



WHO DO I CONTACT?

QUESTIONS PERTAINING TO:	DEPARTMENT	EMAIL
New Position in Workday Update Existing Position in Workday Reclassify Position in Workday	Classification and Compensation	classncomp@fau.edu Michelle Anchel Michael Davis
Creating a Job Req. Posting a Position Hiring Process in Workday Change Job Crossover in Workday Background Screenings Offer Letters Verification of Education	Recruitment Services	empl@fau.edu
Onboarding I-9 Inquiries Change Job Actions in Workday (other than crossovers) Add Jobs in Workday Verification of Employment	Workforce Administration and Records Control (WARC)	hres@fau.edu
Onboarding Login Issues in Workday	OIT	Advise Employee to call: 561-297-3999 for assistance
Health/Dental/Life Insurance Retirement COBRA EESP Sick Leave Pool	Benefits & Retirement	benefits@fau.edu
Orientation Terminations FMLA Performance Management Performance Appraisals Worker's Compensation	Employee Relations	emprels@fau.edu
Faculty Hire Inquiries	Office of the Provost	https://www.fau.edu/provost/about/office-staff.php
Postdoctoral Hire Inquiries	Division of Research	http://www.fau.edu/research/postdoc-affairs/index.php