**Ask The H.R. or Payroll Expert…**

Don’t know who to contact with your HR or Payroll questions? We have created this contact information tool to better assist you with any questions, comments or concerns you might have. Feel free to contact our staff at any time.

We are committed to providing excellence in customer service.

## Human Resource Center

13406 E Philadelphia Street  
Mendenhall/Lower level  
Whittier, CA 90608  
Phone # 562) 907-4208 Fax # 562) 907-4884

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
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<td><a href="mailto:cjoseph@whittier.edu">cjoseph@whittier.edu</a></td>
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<td>562) 907-4546</td>
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### Employee Relations
- Development & Implementation of Employee Procedures
- Compensation
- Training & Development
- Staff Planning and Vacant Position Tracking
- Salary Changes
- Performance Evaluations
- Employee Benefit Program Renewals
- Legal Compliance
- Risk Management
- Volunteer Program
- Title IX

### Employee Recognition
- Employee Relations
- Recruitment
- Exit Interviews
- Job Descriptions
- Performance Evaluations
- Unemployment Benefits
- Salary Changes
- Leave of Absences
- Tuition Remission/Tuition Exchange
- Workers’ Comp Incidents

### New Employee Orientation
- Employee Benefits
- Employee Status Changes (PAR forms)
- Medical, Dental, Vision
- Basic Life, Supplemental Life
- Employee Assistance Program
- Emeriti Plan
- TIAA-CREF
- Flexible Spending Plans
- Credit Unions
- Disability Benefits
- COBRA
- Wellness Fair

### Student Employment
- SEAR Forms
- Student Stipends (PAR forms)
- Work Awards
- Exception Funding
- Grants
- Student Supervisor Handbooks
- Bi-weekly Work Study Reports
- Address/Name Change
- Verification of Employment
- Faculty/Staff PARs
- HR Forms
- Cross trained to provide HR support as needed

### Employee Payroll
- Monthly Timesheets
- W2 Tax Forms
- Leave Accruals

### Payroll Department

**Payroll Manager**  
Email: rchu@whittier.edu  
Phone: 562) 907-4272

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