

PHI Human Resources Department



Diana Pascual, Vice President of Human Resources - (510)285-5525 & dpascual@phi.org
 • HR Strategic Planning • Policy Interpretation • Employee Relations • Title & Pay Plan Administrator
 • 403(b) Plan Administrator • Diversity Initiative • Best Place to Work Initiative



Valerie McCann Woodson, Director of Human Resources - (510) 285-5545 & vwoodson@phi.org
 • Employee Relations • Policy Interpretation • Salary Administration • Personnel Changes
 • Affirmative Action Reports • Conflict Resolution • Complaints

Human Resources



Baine Windham
Recruitment & Internship
 (510) 285-5547 & bwindham@phi.org
 • New Positions • Internships • New Hire Review
 • New Employee Orientation • Work Visa Process
 • Work-study • HR Communications • Onboarding



Michelle Edwards
Senior HR Generalist
 (510) 285-5524 & medwards@phi.org
 • HR Program Support • Leave Management
 • Ergo & Safety Program • Employee Relations



Alyson Weckstein
HR Generalist
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 • HR Program Support • Compensation
 • Job Evaluations • Training & Development



Sarika Gulhar
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 • HR Program Support • Compensation
 • Job Evaluations • Training & Development



Agustin Wenceslao
HR Assistant
 (510) 285-5563 & awenceslao@phi.org
 • New Hire Paperwork Submissions
 • Employment Verification • Unemployment
 Inquiries • Performance Review Notices &
 Submissions

Benefits

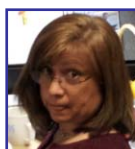


Elaine Oliquiano
Benefits Specialist
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 • Benefits Administration



My Thu Bui
Benefits Assistant
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 • Benefits Inquires & Processing

Payroll & HR Data



Esther Holguin
Payroll & HR Data Manager
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 • Payroll Management
 • HR Data Administration



Salina Ng
Payroll Administrator
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 • Labor Distribution • PTO Inquiries • Payroll
 Administration



Hyo Kim
Payroll Assistant
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 • Timesheet Processing



Kesha Hackett Belcher
HR Data Specialist
 (510) 285-5518 & khackett@phi.org
 • Employee Database • Process Personnel
 Actions • Lay-off Letters • Exit Interviews
 • Metrics Reporting • Employee Data Changes
 (e.g. address, name, etc...)

PHI Online Program Support Website

<https://online.phi.org>

Username – phionline

Password – phisupport

PHI Emergency Information Line for CA

1-888-808-5449

PHI Emergency Information Line for DC

1-888-314-9050

PHI Confidential Reporting Hotline

1-888-613-1499

www.phi.bswift.com – PHI Benefit Online System
www.wageworks.com – Flexible Spending & Commuter
timesheet.phi.org – Online Time Entry (OTE)
ipay.adp.com – ADP online paystatement
www.phi.jobs – PHI Career Site
 PHWellness – On Facebook
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