

Human Resources	Payroll/Accounts Payable	Student Records
<b>Lorena Oesterling, Benefits Coordinator- 4009</b>	<b>Gilbert Saenz, Payroll Coordinator - 4018</b>	<b>Lori Jones, Student Records - 3986</b>
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	<a href="https://app.informedk12.com/districts/wvwsd208-org/directory">https://app.informedk12.com/districts/wvwsd208-org/directory</a>	<b>Superintendents Office</b>
<b>Traci Cox, HR Coordinator - 4015</b>	<b>Candy Parmentier, Acct Grant Manager- 4011</b>	<b>Stephanie Hennessy-Smith, Admin. Assistant - 4004</b>
New Employee Processing	Acct. Code Needs, Fixes, Questions	Assists Superintendents
Credits and Clock Hours	Money/Account Transfers (CN, ASB, Transp)	School Board
Salary Schedule Placement	iVisions Assistance/Purchasing	Travel Approval Forms
Help with Job Postings/Openings	Procurement Card Disputes, Errors	
Sick Leave Pool Request	Bank Deposits/Transaction Errors	
Leave of Absence	General Accounting Questions	
L&I Claims	Pay Contracts	
Employee Address Change, Phone Number Etc.	<b>Jennifer Krutsch, Accounting Tech - 4010</b>	
Employee Portal Access	Bank Deposits	
Experience/Credits/Clock Hours	Non-Sufficient Funds (NSF)	
<b>LeAnne Ries, HR Assistant/Sub Coord. - 4008 AM Only</b>	Purchasing	
Absence Management (AESOP) Questions	General Accounting Questions	
Substitute Questions	Procurement Cards	
Substitute Hiring Process	Vender Set-up	
<b>Perla Garcia, HR Manager - 4017</b>	<b>Marie Bush, AP Specialist - 4012</b>	
Supervises HR & Benefits Coordinator	Accounts payable & Vendor Questions	
Employee Relations	Employee Travel Voucher/Reimbursements	
Employee Contracts	<b>Sheilah Wood, Director of Finance - 4014</b>	
Personnel Reporting S-275	Supervises Accounts Payable	
Public Records Request	Accounting Questions	
	IV PO System Access	

Revised: March 15, 2024