

CITY OF DUPONT

EMPLOYEE QUICK CONTACT GUIDE

WHO DO I CONTACT?

HUMAN RESOURCES:

Address Changes
W4 Changes
Direct Deposit Changes
Benefit Questions or Changes
Leave Questions
Employee Access / Intranet
Employment Verification Requests

PAYROLL & FINANCE:

Payroll Questions
ESS/Timesheet Questions
Income Verification Requests

For General HR Inquiries & Assistance:

Email: DuPontHR@dupontwa.gov
Phone: 253-912-5388 (Internal Ext. 5388)

Additional HR Contacts:

Tiffany Graves-Quante, HR Analyst
Email: tgraves@dupontwa.gov
Phone: 253-912-5388 (Internal Ext. 5388)

Alexis Donnelly, Senior HR Analyst
Email: adonnelly@dupontwa.gov
Phone: 253-964-8121 (Internal Ext. 5208)

Sabrina Kearney, Human Resources Director
Email: skearney@dupontwa.gov
Phone: 253-912-5212 (Internal Ext. 5212)
City Cell: 253-255-6031

For General Payroll Questions and Income Verifications:

Email: tlarsen@dupontwa.gov
Phone: 253-964-8121 (Internal Ext. 5213)

Additional Payroll Contacts:

Kelly Atkinson, Assistant Finance Director
Email: katkinson@dupontwa.gov
Phone: 253-912-5398 (Internal Ext. 5398)

Carma Oaksmith, Finance Director
Email: coaksmith@dupontwa.gov
Phone: 253-912-3300 (Internal Ext. 5300)

IMPORTANT WEBSITES:

Employee Benefits Page: www.dupontwa.gov/119/Employee-Benefits

Labor Agreements: www.dupontwa.gov/122/Labor-Agreements

Employee Access (Intranet): www.dupontwa.gov/MyAccount

Employee Self Service (ESS): <https://dupontwa.accessgovernment.net/EmployeeSelfService/Account/SignIn>

Outlook Remote Login: <https://portal.office.com>

BENEFIT PROVIDER CONTACTS

AWC (Health Insurance Customer Service Liaison):

Email: benefitinfo@awcnet.org
Phone: 1-800-562-8981

Regence High Deductible Health Plan:

Website: www.regence.com
Customer Service: 800-752-9985

RedQuote (Health Reimbursement Program):

Jaclyn Cochran, Benefits Advisor
Email: jcochran@redquote.com
Direct: 253-753-9930 Office: 253-987-1004
Cell: 253-459-0536

Kaiser Access PPO:

Website: www.kaiserpermanente.org

Customer Service: 1-888-901-4636

Delta Dental:

Website: www.DeltaDentalWA.com/AWC

Customer Service: 1-800-554-1907

Willamette Dental:

Website: WWW.WillametteDental.com

Customer Service: 855-433-6825

Vision Service Plan (VSP):

Website: www.vsp.com

Customer Service: 800-877-7195

Life Insurance:

Contact AWC (above) or The Standard

Customer Service: 800-628-8600

Long Term Disability:

Contact the Human Resources Office

ComPsych EAP (Employee Assistance Program):

Website: www.guidanceresources.com

Customer Service: 800-570-9315

Organization Web ID: trusteeap71

AFLAC (Supplemental Policy Provider):

Susan Wright, Benefit Counselor

Email: susan_wright@us.aflac.com

Direct: 253-862-5536 Fax: 253-862-5319

Health Central/Castlight:

Website: <https://mycastlight.com/awc>

Or download the Castlight app

VEBA (Optional Health Savings Provider):

Brian Riehs, Senior Client Consultant, HRA

Email: brian_riehs@ajg.com

Phone: (253) 238-1140

Website: <https://www.hraveba.org/>

Current VEBA-HSA account holders can contact

Customer Care at www.customercare@hraveba.org
or 1-888-659-8828.

457b Deferred Compensation Providers:

MissionSquare (formerly ICMA):

Gabriel Zamacona, Retirement Plan Specialist

Email: gzamacona@missionsq.org

Phone: (202) 759-7284

Website: <https://www.missionsq.org/>

Decision Point Financial:

Scott J. Johnson, CEO & Senior Financial Planner

Email: scott@dpplanners.com

Phone: 480.553.6249 Mobile: 602.524.8542

Website: <https://spconsultants.com/pension>

DCP (WA State Department of Retirement Systems):

Contact DRS customer service with enrollment or
benefit questions regarding WA State's DCP, PERS,
or LEOFF at 360-664-7000.

Website: www.drs.wa.gov