

HR Service	Description	Contact	E-Mail
Timesheets/Payroll	Time reporting questions, Off-Cycle Pay Requests	Provost HR Inbox	provosthr@arizona.edu
Student/GA Hiring	New student/GA hires for your unit	Provost HR Inbox	provosthr@arizona.edu
Job Change Requests	Terminations, FTE changes, additional job, transfer, incumbent review, etc.	Provost HR Inbox	provosthr@arizona.edu
Supplemental Compensation/Other Professional Services	Please reach out to our team prior to extending Supp Comp / OPS to review eligibility	Provost HR Inbox	provosthr@arizona.edu
Recruitments	Initiating onboarding a recruitment, disposition codes, etc.	Recruitment Coordinator	Please contact assigned Recruitment Coordinator or provosthr@arizona.edu
Leave Coordinator: Last Names A-M	Processing leave of absence (FML, Paid Parental Leave, Compassionate Transfer of Leave etc.)	Amalia Miramon	ameliamiramon@arizona.edu
Leave Coordinator: Last Names N-Z	Processing leave of absence (FML, Paid Parental Leave, Compassionate Transfer of Leave etc.)	Lisa Lujano	llujano@arizona.edu
Out-of-State Work Requests	To confirm if your new hire or current employee is eligible to work out of state, please contact Marilyn Taylor and review our out of state guidelines.	Marilyn Taylor	taylorm@arizona.edu
Organizational Effectiveness	For matters regarding Organizational Effectiveness	Andre Boudy (Central HR)	andreboudy@arizona.edu
Training and Professional Development	For matters regarding Training and Professional development	Marilyn Taylor	taylorm@arizona.edu
Other strategic and/or sensitive HR matters	Any other strategic/sensitive HR matters	Marilyn Taylor Andre Boudy (Central HR)	taylorm@arizona.edu andreboudy@arizona.edu
Terminations /Layoffs	Internal Process review.	Andre Boudy (Central HR)	andreboudy@arizona.edu
Consulting	Performance Management, Employee Relations and Re-Orgs.	Andre Boudy (Central HR)	andreboudy@arizona.edu