

Payroll Staff Directory

Adult Teacher Pay (Hourly & Permanent)	Mayra
Alternative Retirement Adjustments	Denisse
American Fidelity 125 - Dependent Care & Med Reimburs	Monica
Anniversary Increments (Classified)	Connie
Avid Tutors	Mimi
Bus Drivers (Salaries, Fringe & Leave Benefits)	Connie
Certificated Contracted Employees (PARS/Memos)	Lee
Classified Contracted Employees (PARS/Memos)	Connie
Coaching Stipends	Monica
Consultant Contracts/Pay	Denisse
DE4 Form (State Withholding Forms)	Denisse
Direct Deposits	Mimi
Employment Verifications	Mimi
Extended Workyear (Classified Only)	Connie
Extra Duty (Certificated)	Mayra
Extra Duty (Classified)	Monica
Extra Service Assignments (Excluding Lunch Superv)	Monica
Garnishments/Wage Attachments	Monica
Hourly Certificated Miscellaneous Memos	Mayra
Inconsistent Duty Pay (Working Out Of Classification)	Connie
Insurance Enrollment	Monica
Intersession (Certificated)	Monica
Intersession (Classified)	Denisse
Intersession (Management)	Mayra
Lunch Feeding Stipend (Classified Only)	Mayra
Lunch Supervision Stipend (Certificated Only)	Mimi
Management Contracted Employees (PARS/Memos)	Lee
Management Reimbursements	Mayra
Maternity Leave	Mayra
Medical Disability (Long-Term)	Mayra
Name/Address Changes	Mimi
Notary Public	Lee
One-Sixth Period Stipends Excluding L/C & Alta Vista)	Mayra
One-Sixth Period Stipends (L/C Only & Alta Vista)	Lee
Retirement (PERS)	Connie
Retirement (STRS)	Mayra
Retroactive Pay (Certificated)	Lee
Retroactive Pay (Classified)	Connie
ROP Certificated Hourly Memos	Mayra
Salary Reclassification (Certificated, Contracted)	Lee/Connie
Salary Reclassification (Certificated, Hourly)	Mayra
SCPA Certificated Hourly Memos	Mayra
Sick Leave check against H.R. sub system (ck one week each mo)	Mimi

Sick Leave Transfer Requests	Mimi
Sick Leave Corrections (Notes Section of Leave System)	Mimi
Student Workers	Mimi
Substitutes (Classified & Certificated)	Denisse
Summer School (Certificated)	Monica
Summer School (Classified)	Denisse
Summer School (Adult, ROP & Management)	Mayra
Swimming Instructors/Lifeguards/Cashiers	Connie
Tax Sheltered Annuities	Monica
Unemployment Verifications	Mimi
Voluntary Deductions (Excluding Tax Shelters)	Denisse
W2 Form (Requests For Duplicates)	Mimi
W4 Form (Federal Tax Withholding Forms)	Denisse
Worker's Compensation Work Up	Mayra
Worker's Compensation Past Year Salary Information	Mayra