Human Resources	Payroll/Accounts Payable	Student Records
Perla Garcia, Benefits Coordinator - 4017	**Gilbert Saenz, Payroll Specialist - 4018**	**Lori Jones, Student Records - 3986**
Employee Benefits 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/PFLMA	K12 Electronic Forms	Out of District Student Request
Long Term Care Insurance		
Traci Cox, HR Specialist - 4015	https://app.informedk12.com/districts/wvsd208-org/directory	**Superintendents Office**
New Employee Processing		**Stephanie Hennessy-Smith, Admin. Assistant - 4004**
Help with Job Postings/Openings	**Candy Parmentier, Accounting gTech - 4011**	Assists Superintendents
Sick Leave Pool Request	Acct. Code Needs, Fixes, Questions	School Board
Leave of Absence	Money/Account Transfers (CN, ASB, Transp)	Travel Approval Forms
L&I Claims	iVisions Assistance/Purchasing	
Employee Address Change, Phone Number Etc.	Procurement Card Disputes, Errors	
Employee Portal Access	Bank Deposits/Transaction Errors	
LeAnne Ries, HR Assistant/Sub Coord. - 4008 AM Only	General Accounting Questions	
Absence Management (AESOP) Questions		
Substitute Questions	**Jennifer Krutsch, Accounting Tech - 4010**	
Substitute Hiring Process	Bank Deposits	
Amy Joffs, HR Technician - 4019	Non-Sufficient Funds (NSF)	
Lorena Oesterling, HR Technician	Purchasing	
Salary Schedule Placement	General Accounting Questions	
All Pay Contracts	Procurement Cards	
Experience/Credits/Clock Hours	Vender Set-up	
Personnel Reporting S-275	**Marie Bush, AP Specialist - 4012**	
Leave of Absence Planning - What if I don't have enough	Accounts payable & Vendor Questions	
leave to cover my time away?	Employee Travel Voucher/Reimbursements	
Jerry Holsten, HR Director - 4016	**Sheilah Wood, Accounting Supervisor - 4014**	
Supervises HR & Benefits Coordinator	Supervises Accounts Payable	
Employee Relations	Accounting Questions	
Public Records Request	IV PO System Access	

Revised: August 31, 2021