

Fall 2007 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
Director of Payroll Services: Suzanne Croce (440) 826-2228, scroce@bw.edu
Payroll Specialist: Cathy Fazekas (440) 826-3470, cfazekas@bw.edu
Payroll Specialist: Pam Tornabene (440) 826-2727, ptornabe@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)
To obtain pre-certification:	800-258-3186	(Behavioral health)
Drug (Medco) 609217	800-417-1961	www.medcohealth.com
Mail Order Drugs (refills)	800-473-3455	www.medcohealth.com
Dental - Dentamax Providers	800-752-1547	www.medmutual.com
Dental – Customer Service	866-336-8251	www.medmutual.com
SuperWell Nurse Line	888-912-0636	24 hour Nurse for MMO
ValueVision III (Discount Prgrm)	888-436-2720	www.ValueVision3.com
Kaiser Permanente 00533-AA	800-686-7100	www.kaiserpermanente.org
Delta Dental 0007500-2004	800-282-0749	www.deltadentaloh.com
Unum Provident – 120340 011	800-421-0344	www.unumprovident.com
Hartford Life - 674765 LTD #	800-538-0134	Life Claims– 888-563-1124
BWC Self Ins (Cambridge):	614-987-1512	SI-20003948
Berea Schools Credit Union:	440-243-9180	www.bsecu.org
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	

Fall 2007-08 Monthly Pay Days: 8/31, 9/28, 10/31, 11/30, 12/21
Upcoming Fall College Holidays: 9/3, 11/21-23, 12/24 – 1/1

B-W is an equal opportunity/affirmative action employer and educator.