

Whom to call in Payroll

Description	Name	Telephone/Email
Payroll Hotline		(415) 476-3836
Fax		(415) 502-1445
Payroll E-mail		Payroll@ucsf.edu
Payroll Benefits		PayrollBenefits@ucsf.edu
Payroll Customer Service		Payroll@ucsf.edu
Payroll E-mail		Payroll@ucsf.edu

Description	Name	Telephone Number
Payroll Manager	Steven Engen	(415) 476-3169
Supervisor – Benefits	Delia Cavizo	(415) 476-9130
Supervisor (Interim) – Customer Service & Compliance	Jason Henry	(415) 476-1661
Supervisor – Payroll Processing	Esther Carmona	(415) 476-8427

Description	Name	Telephone Number
Benefits Unit		
Accidental Deat and Dismemberment (AD & D) Payments, Union Dues and California Casualty Remittance	Catherine Healy	(415) 476-8428
Benefit Enrollment Questions	Delia Cavizo	(415) 476-9130
Postdoc Benefits and Imputed Tax Billing	Tracy Lee	(415) 476-4006
Interactive Voice Response (IVR) Keeper, Intercampus Benefits	Tracy Doo	(415) 514-2190
Salary and Wage Attachments	Gail Miliani	(415) 476-8425
Golden One Credit Union (G1CU) Payments, San Francisco Fire Credit Union (SFFCU), Mortgage Origination Program (MOP) Deductions, Postdoc Benefits/Personal Payments	Masina Misilagi	(415) 476-8422
Benefit Enrollments and Adjustments; Benefits Forms; Fidelity Retirement Questions; Voluntary Deduction Programs; Van Pool; Transit; Millberry Union; Health; Life; Dental; Vision; Union Dues; DepCare; Retirements 403b and 457b	Michael Johnson	(415) 476-6801
Deceased Employee Cases	Gail Miliani	(415) 476-8425
	Tracy Doo	(415) 514-2190
Disability Insurance Claims; Family Medical Leave of Absence (FMLA); Insurance End Date and Reinstatements; Personal Payments; Leave of Avsence (LOA)	Masina Misilagi (A-C)	(415) 476-8422
	Catherine Healy (D-E & R-Z)	(415) 476-8428
	Tracy Doo (F-Q)	(415) 514-2190
Customer Service		
Verbal Employment Verification	Nanette Ashley	(415) 476-3987
Duplicate Earnings Statements; Duplicate W-2 Forms; Report Distributions; PAF Distribution; Personnel Status Reports; Leave Reporting Worksheets; Time Benefit's Roster	Michael Grove	(415) 476-8423
Subpoenas; I-9 and Oath and Patent Questions; Service Credit Calculation	Jason Henry	(415) 476-1661
New Hiring Packets, I-9 and Oath and Patent Questions	Fatima Kennedy	(415) 476-1173
Payroll Processing		
Automated Clearing House (ACH)/Returned Item Disposition Table and Bank Updates; Overpayments; Edits; Pulls; Intercampus Reclassifications	Carolyn Hom	(415) 476-0652
Process Med Center PAFs to end Benefits for per diem employees	Tracy Doo	(415) 514-2190

Description	Name	Telephone Number
No Title Corrections	Jim Huang	(415) 476-9793
Check Release Schedule; Check/Direct Deposit Distribution; CDS Validation	Karen Ng	(415) 476-8421
Stop Payments, Stale Date Checks	Cynthia Quimpo	(415) 476-3996
Unclaimed Checks	Olivia Lee	(415) 476-8424
Catastrophic Leave; Leave Accrual Adjustments	Abigail Aguinaldo	(415) 476-3994
Final Checks	Abigail Aguinaldo	(415) 476-3994
	Olivia Lee	(415) 476-8424
	Su Lin	(415) 476-3991
	Cynthia Quimpo	(415) 476-3996
Pay Advances	Abigail Aguinaldo	(415) 476-3994
	Su Lin	(415) 476-3991
	Olivia Lee	(415) 476-8424
	Cynthia Quimpo	(415) 476-3996
Payroll Reporting Adjustments - LX/ / RX (Academic Sub 0)		
	Su Lin	(415) 476-3991
	Jim Huang	(415) 476-9793
Turnaround PAF Entry (Academic Sub 0)	Carolyn Hom	(415) 476-0652
	Abigail Aguinaldo (A-E)	(415) 476-3994
	Olivia Lee (F-K)	(415) 476-8424
	Cynthia Quimpo (L-R)	(415) 476-3996
	Su Lin (S-Z)	(415) 476-3991
Sub 1 & 2 Questions		
	Abigail Aguinaldo	(415) 476-3994
	Carolyn Hom	(415) 476-0652
	Jim Huang	(415) 476-9793
	Su Lin	(415) 476-3991
	Olivia Lee	(415) 476-8424
Cynthia Quimpo	(415) 476-3996	
Intercampus Transfers		
Intercampus Journals – SF as Home/Host Campus	Carolyn Hom	(415) 476-0652
Intercampus Benefits Coordination	Tracy Doo	(415) 514-2190
Payroll Accounting		
Alien Taxes, Sailing Permits, Payroll Tax Deposits, Accounting Questions	Karen Dhirapong	(415) 476-1850
Consolidated Billing Statements, Account Reconciliation	Becky Ng	(415) 476-2327
	Rahim Shakoor	(415) 476-4602
	Chi Pelaez	(415) 502-8215
Other Services		
Special Projects Coordinator, OAAIS/Application Services	Beth Crovitz	(415) 476-0730
PAN Notifications, Journal Transfers	Gloria Baldoza	(415) 476-8426