

# NEWS FROM HUMAN RESOURCES, PAYROLL, & BENEFITS

SEPTEMBER 2015

## Important Dates

### Leave of Absence Workshop

Attend on Tuesday, October 20th  
3:45 p.m. @ District Office  
RSVP: Ostrowicki.dee@cusd80.com

### AZ Certification Information Open House

Attend on Thursday, October 22nd  
2:30 to 4:30 @ District Office

### Employee Fingerprint Session

By appointment only. To renew a Fingerprint Clearance Card, please contact Elizabeth Barker at 812-7668 to schedule your appointment. Teachers renewing fingerprint card will need a money order for \$67. Community Ed employees contact Angie Larsen 224-3907

### Payroll Dates

12/10/15– PFP Payment

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## HUMAN RESOURCES

### Comp Time Payoff

Employees who physically work over 40 hours per week may be credited with comp time in lieu of overtime payment. Based upon the needs of the department/site, supervisors have the option to require overtime payment instead of granting a comp time request. Comp time is credited to an hourly employee to be used at a future date as paid leave. In all cases, comp time should be used in the same fiscal year. Comp time is available only to 40 hour per week employees. Employees should not work over their approved hours per week without supervisor approval. Like overtime, comp time is earned at time and one-half when hourly employees physically work over 40 hours per workweek. Employee comp time balances as reported on employee payroll checks includes any overtime (time and one-half) calculation.

Comp time in excess of 24 hours will be paid on November 12<sup>th</sup> and charged to the schools overtime budget. **Employees should work with their supervisor to use excess comp time prior to October 9th.**

## **Certified Teachers**

We are updating our system on expiration dates for teaching certificates. Please go into Employee Online and verify that your expiration date is the same as the one on your certificate. If you do not have access to your certificate, you can use the teacher portal on Arizona Department of Education to verify. <http://www.azed.gov/educator-certification/publicportal/>

If the dates match, do nothing. If your expiration date is different than the one in Employee Online, please email Elizabeth Barker at [barker.elizabeth@cusd80.com](mailto:barker.elizabeth@cusd80.com) and let her know the correct date. Thank you for assisting us in getting all the dates verified.

## **Formative Assessment Insights FAQ**

In addition to the [FAQ compiled by WestEd](#), here are additional questions that have been asked by CUSD course participants regarding the Formative Assessment Insights course.

### **The course syllabus mentions a "1500 word paper reflection" ... is this a course requirement?**

Only those seeking course credit from a university need to write a paper.

### **Do I have the option to move through the course at a faster pace than the suggested timeline?**

No. All participants must move through the course at the pace of the timeline.

### **What is the homework for the course?**

The homework for the course may involve reading, but will mainly focus on implementation in the classroom. Participants will be asked to implement what they are learning with their students, as well as participate in online discussions with colleagues.

### **Will my comments be published as the property of WestEd without teacher permission?**

No, teacher comments will only be published in WestEd materials with permission from the teacher.

### **Is there any special software I need to participate in the course?**

As long as you have access to a computer with Internet access and an up-to-date web browser like [Internet Explorer](#), [Firefox](#), or [Chrome](#), you will be able to participate in the course, though you may also need to update some browser plug-ins like [Adobe Flash](#). There are also [mobile apps](#) that will allow you to participate in many course activities using your smartphone (you can also [read more details on which web browsers are supported](#) for the online learning environment used in this course).

### **What is the format of the web events? Will they be interactive?**

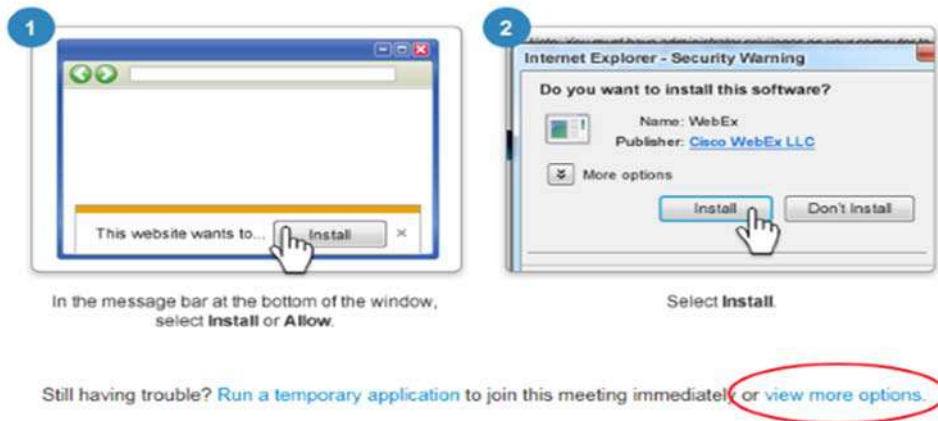
Due to the size of the class (around 3,000 participants), webinars will be transmitted in a one way fashion with a limited chat option for participants.

### **Is there any special software I need to have to attend the web event?**

The web events are generally attended using an up-to-date web browser like [Internet Explorer](#), [Firefox](#), or [Chrome](#). Sometimes additional plug-ins may be needed, so it is best to prepare ahead of time to make sure your device is able to access the web events. It is **strongly recommended** that course participants [participate in a "test" event](#) to make sure they are able to successfully join a web event. If they are not able to successfully connect to the test event, participants may wish to [review the technical requirements](#) and address them as needed (a [CSR](#) will need to be submitted for CUSD computers that do not meet the requirements).

Users may get to the following screen and then get "stuck" when trying to attend a web event:

# Install Cisco WebEx Meetings



If this occurs, please try the **view more options** link highlighted above to see if other options may work on your device. If all options fail, you will need to update your browser (or other software) to meet the [technical requirements](#) for the web events, or [submit a CSR](#). If you are able to connect to the web event but do not have audio, you may use your phone to call in for the audio (the number is toll free).

## Will my computer need to have a camera and/or microphone to participate in the web events?

No, cameras and microphones will not be required.

## How long will each web event be? When will they be scheduled?

The web events are scheduled to be one hour long, and are scheduled from 3:30 - 4:30 pm on:

- Tuesday, September 29, 2015
- Wednesday, November 18, 2015
- Tuesday, February 16, 2016

## My teaching/coaching schedule conflicts with the web event schedule. Will the web events be available on demand if I am not able to participate live?

All webinars will be recorded and archived on the website, so teachers who cannot attend them in real-time can watch them at a later date.

## Module 1 takes place over fall intersession. Can I work on the course if I am out of town?

As long as you have access to a computer with Internet access, you will be able to participate in the course. There are even [mobile apps](#) that will allow you to participate in many course activities using your smartphone (you can also [read more details on which web browsers are supported](#) for the online learning environment used in this course).

Please note that Module 1 is scheduled from September 21 through October 18, while fall intersession is scheduled from September 28 through October 9, so there is time available to work on the course before and after intersession.

## Can you clarify how formative assessment related to Marzano's learning goals?

While Robert Marzano speaks to [learning goals](#), the focus of formative assessments is on **learning targets**.

## Can I work with colleagues at my own site, in my own department, etc.?

Course participants will be required to join a team (6-8 teachers per team) to share experiences as well as give and receive feedback on their respective formative assessment implementations. Groups of educators enrolling in the course may join a team together; individuals without a team will be assigned. Other voluntary or self-created groups will be possible for sharing and networking. Example groups include grade level, subject area, school-wide, district-wide, regional or state groups.

## How much will my salary increase by taking the course? When will the increase take effect?

Upon completion of this course, certified staff may request a base salary increase of \$240 (\$80 per semester hour) annually. Requests should be submitted according to the normal timelines. Any class completed between January 1 and December 31, 2016, should be submitted for a pay increase by February 15, 2017. Base salary increases will be included in your 2017-2018 contract.

## **EXCEL CLASSES**

Heather Caviar will be teaching the following Excel Classes at the IRC. Please register in My Learning Plan if you would like to attend.

Excel Intermediate 9/17/15 8:30-10 am  
Excel Mail Merge 10/20/15 2-3:30 pm and 10/27/15 9-10:30 am  
Excel Basic 11/10/15 9-10:30 am  
Excel Basic 11/17/15 2:30-4 pm  
Excel Intermediate 11/19/15 1-2:30 pm

## **CUSD Trivia**

How is a school district total budget determined?

Take the number of students times the State support per student. Add to that total the number of miles we transport students times the State support per mile. The total equals what a district is allowed to spend. The district can add 10% to 15% if they have an override.

# **BENEFITS**

## **Leave of Absence Workshops**

This workshop is provided for employees who wish to take a short leave of absence due to medical/maternity. Representatives from Benefits and Payroll will cover the steps needed to request a leave of absence, sick leave usage policy, short term disability, impact on contract, and documentation needed upon return. The next workshop will be Tuesday, October 20th, at 3:45 p.m. at the District Office. **RSVP to [Ostrowicki.dee@cusd80.com](mailto:Ostrowicki.dee@cusd80.com).**

## **Wellness Incentive**

CUSD is excited to announce the opportunity for employees to earn a \$200.00 wellness incentive. You may view the official wellness incentive guidelines on our district website at [www.cusd80.com/WellnessIncentiveProgram](http://www.cusd80.com/WellnessIncentiveProgram). Don't forget to join us at the Wellness Expo on Tuesday, October 13th. Many activities at the Wellness Expo will satisfy your wellness incentive requirements.

## **Wellness EXPO—Support Staff Not Scheduled to Work**

Support Staff not scheduled to work are encouraged to participate in the Wellness Expo. They are eligible to receive up to two hours of pay to attend the Expo. Support Staff employees that attend the Expo will be required to clock-in to WorkForce. Computer Stations will be available in the cafeteria. Employees scheduled to work must not exceed normal work hours.

### **Care 24 - *"Anytime, any Reason"***

#### **Call 888-887-4114 for employee assistance**

As a CUSD employee enrolled in a district insurance plan, CARE 24 gives you access to professionals who will support you in treatment decisions, health coaching and emotional concerns at no cost to the employee. In addition, eligible employees may receive counsel from experienced professionals for legal and financial decisions.



# ***Wellness Matters Expo***

## ***Chandler Unified School District 6<sup>th</sup> Annual Wellness Expo***

### **SAVE THE DATE!**

Tuesday, October 13<sup>th</sup>

8:30 am – 2 pm

Chandler High School

This event is for all CUSD Employees.

# **Food**

## **Vendor Exhibits**

## **Cooking Demonstrations**

## **Fun Educational Classes**

Registration for classes through My Learning Plan  
will open on Friday, September 18th.

# Wellness Expo Class Schedule

## NUTRITION & COOKING (6)

### Eating on the go with Diabetes

Come to this session for tips, tricks and recipes for eating on the go while managing your diabetes.

**Amy Lugibihl, Utah State Dietetic Intern-CUSD**

8:45 am and 12:40 pm  
Room 511—Capacity 30

### Nutrition Made Easy

In this session we will cover the basics of nutrition, types of diets, tips for grocery shopping and meal planning. Nutrition has never been this easy!

**Cassie Kettenhoven, Iowa State Dietetic Intern-CUSD**

10:00 am and 12:10 pm  
Room 501 & 502—Capacity 30

### Flavors of Autumn Cooking Class

Whether you're an expert chef or just like to dabble with cooking, Sheila Selvera and Chef Kate Lacy will highlight unique autumn flavors in this cooking class. Feel confident going into the holidays with tips to help you feel like a true master chef!

**Sheila Selvera and Chef Kate Lacy**

9:00 am, 10:30 am, and 12:40 pm  
Room 519—Capacity 30

### Family Fun with Delicious Dips!

Learn how to make fun and healthy snacks by preparing tasty dips from scratch. First we make yogurt ranch dip and hummus bean dip, my top two favorite dips for vegetables. We follow up with an amazing dip for fruit, my ultimate fall favorite, healthy pumpkin pie dip. This is a healthy cooking class your whole family will love. All recipes will be provided with free samples. Yum!

**Juliana Davies, Program Coordinator, Maricopa County Cooperative Extension**

8:45, 10:15 am and 12:10pm  
Room 522—Capacity 30

### Healthy Food on a Budget

What's your biggest challenge around food—eating healthy or buying healthy food that's affordable? We frequently get caught in the belief that making healthy food choices exacts a hefty cost on our budget. This program will offer tips for finding the food that's best for us at a price we can afford to pay. The program also includes a couple of affordable, healthy recipes.

**UHC**

8:45 am and 11:10 am  
Room 513—Capacity 30

### Natural Energy Boosters

Here's an opportunity to look at strategies to increase your energy and perk up your life. Participants will gain useful and accurate information regarding healthy eating practices. And, they'll learn which snacks to reach for when a boost is needed.

**UHC**

8:45 am and 12:30 pm  
Room 514—Capacity 30

## WELLNESS (7)

### Learn How to Establish Margins in Your Life and Eliminate Stress

Are you overwhelmed with activity, information, and life's demands? Participants will walk out the door with strategies to create "margins" in their lives to restore balance.

**Leanna Farmer**

8:45 am and 12:40 pm  
Room 503—Capacity 30

### Yoga

A method by which awareness and tranquility are attained, a course of related exercises and postures designed to promote physical and spiritual wellbeing.

**Sandy Thornton**

8:30 am and 9:45 am  
Room—Foyer of Payne Gym—Capacity 22

### Generations at Work

The dynamics of today's work force are changing rapidly. The old rules and structures are disappearing or being redefined. It's possible for workplaces to have 4 generations on the same work team sharing the same space. Each generation brings their own values, rules and styles, which sometimes can leave conflict and unproductive competition in its wake. Understand how each generation approaches work differently, explore the values that drive each generation, determine strengths of each generation and develop techniques for creating harmonious work teams.

**Sandy Cooper, Asst. Superintendent for HR**

12:45 pm  
Room 502—Capacity 30

### Say No to Stress

Yes, it's true that we need some stress in our lives to keep ourselves safe and alert; it's also true that too much stress is the root of many illnesses and diseases and might carry you on a path towards self-destruction. How do you know if you've crossed the line and your stress level is outside the boundary of "healthy" stress? If you are tired of being tired, have lost your focus, your energy, your health; if you aren't sleeping or you're sleeping every chance you can, if you are finding it more difficult to "put on a happy face" you might have crossed the line.

**Joan Marlow, Life & Wellness Coach**

9:00 am and 11:00 am  
Room 502—Capacity 30

### First Aid & CPR Certification 3 hours

Participants learn to recognize and care for a variety of first aid emergencies, such as burn, cuts and scrapes, sudden illnesses, head, neck and back injuries, and heat and cold emergencies as well as how to perform CPR and care for breathing and cardiac emergencies in adults and children. Participants will earn a 2 year certification.

**Jerry Goodman**

8:45—11:45 am.  
Room 505—Capacity 18

### Line Dancing

Come join us for a beginner line dancing class taught by Theresa Self and Donna Nigh.

8:30 am and 10:30 am  
Room—Fitness Center—Capacity 30

### The Dragon Doesn't Live Here Anymore!

Each of us has certain "dragons" in our lives that we need to chase away in order to live a life unencumbered by stress. This workshop identifies the three stages of stress and proceeds to outline the positive ways that we can learn to face and to control the stressors so that they might work for us rather than against. Often humorously, but also very directly, participants will learn to say, "The Dragon Doesn't Live Here Anymore!"

**Autumn Cheyenne, UCH**

10:00 am and 12:10 pm  
Room 503 & 510—Capacity 30

## FAMILY & PROFESSIONAL RELATIONSHIPS (7)

### Managing Multiple Priorities at Work

The goal of this seminar is to give you some tools for making decisions about managing multiple priorities whether they're another person's priorities or your own. We'll discuss the challenge of managing multiple priorities at work and learn new approaches for managing these multiple priorities.

**UHC**

10:00 am and 12:10 pm  
Room 605—Capacity 30

### Dealing with Negativity in the Workplace

This program is a must for all employees. Participants will learn how to identify the ways negativity surfaces in the workplace and recognize the relationship of workplace change to negative behavior and interaction. Time will be spent helping participants identify ways to stay focused, productive and positive.

**UHC**

8:45 am and 12:10 pm  
Room 602—Capacity 30



### Children and Divorce

This class will discuss many issues affecting children and divorce, including how to tell your children, reassuring them, and how to deal with self-blame. We'll look at their basic needs at this time, how to achieve continuity while living in multiple homes and helping children communicate.

#### **UHC**

10:00 am and 12:10 pm  
Room 602 and 606—Capacity 30

### Parenting your Teen: Managing Conflict & Problem Solving

Conflict between parents and teenagers is a fact of life. In this seminar, parents explore ways to help their teenager resolve conflicts and establish guidelines for acceptable behavior. The goal is for your teen to become a mature young adult who is capable of making good decisions independently in order to manage his/her life in appropriate autonomous ways.

#### **UHC**

10:00 am and 12:40pm  
Room 511 & 607—Capacity 30

### Dealing with Grief & Loss

Loss is a constant in life. Employees are often left alone to deal with loss, feeling isolated and unsupported in the work environment. The predominant unspoken message is, "you should be over this by now." This seminar will look at various types of loss, identify what co-workers can expect after a loss, explore the grief process and provide guidelines for appropriate support.

#### **UHC**

8:45 am and 12:30 pm  
Room 606 & 513—Capacity 30

### Navigating Eldercare Resources

Navigating through the maze of eldercare options can be confusing and overwhelming. This seminar will help clarify the process and give the caregiver some tools to use for gathering resources.

#### **UHC**

10:00 am  
Room 722—Capacity 30

### Successful Caregiving—Seeing the Forest When You are Stuck in the Trees

Success as a caregiver comes as much from a certain mindset as it does from effective techniques. Emotions such as frustration, anger, embarrassment, exhaustion and guilt are the most common demons that caregivers struggle with on an on-going basis, especially when you are caring for a parent. We will share 11 strategies that will help you to establish appropriate boundaries, set manageable goals, find appropriate focus for your unique situation and direct you to meaningful and pertinent strategies for success.

#### **Elaine Poke-Yount, visiting Angels**

9:55 am and 12:45 pm  
Room 601—Capacity 30

## FINANCIAL MANAGEMENT (12)

### Tax Strategies

This workshop addresses basic tax planning information to help individuals plan in a tax efficient manner. It includes information on record keeping, tax law changes, state and local taxes, tax credits and tax-deferred programs.

#### **MetLife**

9:55 am and 12:45 pm  
Room 718—Capacity 30

### Estate Planning

Employees will learn about establishing and prioritizing goals, the impact of federal estate taxes, setting up will and trusts, and other strategies.

#### **MetLife**

8:45 am and 11:10 am  
Room 722—Capacity 30

### Understanding Social Security

Employees will learn about the advantages of delaying social security and the effect of earned income and taxation on these benefits.

#### **MetLife**

8:45 am and 11:10 am  
Room 718—Capacity 30

### Get Retirement Ready

Prepares individuals for the decisions they need to make as they approach retirement, including sources of retirement income, employer distribution options, lump sum vs. rollover, health insurance options and relocation decisions.

#### **Met Life**

9:55 am and 12:45 pm  
Room 723—Capacity 30

### Retirement 101

Thinking about retirement? Learn how to plan and prepare for retirement, explore the issues you should consider prior to retirement so you can have a successful retirement.

#### **Dana Artzer**

9:00 am and 11:10 am  
Room 804—Capacity 30

### Retirement by Design

Discusses the need to define retirement goals, determine savings needed to reach those goals (using the rule of 25) and how to use the power of 3 (time/money/return) to reach those goals.

#### **Edward Jones**

8:45 am and 11:10 am  
Room 802—Capacity 30

### Smart Money Moves in your 20's and 30's

For employees who are just out of school to those who are ten or more years into their career. This workshop offers ten relevant tips from creating a budget to establishing an emergency fund to making the most of their retirement savings.

#### **MetLife**

9:55 am and 12:45 pm  
Room 607 & 722—Capacity 30

### College Tuition: Understanding Financial Aid

Financial aid is an umbrella term that includes many different types of grants, loans and other assistance to pay tuition. This seminar helps parents understand the college financial aid process, which can make a high tuition college more affordable than you imagined. Participants learn how to apply as well as how to understand what the financial aid package means to the financial life of you and your child.

#### **UHC**

10:00 am  
Room 802—Capacity 30

### Student Loan Forgiveness

This class is an overview of the federal student loan forgiveness programs including Public Service Loan Forgiveness and the Title I Loan Forgiveness programs.

#### **AXA**

8:45 am and 12:45 pm  
Room 801—Capacity 30

### IRA/Roth

This class will be a discussion on the different retirement savings plans available outside of the ASRS pension and their taxable advantages.

#### **AXA**

10:15 am  
Room 801—Capacity 30

### Car Insurance 101

Employees will receive an introduction to Auto Insurance, Understanding your Declaration Page and Core Coverages (Liability, collision, and other than collision. You will also explore additional optional coverages that you want to know before an accident and Policy Discounts.

#### **Liberty Mutual**

9:55 am and 12:45 pm  
Room 711—Capacity 30

### Homeowners Insurance 101

Employees will receive an introduction to Home Insurance. Understanding core coverages (dwelling, other structures, personal property, etc.), explore additional, optional coverages that you want to know before you have a claim. Policy discounts.

#### **Liberty Mutual**

8:45 am and 11:10 am  
Room 711—Capacity 30



**Chandler Unified School District**  
**October 13, 2015**  
**7:00am-4:00pm**  
**Chandler HS, 350 N Arizona Ave**

**To schedule an appointment please call: 480-967-3767 or 1-800-285-0272**

- ✓ Medicare patients welcome
- ✓ Most major insurance carriers are accepted, AETNA, BCBS, CIGNA, Health Net, United HealthCare and many more
- ✓ Non-insured patients pay \$167.00
- ✓ Full field digital Mammography and CAD computerized reading
- ✓ We are able to accommodate breast implant patients

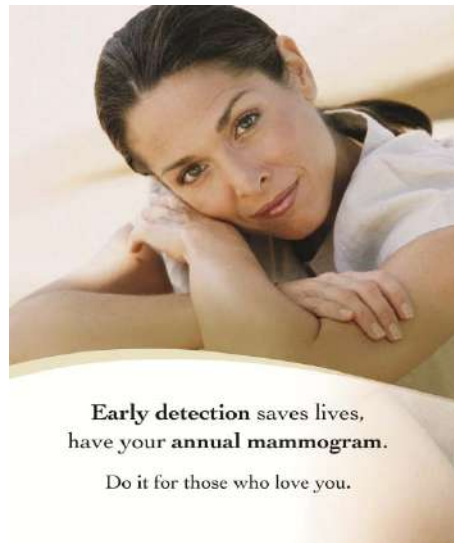
We will verify your insurance benefits and inform you if there are any charges that you will be responsible for.

Patients under the age of 30 must provide a Doctor's referral.

**Please bring the following information:**  
**Insurance Card**  
**Doctor's name and address**  
**Location of prior mammogram films**

**Recommended Baseline Age:**  
**35-40**

**Recommended Annual Age:**  
**40 and over if you are at average risk**



***15 minutes can save your life !***



# DIABETES Prevention & Control SCREENING

**Date:** Tuesday, October 13, 2015

**Time:** 8:30AM-2:00PM

**Location:** CHS Cafeteria  
350 N. Arizona Avenue  
Chandler, AZ

<http://testing.uswappointment.com/>

[Call to Register: 1.888.926.6099 X: 326](tel:18889266099)



\*For employees covered under an eligible United Healthcare benefit plan only. Please bring your health plan ID card to the screening event and allow approximately 15 minutes for your appointment.



**United Blood Services**  
Find the hero in you.

United Blood Services will be available at our CUSD Wellness Expo. To schedule an appointment, please go to [www.bloodhero.com](http://www.bloodhero.com).

**Sponsor:** Chandler Unified School District

**Location:** Chandler High School

**Date:** October 13, 2015

**Appointments Available:** 9:00 AM - 1:45 PM

Donors will be required to complete an online Health History the same day.

Give blood three times a year Give blood three times a year  
Give blood three times a year Give blood three times a year Give blood three times  
Give blood three times a year Give blood three times a year

# WHO TO CALL IN HUMAN RESOURCES, BENEFITS AND PAYROLL

*To help us answer your questions, the first point of contact is outlined below. Please direct your initial email or phone call to a single person to ensure a timely response.  
You may carbon copy others for information only.*

<b>Sandy Cooper</b> <b>Assistant Superintendent of Human Resources</b>		
Certified and Support Staff Performance Evaluations, Employee Relations, Policies, Legal Questions		
Veronica King Administrative Assistant	812-7624	Employment References, Loan Forgiveness Forms, Newsletter, Phased Retirement, Unemployment
Theresa Self District Wide Receptionist	812-7000	Mortgage Verifications

<b>Jeff Filloon</b> <b>Director of Human Resources</b>		
Administration of HR-Payroll-Benefits Operations, Americans with Disabilities Act Employee Accommodation		
Rosemary Palma Administrative Assistant	812-7640	General Leave Exceptions, Medical Leave Donation, Perm Sub Custodian, Student Teachers
<b>PRE-EMPLOYMENT AND RECRUITMENT- CERTIFIED AND SUPPORT STAFF</b>		
Kathleen Jett Employment/Recruitment Coordinator	812-7623	Selection and Processing New Employees, Job Descriptions, Volunteers <u>Certified:</u> Job Postings, New Employee Orientations <u>Support Staff:</u> Transfer Requests
Patricia Rosell Human Resource Generalist	812-7622	<u>Support Staff:</u> Job Postings, Employment, Orientations, Badges
Elizabeth Barker Human Resource Assistant	812-7668	<u>Certified:</u> Certificate Renewals, Transfer Requests, Highly Qualified, Fingerprint, Badges
Gayle Rafferty Human Resources Generalist	812-7664	Professional Growth For Salary Increase
Keri Connolly, Substitute / Absence Coordinator	812-7625	Absence Reporting, Substitute Coverage
<b>BENEFITS</b>		
Dee Ostrowicki Employee Benefit Coordinator	812-7036	Family & Medical Leave, Health & Voluntary Insurance, Flex, Health Savings, Short and Long Term Disability, Retirement, Life Insurance, Care 24 (Employee Assistance)
<b>HUMAN RESOURCES AND PAYROLL OPERATIONS</b>		
Verines Cummings HR and Payroll Operations Manager	812-7626	Salary Rates, Additional Compensation, Reports, Salary Schedules, Summer School, Support Staff Allocation
Tammy Kleck Payroll Coordinator	812-7614	Administrator Payroll, 403B's/457's

**HUMAN RESOURCE AND PAYROLL TEAMS BY SITE** – Specialists from Human Resources and Payroll work together to provide quality customer service for each employee. Day to day, the HR/Payroll team is the employees’ first contact.

Questions for HR:	Questions for Payroll:
Employee Work Calendars Contracts/Reasonable Assurance Pay Rates Resignation Letters	Name Change Direct Deposit Pay Check Timesheet Request for Leave of Absence Form Workforce Timekeeping

Tammy Aiono , HR Tech Ann Angell, Payroll Tech	812-7648 812-7677	Humphrey, Independence, Liberty, Frye, Hull, Patterson, Riggs, San Marcos, Sanborn, Weinberg, WJHS, CHS, Support Services, Warehouse
Kristina Eckenboy, HR Tech Christine Bassett, Payroll Tech	812-7639 812-7679	Conley, Goodman, Hartford, Jacobson, Knox, Navarrete, Ryan, Shumway, AJHS, SJHS, PHS, Beyond the Bell, Lil’ Explorers, Community Ed
Pam Lundbohm, HR Tech Annette Bennett, Payroll Tech	812-7665 812-7682	Basha, Chandler Early College, Freedom, Fulton, Galveston, Hill, ICAN, Santan, Tarwater, BJHS, BHS, CCHS, Chandler TV, DO, Transportation
Kimberly Montoya, HR Tech Sheila Wentz, Payroll Tech	812-7638 812-7678	Andersen, Auxier, Bologna, Carlson, EPA, Haley, Hancock, ACP Erie, ACP Oakland, PJHS, Online Academy, HHS, Care Center, IRC, Nutrition & Food Services
Yvette Ardans, Payroll Tech	812-7606	Substitute Employment Payroll
<b>Payroll/Benefit Compliance</b>		
Heather Caviar Payroll Compliance Specialist	812-7675	Benefit Deductions
Maricela Garcia Payroll/Benefit Assistant	812-7605	

### EMPLOYEE ONLINE

Access your employee information securely through Employee Online (Staff Resources & Links):

Access your Check Stubs Change Direct Deposit Change your Address Get a copy of your Contract	See your Health Insurance Selections Check your Leave Balances Access W2s for the past three years Change W4 and A4 Forms
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### CARE 24

**“Anytime, any Reason” Call 888-887-4114 for employee assistance**

As a CUSD employee enrolled in a district insurance plan, CARE 24 gives you access to professionals who will support you in treatment decisions, health coaching and emotional concerns at no cost to the employee. In addition, eligible employees may receive counsel from experienced professionals for legal and financial decisions.

# October

	Mon	Tue	Wed	Thu	Fri
				1 All hourly time Workforce software due (Workforce and timesheets) <b>Pay Day</b>	2
5		6	7 Hourly pay week ends	8 All hourly time Workforce software due	9
12 <b>No General Leave</b>	13 <b>Wellness Expo CHS 8:30 am-2:00 pm</b>	14 Hourly pay week ends	15 All hourly time Workforce software due (Workforce and timesheets) <b>Pay Day</b>	16	
19	20 <b>Leave of Absence Workshop 3:45 pm District Office</b>	21 Hourly pay week ends	22 All hourly time Workforce software due  <b>Certification Open House 2:30-4:30 p.m. District Office</b>	23	
26	27	28 Hourly pay week ends	29 All hourly time Workforce software due (Workforce and timesheets) <b>Pay Day</b>	30	

