

Faculty and Staff Survival Guide
Department of Human Resources

Assistant Vice President: Sam Ramirez (440) 826-2908, sramirez@bw.edu
Director of Benefits: Janet Leonard (440) 826-2219, jleonard@bw.edu
Payroll Manager: Pam Tornabene (440) 826-2727, ptornabe@bw.edu
Payroll Specialist: Cathy Fazekas (440) 826-3470, cfazekas@bw.edu
Office Specialist: Sandy Sage (440) 826-2220, ssage@bw.edu
Web Sites & Phone #s: Human Resources – ext. 2220 www.bw.edu/resources/hr
Payroll – ext. 2227 www.bw.edu/resources/payroll
Student Employ. – ext. 3177 www.bw.edu/resources/SEC
Fax: (440) 826-6976
Office Hours: Monday - Friday 8:30 am to 5:00 pm.
Location: Bonds Hall, Second Floor

Services*: Employment, child labor laws, training, health and dental benefits, life insurance, supplemental life insurance, short & long-term disability, workers' compensation, payroll, unemployment compensation, employment verification, grievances, student employment, employee relations, parental leave, retirement, COBRA administration, Family Medical Leave Act, tuition remission programs, direct deposit, name/address/ beneficiary changes, garnishments, savings bonds, credit union, employee handbooks, new employee orientation, Notary services, compensation, discipline, exit interviews, Americans With Disabilities Act (ADA), etc. ***Some of the services listed above are provided for faculty through Academic Affairs.**

Helpful Telephone Numbers, Web Sites and Plan Group Numbers (GN)

TIAA-CREF:	800-842-2776	www.tiaa-cref.org
Dublin, OH TIAA-CREF Office	614-659-1000	
B-W TIAA-CREF Microsite		www.tiaa-cref.org/bw
Medical Mutual of OH 609217	800-232-7400	www.mmoh.com
MMO when outside Ohio for Docs	800-889-0277	First Health Network
To obtain pre-certification:	800-258-2873	(Medical/Surgical)
Drug (Medco) 609217	800-417-1961	www.medcohealth.com
Mail Order Drugs (refills)	800-473-3455	www.medcohealth.com
Dental – MetLife Dentist 5985925	800-942-0854	www.metlife.com/dental
Dental – Met Life Customer Service	800-275-4638	www.metlife.com/mybenefits
VSP Vision Care (MMO)	800-877-7195	www.vsp.com
VSEP Vision Care (Met Life)		www.eyemedvisioncare.com/metlife
Kaiser Permanente 00533-AA	800-686-7100	www.kaiserpermanente.org
Delta Dental 0007500-2004	800-282-0749	www.deltadentaloh.com
Prudential Life Ins 11177	800-778-2255	www.prudential.com/gi
Prudential Life Claims	800-524-0542	www.prudential.com/gi
Prudential Travel Assist	800-565-9320	www.axa-assistance.us
EAP – ComPsych GEN311	800-311-4327	www.guidanceresources.com
BWC Self Ins Sedgwick	614-987-1514	SI-20003948
Berea Schools Credit Union:	440-243-9180	www.bsecu.org
Best Benefits Club BWC1010	330-273-5756	www.bestbenefitsclub.com
Campus Security Department:	440-826-2000	(Emergency)
Computer Help Desk:	440-826-7000	
Independent 529 Plan:	888-718-7878	www.independent529.org
Ethics and Compliance Hotline	440-826-8557	

Holidays: MLK, Jr., Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving, Winter Holiday Break

2012 Monthly Pays: 1/31, 2/29, 3/30, 4/30, 5/31, 6/29, 7/31, 8/31, 9/28, 10/31, 11/30, 12 - TBD

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