

DOM HR Team Members

Doug Royal
 ReGena Ayler
 Whitney Mosely
 Christina Lawrence

Who Should I Ask



Doug Royal at droyal1@uabmc.edu

- **Notice of all DOM written warnings, displacements, terminations, etc. before progressing to Central HR**
 - All employee relations issues concerning faculty and/or staff
- **CRF updates and other inquiries for the UAB Compensation Office**
 - Individual divisions are not to contact them directly
- **Faculty Recruitment and OTHER Faculty Actions**
 - Salary reduction review, non-renewals, etc.
 - Lisa Jinright serves as backup for faculty recruitment
- **Lawson Pay Approvals under 25k**
 - Over 25k approved by Shane Wiley
- **Special DOM Projects**
 - 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)**
 - *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
 - Department of Medicine Clinical Research Enterprise (DOM CRE)
 - Department of Medicine Information Technology (DOM IT)

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Who Should I Ask



ReGena Ayler at rayler@uab.edu

- **Notice of Faculty TERMS for SOMFA Exit Interview Reporting**
 - 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**
 - Include the following information in your email request along with a resume
 - email subject line: Student Hire Request
 - 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
 - examples 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)**
 - 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**
 - [ReGena Ayler](#) serves as backup
- **Compensation Request Forms (CRF) and Position Authorization Requests (PAR)**
 - *specifically* New, Refills, and Temps
 - [Christina Lawrence](#) serves as backup
- **International Travel Request Forms (Foreign Travel Forms)**
 - [Christina Lawrence](#) serves as backup
- **One Card Access Key/Request Forms (ONE Card requests)**
 - [Christina Lawrence](#) serves as backup
- **Volunteer Requests and Tracking**
 - [Doug Royal](#) serves as backup
- **Out of State Renewals and Tracking**
 - [Doug Royal](#) 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**