

# Human Resources Index Reference Guide

Subject	Contact
<a href="#">401 K</a>	Joyce De La Rosa ext. 28038 & Domenica Ortega ext. 28073
<a href="#">403B</a>	Joyce De La Rosa ext. 28038 & Domenica Ortega ext. 28073
<a href="#">457</a>	Joyce De La Rosa ext. 28038 & Domenica Ortega ext. 28073
<a href="#">Absence Reporting in AESOP</a>	Eula Campbell ext. 28029 & Lucy Compean ext. 28033
<b>Address/Phone number Changes</b> <a href="#">Oracle Self-Service</a>	Daisy Leday ext. 28032
<b>Agreement for Services:</b> Online Form Available July 1, 2010 <a href="#">Agreement for Services</a>	Debbie DeVries ext. 28040 Giovanni Quintana ext. 28039 Rachael Roalofs ext. 29023 Diane Simmons ext. 28066
<a href="#">Application Assistance (Employment)</a> <ul style="list-style-type: none"> <li>• Licensed</li> <li>• Classified</li> </ul>	Lucy Compean ext. 28033 Gail Smith ext. 28016
<b>APS District Photo IDs</b> at ESC- 4 (7:30am–4:30pm)	John Hogan ext. 29021 & Helen Mitchell ext. 28030
<b>Benefits</b> <ul style="list-style-type: none"> <li>• <a href="#">Dental</a></li> <li>• <a href="#">Health</a></li> <li>• <a href="#">Life</a></li> <li>• <a href="#">Long-term Disability</a></li> <li>• <a href="#">Medical Flex Plan</a></li> <li>• <a href="#">Dependent Care</a></li> <li>• <a href="#">New Employee Orientation</a></li> </ul>	Joyce De La Rosa ext. 28038 & Domenica Ortega ext. 28073
<a href="#">Board of Education (BOE)</a>	Tonia Norman ext. 28988
<a href="#">Budget Codes (Budget office)</a>	Amy Smith ext. 28917 Stan Rodriguez ext. 28918
<a href="#">Change of Assignment/Hours Forms</a> (For Site Secretaries Only) <ul style="list-style-type: none"> <li>• Licensed Change Forms</li> <li>• Classified Change Forms</li> </ul>	John Hogan ext. 29021 & Helen Mitchell ext. 28030 Kim Miller (elementary) ext. 28017& Carol Cottle (secondary) ext. 28028

# Human Resources Index Reference Guide

Subject	Contact
<a href="#">Classified Employee Council (CEC)</a>	Kimberly Ausman 303-326-2447
<a href="#">Classified Professional Development (CPD)</a>	Carolyn Lamb ext. 28053
<a href="#">Classified Professional Development Library</a>	Carolyn Lamb ext. 28053
<b>Club Sponsor Pay (Appendix C)</b>	Giovanni Quintana ext. 28039
<a href="#">Coaches</a> ( <i>Athletic/Activities</i> )	Karen Dietz ext. 28037
<b>Coaching Pay (Appendix B – Athletics)</b>	Diane Simmons ext. 28066
<b>COBRA</b>	Joyce De La Rosa ext. 28038 & Domenica Ortega ext. 28073
<b>Compensation Office (HR Payroll)</b>	Daisy Leday ext. 28032
<b>Contract Hours (HR Compensation Office)</b> <ul style="list-style-type: none"> <li>• Leave Hours</li> <li>• Classified Employees</li> </ul>	Daisy Leday ext. 28032 Giovanni Quintana ext. 28039 & Debbie Devries ext. 28040
<b>Contract Letters</b>	Classified Employees - Kim Miller ext. 28017 & Carol Cottle ext. 28028 Licensed Employees – Daisy Leday ext. 28032
<b>Department Chair Pay</b>	Giovanni Quintana ext. 28039
<a href="#">Direct Deposit (Payroll Finance)</a> <ul style="list-style-type: none"> <li>• <a href="#">Direct Deposit Form</a></li> </ul>	Joni Boyle ext. 28957
<a href="#">District Directory</a>	Briseida Hernandez Mendoza ext. 28000
<a href="#">Employee Assistance Program (EAP)</a>	Joyce De La Rosa ext. 28038 & Domenica Ortega ext. 28073
<b>Employee Services</b>	John Hogan ext. 29021 & Helen Mitchell ext. 28030
<b>Employment</b> <ul style="list-style-type: none"> <li>• Licensed</li> <li>• Classified</li> </ul>	Christine Neil (Elementary) ext. 28035 & Karen Dietz (Secondary) ext. 28037 Kim Miller (Elementary) ext. 28017 & Carol Cottle (Secondary) ext. 28028

# Human Resources Index Reference Guide

Subject	Contact
<b>Evaluations (completed only)</b> <ul style="list-style-type: none"> <li>• Licensed Evaluations</li> <li>• Classified Evaluations</li> </ul>	Return to: John Hogan ext. 29021 & Helen Mitchell ext. 28030 Return to: Gail Smith ext. 28016
<a href="#">Help Desk</a>	ext. 28203
<a href="#">HR Newsletter</a>	Katrina Smith ext. 28011
<a href="#">Insurance (Health, Dental &amp; Life)</a>	Joyce De La Rosa ext. 28038 & Domenica Ortega ext. 28073
<a href="#">Job Descriptions</a>	Katrina Smith ext. 28011
<b>Leave of Absence</b>	Patty Shaw ext. 28072
<b>Letter of Intent</b> <ul style="list-style-type: none"> <li>• Licensed Letter of Intent</li> <li>• Classified Letter of Intent</li> </ul>	John Hogan ext. 29021 & Helen Mitchell ext. 28030 Kim Miller (Elementary) ext. 28017 & Carol Cottle (Secondary) ext. 28028
<b>Name Change</b>	Daisy Leday ext. 28032
<a href="#">NCLB (No Child Left Behind) for Classified Employees</a>	Carolyn Lamb ext. 28053
<a href="#">New Employee Orientation</a>	Joyce De La Rosa ext. 28038 & Domenica Ortega ext. 28073
<b>Open Enrollment (Benefits)</b>	Joyce De La Rosa ext. 28038 & Domenica Ortega ext. 28073
<b>Oracle – HR Functions</b>	Carl Walker ext. 28062 & Barb Huber ext. 28031
<a href="#">Payroll/Paychecks</a> - Finance <ul style="list-style-type: none"> <li>• Payroll Finance (<i>W-4, Substitute Pay, Direct Deposit</i>)</li> <li>• Statement of Earnings (<i>Pay Stubs</i>)</li> </ul>	Nan Hemme ext. 28959
<b>Payroll/Compensation – Human Resources</b> <ul style="list-style-type: none"> <li>• HR Compensation (<i>Salary Advancement, <a href="#">Address Changes</a>, Leave without Pay, Leave Reporting</i>)</li> </ul>	Daisy Leday ext. 28032

# Human Resources Index Reference Guide

Subject	Contact
<b>PERA</b> <ul style="list-style-type: none"> <li>• <a href="#">New Employees</a></li> <li>• <a href="#">Salary Certification Retirement form</a></li> <li>• Request for Refund</li> <li>• Years of Service and/or Retirement (Contact PERA)</li> </ul>	Domenica Ortega ext. 28073 & Joyce De La Rosa ext. 28038 Domenica Ortega ext. 28073 & Joyce De La Rosa ext. 28038 Joni Boyle ext. 28957 PERA Website: <a href="http://www.copera.org/">http://www.copera.org/</a> ; Phone: 303-832-9550
<b>Photo ID</b> ( <i>Employee Services, ESC 4, 7:30 am – 4:30 pm</i> )	John Hogan ext. 29021 & Helen Mitchell ext. 28030
<b>Professional Development</b> <ul style="list-style-type: none"> <li>• <a href="#">Licensed (Curriculum &amp; Professional Learning Department)</a></li> <li>• <a href="#">Classified Employees</a></li> </ul>	Gloria Preciado ext. 28963 Carolyn Lamb ext. 28053
<b><a href="#">Resignation/Separation Form</a></b> (return to Tammie Hegge @ ESC-4)	Tammie Hegge ext. 28036
<b>Room Reservations</b> <ul style="list-style-type: none"> <li>• ESC - 4</li> <li>• ESC - 1</li> <li>• ESC - 2</li> <li>• Information Technology Center</li> <li>• Professional Learning and Conference Center (PLCC)</li> </ul>	Briseida Hernandez Mendoza ext. 28000 Tina Green ext. 28328 Shelia Siegert ext. 28358 Sheri Nantkes ext. 28222 Karen Yanta (Facility Rental) ext. 28366
<b>Salary Advancement</b>	Daisy Leday ext. 28032
<b>Staffing Chair Pay</b>	Giovanni Quintana ext. 28039
<b><a href="#">Substitute Office</a></b> <a href="#">Classified Substitute Jobs</a> <a href="#">Guest Teacher - Licensed Substitute Jobs</a> <a href="#">Special Education Paraeducator Substitute Jobs</a> <a href="#">Substitute Pamphlet</a> <a href="#">Substitute Complete Web Guide</a> <a href="#">Substitute Phone Guide</a> <a href="#">APS Substitute Handbook</a> <a href="#">Watch the Substitute Basic Training Video</a>	Eula Campbell ext. 28029

# Human Resources Index Reference Guide

Subject	Contact
<a href="#">Superintendent's Awards</a>	Carolyn Lamb ext. 28053
<b>TE Questions</b> <ul style="list-style-type: none"> <li>• Elementary</li> <li>• Secondary</li> </ul>	Helen Mitchell ext. 28030 John Hogan ext. 29021
<b>Teaching Certificates/Licenses</b>	John Hogan ext. 29021 & Helen Mitchell ext. 28030
<a href="#">Time Cards</a> (Oracle Self Service Time)	Site Secretary Help Desk ext. 28203
<b>Transcripts</b> <ul style="list-style-type: none"> <li>• New Employee Transcripts</li> <li>• <a href="#">Student Transcripts (Student Records Department)</a></li> <li>• Salary Advancement</li> </ul>	John Hogan ext. 29021 & Helen Mitchell ext. 28030 Sandy Dayton ext. 28050, Ruth Gonzalez ext. 28052 & JoNell Pinnegar ext. 28051 Daisy Leday ext. 28032
<b>Verification of Employment</b>	John Hogan ext. 29021 & Helen Mitchell ext. 28030
<b>W-2</b>	Payroll (Finance) Joni Boyle ext. 28957
<a href="#">W-4</a>	Payroll (Finance) Joni Boyle ext. 28957
<b>Website</b> <ul style="list-style-type: none"> <li>• <a href="#">District Website</a></li> <li>• <a href="#">HR Website</a></li> </ul>	Rich Blegen ext. 28439 Katrina Smith ext. 28011