Gerallynn Wesley	<a href="#">E-mail Gerallynn</a>	504-247-1716
	Hiring Proposals	Daisy Espiritu	<a href="#">E-mail Daisy</a>	504-314-2219
	New Hire Orientation	Nikki Payton	<a href="#">E-mail Nikki</a>	504-247-1721
	Temporary Agency Liaison	Kendra Trahan	<a href="#">E-mail Kendra</a>	504-247-1746
Student Employment	Student Workers Hiring Process/Proposals	Daisy Espiritu	<a href="#">E-mail Daisy</a>	504-314-2219
HRIS (Human Resources Information Systems)	Solution Series- HR Payroll System	Catherine Chan	<a href="#">E-mail Catherine</a>	504-314-2776
	PeopleFlow – PAF or PRF questions	Lisa Martin	<a href="#">E-mail Lisa</a>	504- 314-2680
Payroll	General Payroll Information Paycheck Questions Timesheet Questions Payroll Deductions (non-benefits deductions) Garnishments Tax Questions Direct Deposit	Sherry Kelly	<a href="#">E-mail Sherry</a>	504-865-5147
	International Taxation	Trey Roche	<a href="#">E-mail Trey</a>	504-314-2779
	Moving Advance and Reimbursement	Lauren Kim	<a href="#">E-mail Lauren</a>	504-314-2671

**Other Tulane Departments**

Department	Services	Staff Member	E-mail	Phone
<a href="#">Office of Institutional Equity*</a>	Search Packets Waivers EEO Reporting Harassment /Discrimination Complaints	Aleshia Butler	<a href="#">E-mail OIE</a>	504-862-8083
<a href="#">Office of Environmental, Health and Safety*</a>	Worker's Compensation	Yesenia Vasquez	<a href="#">E-mail WC</a>	504-988-2869

\*This is a separate office from WFMO.