Human Resources and Payroll Services Guide

SERVICE	CONTACT	PHONE
Address and/or Name Change	Payroll - All	**3113/3114/3115**
AESOP - Substitute Employee Placement System	Chris Scott/Debbie Fox	**3117/3116**
	Sue DesJardins	**3120**
Bloodborne Pathogens	Susan DesJardins	**3120**
Direct Deposit	Payroll - All	**3113/3114/3115**
Directory - Employee/District	Michael Emerson	**3112**
Employment Verification	Payroll - All	**3113/3114/3115**
Family Medical Leave (FMLA)	Michael Emerson	**3112**
Fingerprint/Employee Background Checks	Marsha Shaw	**3109**
Guest Teachers/Student Teachers (PESG Issues)	Chris Scott	**3117**
Conference/Field Trip Sub Reservations	Rosanne Marchenia	**3111**
Job Descriptions	Rosanne Marchenia	**3111**
Job Postings:		
-Administrators/Teachers/ Custodial/Maintenance//Coaches/Other	Kristine Davis	**3118**
- Paraeducators/Secretaries/ Technician Assistants/Other	Susan DesJardins/Rosanne Marchenia	**3120/3111**
KALPA©	Wendy Andridge	**3044**
Insurance/Benefits/Rainbow Plan/HRA	Michael Emerson	**3112**
New Hire Packets/Process - Support Staff	Rosanne Marchenia /Wendy Andridge	**3111/3044**
New Hire Packets/Process – Administrators/Teachers	Kristine Davis	**3118**
New Teacher Contact	Kristine Davis	**3118**
No Child Left Behind (NCLB)/Highly Qualified	Elizabeth Davis/Sue DesJardins	**3110/3120**
Registry of Educational Personnel (REP)	Wendy Andridge	**3044**
Retirement Information/Consultations – Teachers/Administrators	Elizabeth Davis	**3110**
Retirement Information/Consultations – Support Staff	Sue DesJardins	**3120**
Substitute Paraeducators/Secretaries	Debbie Fox	**3116**
Supplemental Salaries & Degree Adjustments	Kristine Davis	**3118**
Tax Deferred Service Purchase Program:		
- General Program Information	Elizabeth Davis/Sue DesJardins	**3110/3120**
- Purchase of Service Credit	Payroll – Debbie Corby	**3113**
Tax Sheltered Annuities (TSA)	Payroll – Jane Griffin	**3115**
Teacher Certificate Renewals	Kristine Davis	**3118**
Unemployment Compensation	Susan DesJardins	**3120**
Union Contracts	**See list below ***	
Work Schedules & Calendars	Kristine Davis	**3118**
Worker's Compensation	Mike Emerson	**3112**
EMPLOYEE GROUP CONTACTS: INCLUDING PAYROLL & CONTRACT CLARIFICATION		
Administrators	HR Elizabeth Davis **3110**	Payroll Debbie Corby **3113**
Athletics/Coaches	HR Elizabeth Davis **3110**	Payroll Jane Griffith **3115**
Caregivers/Children's Programs	HR Susan DesJardins **3120**	Payroll Lynne Ferden **3114**
Community Education	HR Susan DesJardins **3120**	Payroll Lynne Ferden **3114**
Custodial/Maintenance/Grounds & Transportation	HR Elizabeth Davis **3110**	Payroll Lynne Ferden **3114**
Secretaries	HR Susan DesJardins **3120**	Payroll Lynne Ferden **3114**
Paraeducators	HR Susan DesJardins **3120**	Payroll Jane Griffith **3115**
Technicians/Technician Assistants	HR Susan DesJardin **3120**	Payroll Lynne Ferden **3114**
Teachers	HR Elizabeth Davis **3110**	Payroll Debbie Corby **3113**

REVSIED 12/01/11

WEBSITE/HELP LINES

AESOP (Substitute Placement System)	www.aesoponline.com
	1-800-942-3767
AFSCME Council 25	www.miafscme.org
	1-586-582-8000
KALPA (Professional Development Manager)	www.kalpapdms.com
Michigan Education Association	www.mea.org
	1-800-292-1934
Michigan Department of Education	www.michigan.gov/mde
Office of Professional Preparation Services	www.michigan.gov/teachercert
(Teaching Certificates)	1-517-373-3310
Office of Retirement Services	www.michigan.gov/ors
	1-800-381-5111
PESG/Professional Educational Services Group	www.subpass.com
PESG – Help Lines	1-866-782-7277 / 1-810-743-4146