

Who can best help me at the Central Office?

Human Resources	Payroll/Accounts Payable	Student Records
Perla Garcia, Benefits Coordinator - 4017	Gilbert Saenz, Payroll Specialist - 4018	Lori Jones, Student Records - 3986
Employee Benefit Questions (Insurance/Retirement)	Pay Check Questions	Student Enrollment/Registration
Payroll Deduction Questions	Time Off Questions	Student P223 Count
Employment Verification	Time Sheets	Enrollment Numbers
FMLA	K12 Electronic Forms	Out of District Student Request
Traci Cox, HR Specialist - 4015	https://app.informedk12.com/districts/wvsd208-org/directory	
New Employee Processing		Superintendents Office
Help with Job Openings	Candy Parmentier, Accounting Tech - 4011	
Sick Leave Pool Request	Acct Code Needs, Fixes, Questions	Stephanie Hennessy-Smith, Admin. Assistant - 4004
Leave of Absence Request	Transfers (CN, ASB, TRANSP)	Assists Superintendents
L&I Claims	I-Visions Assistance / Purchasing	School Board
Employee Address Change, Phone Number Etc.	Procurement Card Disputes, Errors	Travel Approval Forms
Employee Portal Access	Bank Deposits / Transaction Errors	
	General Accounting Questions	
LeAnne Ries, HR Assistant/Sub Coord. - 4008 - AM Only		
Absence Management (AESOP) Questions	Jennifer Krutsch, Accounting Tech - 4010	
Substitute Questions	Bank Deposits	
Substitute Hiring Process	Non-Sufficient Funds (NSF)	
Amy Joffs, HR Technician - 4019	Purchasing	
Salary Schedule Placement	General Accounting Questions	
All Pay Contracts	Procurement Cards	
Experience/Credits/Clock Hours	Vendor Set-up	
Personnel Reporting S275	Marie Bush, AP Specialist - 4012	
Leave of Absence Planning - What if I don't have enough leave to cover my time away?	Accounts Payable & Vendor Questions	
	Employee Travel Voucher/Reimbursements	
Randy Souers, HR Director - 4016	Sheilah Wood, Accounting Supervisor - 4014	
Supervises HR & Benefits Coordinator	Supervises Accounts Payable	
Employee Relations	Accounting Questions	
Public Records Requests	IV PO System Access	

