HR@UW: Ensure You’re Added to These Lists

The following lists and BOX folders are managed by the campus Office of Human Resources or the UW Service Center. When asking to be added to a list, be sure that you include the following:

- Your name
- Department/Division
- Supervisors Name
- The email alias that you use for work
- Your NetID

HR REPRESENTATIVES:

If you are a Division-Level HR Representative, email Valery Jackson to be added to uwhrreps@lists.wisc.edu and to the HR Reps BOX folder. (Your request will be vetted to ensure that you are a Divisional HR Representative.)

PAYROLL AND BENEFITS REPRESENTATIVES:

If you are an HRS Coordinator, to be added to the HRS Coordinators BOX folder email Payroll OHR (payroll@ohr.wisc.edu). Being added to this BOX folder will automatically add you to the eBenefits email distribution list.

If you are added to the HRS Coordinators, email ag1@uwsa.edu with your name and email address to be added to one of the following lists.

- Department Payroll: payben-coord@lists.services.wisc.edu
- Division Payroll: divpayben-list@lists.services.wisc.edu