

VUMC Department/Contact Information

FINANCE CONTACTS

Check Request	after Section approval mail to:	VUMC Disbursement Services; TVC B706A
Disbursements	email invoices for payment	VUMCdisbursements@vanderbilt.edu
Encumbrance removal		vumcencumbranceremoval@vanderbilt.edu
Journal Entries	after Section approval take to:	Drop box at Med Ctr Payroll, 2nd floor MCN
Procurement/eProcurement	questions	eprocurement_questions@list.vanderbilt.edu
Purchasing (general)	questions	VUMCprocurement@vanderbilt.edu
Request for Center Number 104/304 ctrs	mail requests to:	Sean Dorris; 800 Crystal Terrace
Request for Center Number 404 centers	mail requests to:	Annette Carter; 800 Crystal Terrace

HUMAN RESOURCES

Benefits	Benefit Deduction Issues	benefitprocessing.vumc@vanderbilt.edu
Benefits - faculty	Kim Cox	kim.cox@vanderbilt.edu
Effort certification	James Mizell - Sr, Acctg Mgr, Finance	james.d.mizell@Vanderbilt.Edu
Employee Service Center	Benefits, pay, verifications, general questions	human.resources.vumc@vanderbilt.edu
ePac & PAF institutional approval	James Mizell - Sr, Acctg Mgr, Finance	james.d.mizell@Vanderbilt.Edu
Faculty background check	Ebony Smith 875-9657 contact person	pebc.vumc@vanderbilt.edu
FMLA	FMLA questions	fmlaprocessing.vumc@vanderbilt.edu
HR Data Processing	Position numbers, PAFs, W-4s, Employee Information and questions (New Hire, Rehire, Transfers etc)	Hrdataprocessing.vumc@vanderbilt.edu
HR Security Forms	PeopleSoft access	Mary Robinson or Erik Wisdom
HR Security Forms	ePAC, eTimesheet, ETO, WALDO: access granted in Privilege Management by Decentralized Admins for that home department or center. If no admins can send forms to:	hrsecurity.vumc@vanderbilt.edu
HR Systems Support	<i>PeopleSoft, Kronos (including readers), ePAC, VPES, Learning Exchange, CATS</i>	call Help Desk (3-HELP)
I-9 processing	Eric Leavell 875-8811 contact person	i9.vumc@vanderbilt.edu
Immigration Services/VISAs		Deanna Althammer at 615.875.9124; Reporting to Leslee Hughes at 615.343.4292
International Tax (HR Finance)		ITOVUMC@vanderbilt.edu

Payroll	Anything paycheck related	payroll.vumc@vanderbilt.edu
Recruitment - regular	Section recruiter - Kalandrian Davis	kalandrian.davis@vanderbilt.edu
Recruitment - VTS	Felicity Haugen manager	vt.vumc@vanderbilt.edu
Research Intern appointments	TBD (currently BRET thru 2/29/16)	
Service Delivery Teams	HR Support	hr.vanderbilt.edu/sdt/
Tuition	tuition benefit questions	tuitionbenefit.vumc@vanderbilt.edu
Visiting Student Observer	TBD (currently BRET thru 2/29/16)	

MISCELLANEOUS

Plant Services	work requests - process unchanged for Med Ctr	https://plantservices.vanderbilt.edu/
VA appointments/credentialing	Sheryl Young - good resource for VA appts or other questions may have	615-873-7610; Sheryl.young2@va.gov
VA appointments/credentialing	Lisa Francis	615-873-7618; Lisa.Francis2@va.gov
VA salary info	Judy Carter	615-873-7582; judy.carter@va.gov
VA fingerprinting & background check	Gene Holley	615-873-6187; gene.holley@va.gov
VU Email	new user claim account info	https://it.vanderbilt.edu/accessvu/new/