

CONTACTS FOR H.R. RELATED QUESTIONS

Angela Dotson	Linda Greiner/ January Torres	Adam Karolak	Monique Rinehart	Deborah Sawicki	Your Supervisor	Debbie Shannon
<i>TREASURER</i>	<i>TREASURER'S OFFICE</i>	<i>TECHNOLOGY</i>	<i>SUPT. ASSISTANT</i>	<i>H.R. Asst.</i>		<i>ASST. SUPT./PD ASSISTANT</i>
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<ul style="list-style-type: none"> • Insurance / Benefits • Sick Day Transfer 	<p><u>LINDA</u></p> <ul style="list-style-type: none"> • Payroll • Direct Deposit Change • W4 Change • Address Change • Name Change <p><u>JANUARY</u></p> <ul style="list-style-type: none"> • Accts Payable /Invoicing • Exp./ Mileage Reimbursements • HR Kiosk 	<ul style="list-style-type: none"> • ESC Email • Google Groups • Comp Pswd • Copier Code • Phone Ext • Printers • Tech Tickets 	<ul style="list-style-type: none"> • Certification • Transcripts • Public School Works • LPDC Overview • United Way 	<ul style="list-style-type: none"> • Staff Resources <ul style="list-style-type: none"> -Calendar(ESC) -Employee Handbook -KIOSK -Mileage -Expenses -Payroll Dates -Wellness • PD Event Calendar • Office Supplies • Copier Usage • Emergency Drill (ESC) • ESC email (forward to school email) 	<ul style="list-style-type: none"> • Handbook Changes • Mentoring • PD Goals/ Requests • Evaluation 	<ul style="list-style-type: none"> • Staff Photo • ID Badge • Business Cards • Website • Code/Key(ESC) • Mailbox (ESC) • Conference Room Calendar • Remind app- Emergency Phone List • Staff Directory

• Superintendent will handle all issues that cannot be resolved by your supervisor.

Revised 10/26/23