

Using the Search Bar at the top you can locate a specific topic of key word you need help with.

A-Z HR Topics	Division	Primary Contact	Email	Extension
Workday SME	Project Manager	Hannah Heisler	hannah.heisler@maryfreebed.com	
Workday SME	HCM/Onboarding Core Compensation	Alex Brandenburg Cindy Pick	Alexus.Brandenburg@maryfreebed.com/Cindy.pick@maryfreebed.com	
Workday SME	Benefits	Alex Brandenburg Dawn Boomers	Alexus.Brandenburg@maryfreebed.com/Dawn.Boomers@maryfreebed.com	
Workday SME	Recruiting	Erin Sharp Courtney Jordan	erin.sharp@maryfreebed.com/courtney.jordan@maryfreebed.com	
Workday SME	Absence	Chelsea Bellmer Alex Brandenburg	chelsea.bellmer@maryfreebed.com/Alexus.brandenburg@maryfreebed.com	
Workday SME	Time Tracking	Chelsea Bellmer Alex Brandenburg	chelsea.bellmer@maryfreebed.com/Alexus.brandenburg@maryfreebed.com	
Workday SME	Payroll	Kathy Schimm Vicki Kloska	katherine@schimm@maryfreebed.com/vicki.kloska@maryfreebed.com	
Workday SME	Talent Optimization	Hannah Heisler Kolton Pavlicek	Hannah.Heisler@maryfreebed.com/Kolton.Pavlicek@maryfreebed.com	
Accident Reporting	Employee Health	Marny Wheeler	employeehealth@maryfreebed.com	(616) 840-8240 ext 58240
Advanced Cardiovascular Life Support (ACLS) Recertification	Interprofessional Education	Natalie Green	MFBEducationAcademy@maryfreebed.com	(616) 840-8934 ext 58934
Affirmative Action	Diversity & Strategic Initiatives	Adriana Almanza	adriana.almanza@maryfreebed.com	(616) 840-8782 ext 58782
Basic Life Support (BLS) Recertification	Interprofessional Education	Natalie Green	MFBEducationAcademy@maryfreebed.com	(616) 840-8934 ext 58934
Beneficiary Updates	Benefits	Alex Brandenburg	benefits@maryfreebed.com	(616) 840-8846 ext 58846
Benefit Changes (Qualifying Life Event)	Benefits	Workday	benefits@maryfreebed.com	(616) 840-8846 ext 58846
Benefit Claim Assistance (Medical, Dental, Vision)	Benefits	Alex Brandenburg	benefits@maryfreebed.com	(616) 840-8846 ext 58846
Bereavement Pay	Benefits	Chelsea Bellmer	EmployeeLOA@maryfreebed.com	(616) 840-8815 ext 58815
Bulletin Boards/Mandatory Poster Compliance	Diversity & Strategic Initiatives	Adriana Almanza	adriana.almanza@maryfreebed.com	(616) 840-8782 ext 58782
CARES Award	General Human Resources	Kolton Pavlicek	kolton.pavlicek@maryfreebed.com	(616) 840-8361 ext 58361
CARF HR Compliance	Diversity & Strategic Initiatives	Adriana Almanza	adriana.almanza@maryfreebed.com	(616) 840-8782 ext 58782
Clinical Student Onboarding (Medical Students)	Interprofessional Education	Lauren Anderson	lauren.anderson@maryfreebed.com	(616) 840-8851 ext 58851
Clinical Student Onboarding (Therapy and Nursing Students)	Volunteer Services	Kris Shannon	Kristen.Shannon@maryfreebed.com	(616) 840-8667 ext 58667
COBRA - Health Insurance Continuation	Benefits	Alex Brandenburg	benefits@maryfreebed.com	(616) 840-8846 ext 58846
Community Outreach	Vice President	Cynthia Springer	cynthia.springer@maryfreebed.com	(616) 840-8392 ext 58392
Conflict of Interest	Labor & Employee Relations	Rayvene Farnum	rayvene.farnum@maryfreebed.com	(616) 840-8482 ext 58482
Continuing Education Accreditation	Interprofessional Education	Amanda Ralph	amanda.ralph@maryfreebed.com	(616) 840-8535 ext 58535
COVID Resources	Employee Health	Marny Wheeler	employeehealth@maryfreebed.com	(616) 840-8240 ext 58240
Customer Satisfaction Feedback Survey	General Human Resources	Hannah Heisler	hannah.heisler@maryfreebed.com	(616) 840-8202 ext 58202
Dashboard HR Reporting	HRIS (Human Resources Info. Sys)	Cindy Pick	cindy.pick@maryfreebed.com	(616) 840-8802 ext 58802
Deceased Employee Benefits	Benefits	Alex Brandenburg	benefits@maryfreebed.com	(616) 840-8846 ext 58846
Direct Deposit	Payroll	Kathy Schimm/Vicki Kloska	Payroll@maryfreebed.com	(616) 840-8796 ext 58796
Disability Pay (Leave of Absence)	Benefits	Chelsea Bellmer	EmployeeLOA@maryfreebed.com	(616) 840-8815 ext 58815
Discipline	Labor & Employee Relations	Rayvene Farnum/Kolton Pavlicek	Rayvene.Farnum@maryfreebed.com/Kolton.Pavlicek@maryfreebed.com	(616) 840-8482 ext 58482 / (616) 840-8362 ext 58362
Discounts	Benefits	Alex Brandenburg	benefits@maryfreebed.com	(616) 840-8846 ext 58846
Discrimination Issues	Labor & Employee Relations	Rayvene Farnum	rayvene.farnum@maryfreebed.com	(616) 840-8482 ext 58482
Diversity Committee	Diversity & Strategic Initiatives	Adriana Almanza	adriana.almanza@maryfreebed.com	(616) 840-8782 ext 58782
Diversity Training Opportunities	Diversity & Strategic Initiatives	Adriana Almanza	adriana.almanza@maryfreebed.com	(616) 840-8782 ext 58782
Diversity, Equity, Inclusion & Belonging Plan	Diversity & Strategic Initiatives	Adriana Almanza	adriana.almanza@maryfreebed.com	(616) 840-8782 ext 58782
EII - Extended Illness Insurance	Benefits	Chelsea Bellmer	EmployeeLOA@maryfreebed.com	(616) 840-8815 ext 58815
Employee Assistance Program	Benefits	Alex Brandenburg	benefits@maryfreebed.com	(616) 840-8846 ext 58846
Employee Education (Annual Education, NEO Modules, Etc.)	Interprofessional Education	Natalie Green	MFBEducationAcademy@maryfreebed.com	(616) 840-8290 ext 58290
Employee Event Logistics	General Human Resources	Brenna Houser	brenna.houser@maryfreebed.com	(616) 840-8361 ext 58361
Employee File Review Requests	Labor & Employee Relations	Kolton Pavlicek	kolton.pavlicek@maryfreebed.com	(616) 840-8362 ext 58362
Employee Health (Provider Services)	Employee Health	Dr. Tom Fowler	tom.fowler@maryfreebed.com	(616) 840-8554 ext 58554
Employee Records	General Human Resources	Brenna Houser	brenna.houser@maryfreebed.com	(616) 840-8361 ext 58361
Employee Relations Concerns	Labor & Employee Relations	Rayvene Farnum	rayvene.farnum@maryfreebed.com	(616) 840-8482 ext 58482
Employee Resource Groups	Diversity & Strategic Initiatives	Adriana Almanza	adriana.almanza@maryfreebed.com	(616) 840-8782 ext 58782
Employment Verifications	Payroll	Kathy Schimm/Vicki Kloska	Payroll@maryfreebed.com	(616) 840-8796 ext 58796
Engagement Survey (Employee Opinion Survey)	Diversity & Strategic Initiatives	Adriana Almanza	adriana.almanza@maryfreebed.com	(616) 840-8782 ext 58782
Equal Employment Opportunity	Labor & Employee Relations	Rayvene Farnum	rayvene.farnum@maryfreebed.com	(616) 840-8392 ext 58392
Ethics Hotline	Compliance	Jennifer McWain	jennifer.mcwain@maryfreebed.com	(616) 840-8173 ext 58173
Exit Interviews	Talent Acquisition	Jared Curley	Jared.Curley@maryfreebed.com	(616)-840-8142 ext 58142
External Online Application Process	Talent Acquisition	Jared Curley	Jared.Curley@maryfreebed.com	(616)-840-8142 ext 58142
Fitness Center Membership	Employee Health	Erin Canner	erin.canner@maryfreebed.com	(616) 840-8243 ext 58243
Flexible Spending Accounts - Healthcare & Dependent	Benefits	Alex Brandenburg	benefits@maryfreebed.com	(616) 840-8846 ext 58846
Flexible Work/Life Administration (Remote work)	General Human Resources	Brenna Houser	brenna.houser@maryfreebed.com	(616) 840-8361 ext 58361
Flu Shots	Employee Health	Marny Wheeler	employeehealth@maryfreebed.com	(616) 840-8554 ext 58554
FMLA - Family Medical Leave (Job Protected Leave)	Benefits	Chelsea Bellmer	EmployeeLOA@maryfreebed.com	(616) 840-8815 ext 58815
Friend of the Court - QMCSO	Benefits	Alex Brandenburg	Benefits@maryfreebed.com	(616) 840-7133 ext 58846
Garnishments/Tax Levy's/Friend of the Court	Payroll	Kathy Schimm/Vicki Kloska	Payroll@maryfreebed.com	(616) 840-8796 ext 58796
Going Pro Grant	Interprofessional Education	Natalie Green	goingprofund@maryfreebed.com	(616) 840-8272
Guild Minority & Diversity Scholarship	Diversity & Strategic Initiatives	Adriana Almanza	adriana.almanza@maryfreebed.com	(616) 840-8782 ext 58782
Harassment at Work	Labor & Employee Relations	Rayvene Farnum	rayvene.farnum@maryfreebed.com	(616) 840-8482 ext 58482
Hazard Communication Program	Security	Security	security@maryfreebed.com	(616) 840-8015 ext 58015
Health Navigation	Employee Health	Christine McFarlin	christine.mcfarlin@maryfreebed.com	(616) 840-8585
Health Savings Accounts	Benefits	Benefits Team	benefits@maryfreebed.com	(616) 840-8846 ext 58846
Health screening, Drug screening	Employee Health	Marny Wheeler	marny.wheeler@maryfreebed.com	(616) 840-8240 ext 58240
Holiday Pay	Payroll	Kathy Schimm/Vicki Kloska	Payroll@maryfreebed.com	(616) 840-8796 ext 58796

HR Action Planning	Vice President	Cynthia Springer	cynthia.springer@maryfreebed.com	(616) 840-8392 ext 58392
HR Data Analytics	HRIS (Human Resources Info. Sys)	Cindy Pick	cindy.pick@maryfreebed.com	(616) 840-8802 ext 58802
HR Newsletters	Diversity & Strategic Initiatives	Adriana Almanza	adriana.almanza@maryfreebed.com	(616) 840-8782 ext 58782
HR Organization Chart	General Human Resources	Workday	HR@maryfreebed.com	(616) 840-8361 ext 58361
HR Policy Administration	Labor & Employee Relations	Rayvene Farnum	rayvene.farnum@maryfreebed.com	(616) 840-8482 ext 58482
HR Rounding at offsites	Talent Acquisition	Mischelle Payne	mischelle.payne@maryfreebed.com	(989) 583-2747
HR Sharepoint Landing Sites (updates)	General Human Resources	Hannah Heisler	hannah.heisler@maryfreebed.com	(616) 840-8202 ext 58202
HR Sharepoint Site	General Human Resources	Hannah Heisler	HumanResources-Home@sharepoint.com	(616) 840-8202 ext 58202
HR Systems (Legacy Systems including API, HRP, LEM, HRIS/HRM)	HRIS (Human Resources Info. Sys)	Cindy Pick	cindy.pick@maryfreebed.com	(616) 840-8802 ext 58802
I.D. Cards (Employee & Volunteers)	Talent Acquisition	Security	security@maryfreebed.com	(616) 840-8015 ext 58015
Identity Protection	Benefits	Alex Brandenburg	benefits@maryfreebed.com	(616) 840-8846 ext 58846
Immigration Visas	Labor & Employee Relations	Rayvene Farnum	rayvene.farnum@maryfreebed.com	(616) 840-8482 ext 58482
Intern Employment	Talent Acquisition	Jared Curley	Jared.Curley@maryfreebed.com	(616)-840-8142 ext 58142
Internal Posting Process	Talent Acquisition	Jared Curley	Jared.Curley@maryfreebed.com	(616)-840-8142 ext 58142
Interprofessional Education Team	Interprofessional Education	Rayvene Farnum	Rayvene.Farnum@maryfreebed.com	(616) 840-8482 ext 58482
Jefferson File Management	General Human Resources	Hannah Heisler	hannah.heisler@maryfreebed.com	(616) 840-8202 ext. 58202
Job Descriptions (Creation and Edits)	Compensation	Alex Brandenburg	alexis.brandenburg@maryfreebed.com	(616) 840-7133 ext 57133
Job Reclassification	Compensation	Alex Brandenburg	alexis.brandenburg@maryfreebed.com	(616) 840-7133 ext 57133
Joint Commission HR compliance	Diversity & Strategic Initiatives	Adriana Almanza	adriana.almanza@maryfreebed.com	(616) 840-8782 ext 58782
Jury Duty Pay	Payroll	Kathy Schimm/Vicki Kloska	Payroll@maryfreebed.com	(616) 840-8796 ext 58796
Layoffs	Labor & Employee Relations	Rayvene Farnum	rayvene.farnum@maryfreebed.com	(616) 840-8482 ext 58482
Leadership Development	Interprofessional Education	Natalie Green	natalie.green@maryfreebed.com	(616) 840-58290 ext 58290
Leave of Absence	Benefits	Chelsea Bellmer	EmployeeeOA@maryfreebed.com	(616) 840-8815 ext 58815
Licensing & Credentialing Tracking	Labor & Employee Relations	Kolton Pavlicek	kolton.pavlicek@maryfreebed.com	(616) 840-8362 ext 58362
Life Insurance	Benefits	Alex Brandenburg	benefits@maryfreebed.com	(616) 840-8846 ext 58846
Lost and Found	Security	Security	security@maryfreebed.com	(616) 840-8015 ext 58015
Main Sharepoint Landing Page (updates)	General Human Resources	Hannah Heisler	hannah.heisler@maryfreebed.com	(616) 840-8202 ext 58202
Mandatory Annual Education	Interprofessional Education	Natalie Green	MFBEducationAcademy@maryfreebed.com	(616) 840-8290 ext 58290
Maternity Leave	Benefits	Chelsea Bellmer	EmployeeeOA@maryfreebed.com	(616) 840-8815 ext 58815
Medical Records (HIPAA)	Employee Health	Marny Wheeler	employeehealth@maryfreebed.com	(616) 840-8554 ext 58554
Merit and Market Wage Review	Compensation	Dawn Boomers	dawn.boomers@maryfreebed.com	(616) 840-8276 ext 58276
MFB Education Academy Continuing Education Offerings	Interprofessional Education	Rayvene Farnum	rayvene.farnum@maryfreebed.com	(616) 840-8482 ext 58482
Military Leave	Benefits	Chelsea Bellmer	EmployeeeOA@maryfreebed.com	(616) 840-8815 ext 58815
Mortgage Verifications	Payroll	Kathy Schimm/Vicki Kloska	Payroll@maryfreebed.com	(616) 840-8796 ext 58796
Name Changes	HRIS (Human Resources Info. Sys)	Cindy Pick	cindy.pick@maryfreebed.com	(616) 840-8802 ext 58802
Nepotism	Vice President	Cynthia Springer	cynthia.springer@maryfreebed.com	(616) 840-8392 ext 58392
Network Human Resources	General Human Resources	Mischelle Payne	mischelle.payne@maryfreebed.com	(989) 583- 2747
Neutral Conflict Management	Labor & Employee Relations	Rayvene Farnum	rayvene.farnum@maryfreebed.com	(616) 840-8482 ext 58482
New Employee Orientation	Talent Acquisition	Jared Curley	Jared.Curley@maryfreebed.com	(616)-840-8142 ext 58142
Occupational Injury	Employee Health	Marny Wheeler	employeehealth@maryfreebed.com	(616) 840-8554 ext 58554
Off Cycle Pay Request	Compensation	Dawn Boomers	dawn.boomers@maryfreebed.com	(616) 840-8276 ext 58276
Organization FTE Planning	Vice President	Cynthia Springer	cynthia.springer@maryfreebed.com	(616) 840-8392 ext 58392
Overtime Pay	Payroll	Kathy Schimm/Vicki Kloska	Payroll@maryfreebed.com	(616) 840-8796 ext 58796
Paid Time Off (PTO) - Pay & Accrual	Payroll	Kathy Schimm/Vicki Kloska	Payroll@maryfreebed.com	(616) 840-8796 ext 58796
Parking Cards	Security	Security	security@maryfreebed.com	(616) 840-8015 ext 58015
Patient & Family Advisory Council	Vice President	Brenna Houser	Brenna.Houser@maryfreebed.com	(616) 840-8361 ext 58361
Paycheck & Pay Periods	Payroll	Kathy Schimm/Vicki Kloska	Payroll@maryfreebed.com	(616) 840-8796 ext 58796
Payroll Deductions	Payroll	Kathy Schimm/Vicki Kloska	Payroll@maryfreebed.com	(616) 840-8796 ext 58796
Pediatric Advanced Life Support (PALS) Recertification	Interprofessional Education	Natalie Green	MFBEducationAcademy@maryfreebed.com	(616) 840-8934 ext 58934
Performance Management (Evaluations, Goals, etc.)	General Human Resources	Hannah Heisler	hannah.heisler@maryfreebed.com	(616) 840-8202 ext 58202
Performance Review Tools & Forms	HRIS (Human Resources Info. Sys)	Hannah Heisler	hannah.heisler@maryfreebed.com	(616) 840-8202 ext 58202
Personal Leave of Absence	Benefits	Chelsea Bellmer	EmployeeeOA@maryfreebed.com	(616) 840-8815 ext 58815
PMLA - Michigan Paid Medical Leave	Benefits	Chelsea Bellmer	EmployeeeOA@maryfreebed.com	(616) 840-8815 ext 58815
Policies	Labor & Employee Relations	Rayvene Farnum	rayvene.farnum@maryfreebed.com	(616) 840-8482 ext 58482
PolicyTech	Interprofessional Education	Natalie Green	policy@maryfreebed.com	(616) 840-8290 ext 58290
PolicyTech Content Creators (Owner, Writer, Reviewer, Approver)	Interprofessional Education	Natalie Green	MFBEducationAcademy@maryfreebed.com	(616) 840-8290 ext 58290
PRN Pay Rates	Compensation	Dawn Boomers	dawn.boomers@maryfreebed.com	(616) 840-8276 ext 58276
Pulse Survey	General Human Resources	Hannah Heisler	hannah.heisler@maryfreebed.com	(616) 840-8202 ext 58202
Relocation Resources	Talent Acquisition	Jared Curley	Jared.Curley@maryfreebed.com	(616)-840-8142 ext 58142
Resignations	Labor & Employee Relations	Kolton Pavlicek	kolton.pavlicek@maryfreebed.com	(616) 840-8362 ext 58362
Retiree Benefit Process	Benefits	Alex Brandenburg	benefits@maryfreebed.com	(616) 840-8846 ext 58846
Retirement	Benefits	Alex Brandenburg	benefits@maryfreebed.com	(616) 840-8846 ext 58846
Retirement Savings (403b & 457b)	Benefits	Alex Brandenburg	benefits@maryfreebed.com	(616) 840-8846 ext 58846
Rewards & Recognition	General Human Resources	Brenna Houser	brenna.houser@maryfreebed.com	(616) 840-8361 ext 58361
Sick Pay	Benefits	Chelsea Bellmer	EmployeeeOA@maryfreebed.com	(616) 840-8815 ext 58815
Sourcing Executive Talent	Talent Acquisition	Jared Curley	Jared.Curley@maryfreebed.com	(616)-840-8142 ext 58142
Sourcing Staff Talent	Talent Acquisition	Jared Curley	Jared.Curley@maryfreebed.com	(616)-840-8142 ext 58142
Sourcing Talent	Talent Acquisition	Jared Curley	Jared.Curley@maryfreebed.com	(616)-840-8142 ext 58142
Strategic Planning Oversight	Diversity & Strategic Initiatives	Adriana Almanza	adriana.almanza@maryfreebed.com	(616) 840-8782 ext 58782
Subpoenas	Payroll	Kathy Schimm/Vicki Kloska	Payroll@maryfreebed.com	(616) 840-8796 ext 58796
Tax Changes - Federal, State, Local	Payroll	Kathy Schimm/Vicki Kloska	Payroll@maryfreebed.com	(616) 840-8796 ext 58796
Temporary or Contingency Workforce Pool	General Human Resources	Erin Sharp	erin.sharp@maryfreebed.com	(616) 840-8812 ext 58812

Time Reporting (Time Clock Entry, Access, etc.)	Payroll	Kathy Schimm/Vicki Kloska	Payroll@maryfreebed.com	(616) 840-8796 ext 58796
Tobacco Free Campus	Labor & Employee Relations	Rayvene Farnum	rayvene.farnum@maryfreebed.com	(616) 840-8482 ext 58482
Total Compensation Statements	Benefits	Alex Brandenburg	benefits@maryfreebed.com	(616) 840-8846 ext 58846
Tuition Reimbursement	Benefits	Benefits Team	benefits@maryfreebed.com	(616) 840-8846 ext 58846
Unemployment Compensation	Labor & Employee Relations	Kolton Pavicek	kolton.pavicek@maryfreebed.com	(616) 840-8362 ext 58362
Uniform Program	Talent Acquisition	Jared Curley	jared.curley@maryfreebed.com	(616)-840-8142 ext 58142
Volunteer Services	Volunteer Services	Kris Shannon	kris.shannon@maryfreebed.com	(616) 840-8667 ext 58667
W2	Payroll	Mary Panfil/Vicki Kloska	Payroll@maryfreebed.com	(616) 840-8796 ext 58796
Wellness Resources	Employee Health	Erin Canner	erin.canner@maryfreebed.com	(616) 840-8243 ext 58243
Worker's Compensation	Employee Health	Erin Canner	erin.canner@maryfreebed.com	(616) 840-8243 ext 58243
Workforce Development	Interprofessional Education	Natalie Green	MFBEducationAcademy@maryfreebed.com	(616) 840-8934 ext 58934