

SOUTHWESTERN COLLEGE

CONTACT LIST FOR EMPLOYMENT

MAIN PHONE NUMBER: (619) 421-6700

<u>INFORMATION</u>	<u>ROOM</u>	<u>CONTACT</u>	<u>EMAIL</u>	<u>PHONE NUMBER</u>
BENEFITS	1600	SHELLEY CARBAJAL/ DIANA HASKINS	scarbajal@swccd.edu dhaskins@swccd.edu	(619) 421-6700 ext. 5174 (619) 421-6700 ext. 5225
BOOKSTORE	630		bookstore@swccd.edu	(619) 482-6416
EMPLOYEE ID CARDS	1670/600	HR will enter you into the system with an id#. When you receive an email from Teri/Efren in HR, you will need to return to HR (1670) to pick up a temporary id authorization form. Bring that authorization form to the Student Center (600) to be issued a permanent Employee ID Card.		
EMPLOYMENT PAPERWORK (HR)	1670	MARIBEL VIDAL	mvidal@swccd.edu	(619) 482-6395
EMPLOYMENT (HR)	1670	TERI ASHABRANER (ACAD) EFREN BARRERA (ACAD) CYNTHIA CARRENO (CLASSIFIED)	tashabraner@swccd.edu ebarrera@swccd.edu ccarreno@swccd.edu	(619) 482-6332 (619) 421-6700 ext. 5813 (619) 421-6700 ext. 5424
FLEX/HURDLE CREDIT	L238	STAFF DEVELOPMENT	staffdevelopment@swccd.edu	(619) 421-6700 ext. 5678
PARKING PERMITS	105D	COLLEGE POLICE	swcparking@swccd.edu	(619) 216-6611
PAYCHECKS (PAYROLL) SICK LEAVE (PAYROLL)	1660	(A-K) YOLANDA CISNERO (ACAD) (L-Z) JESSICA URVINA (ACAD) (A-K) FERNANDO MARTINEZ (CLASS) (L-Z) VERONICA ABITIA-RUBIO (CLASS)	ycisnero@swccd.edu jurvina@swccd.edu fmartinez@swccd.edu vabitia@swccd.edu	(619) 421-6700 ext. 5477 (619) 421-6700 ext. 5219 (619) 421-6700 ext. 5566 (619) 421-6700 ext. 5221
SAFETY TRAINING	1651	RISK MANAGEMENT	SWCRiskManagement@swccd.edu	(619) 482-6408
TENURE REVIEW	104C	JESSICA WHITSETT	jwhitsett@swccd.edu	(619) 216-6706
TRANSCRIPTS	1670	Mail official transcripts and completed forms in this packet to:	mvidal@swccd.edu	Human Resources Office Southwestern College 900 Otay Lakes Road Chula Vista, CA 91910
TB TESTS	601F	NURSING OFFICE		(619) 421-6700 ext. 5350
WEBADVISOR	1670	Note: HR will send you an email with an id#. If you haven't received the email, you may have missing personnel paperwork in Human Resources. Contact Maribel Vidal to inquire about your status.		
WORKERS COMPENSATION	1650	RUBY AYALA	rayala@swccd.edu	(619) 216-6630