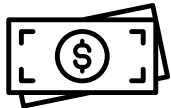


# 6

## COMMON HR QUESTIONS

### FIND THE RIGHT PERSON TO HELP



**Questions about your paycheck, taxes, or W-2?**

Email Jean at [payroll@gmhec.org](mailto:payroll@gmhec.org) or call **802-443-2100**



**Issues with anything medical or insurance related, prescription or coverage questions, or want to adjust your retirement savings?**

Email [benefits@gmhec.org](mailto:benefits@gmhec.org) or call **802-443-5485** to talk with Kim, Pam, Kathi, or Rachael, who work on this team.



**Something happening in your life that you need time away for or need disability, work-related injury, or other support?**

Email Teresa at [benefits@gmhec.org](mailto:benefits@gmhec.org) or call **802-443-5485**.



**Curious about how to grow at Middlebury, want to learn more about a policy, or how to resolve an issue you're experiencing?**

Reach out to one of our five HR Business Partners on our People Experience team—each supports specific areas across the institution—at [go.middlebury.edu/hrpartners](http://go.middlebury.edu/hrpartners).



**Looking for an income advance loan, need to submit materials for a program, or update your record?**

Email [hr@middlebury.edu](mailto:hr@middlebury.edu) and our team will get your request to the right place.



**Not sure where to start?**

Email [hr@middlebury.edu](mailto:hr@middlebury.edu). This email is checked by Desarie, Ashley, Loye, and Megan, and they'll answer your question or point you in the right direction.