

## CONTACT INFORMATION

<b>Topic of Question</b>	<b>Contact</b>	<b>Department</b>	<b>Phone/Location</b>
AESOP	Karla Michanowicz	Human Resources	715-261-0518
Change of Address	Pam Helke	Payroll	715-261-0545
Contract -Teachers and Administrators	Sharon Kaziak	Human Resources	715-261-0522
Employee Handbook	Tammy Bents Karla Michanowicz	Human Resources	715-261-0523 715-261-0518
Insurance (Health and Dental)	Pam Helke	Payroll	715-261-0545
Employee Discrimination/ Sexual Harassment	Karla Michanowicz	Human Resources	715-261-0518
Family Medical Leave	Tammy Bents	Human Resources	715-261-0523
HIPAA	Karla Michanowicz	Human Resources	715-261-0518
Leave Requests (personal or serious illness)	Tammy Bents	Human Resources	715-261-0523
Short-term/Long-term Disability Insurance	Pam Helke	Payroll	715-261-0545
Name Change	Pam Helke	Payroll Office	715-261-0545
Pay, Direct Deposit, Withholding	Pam Helke	Employee Access Payroll	WSD Website 715-261-0545
Retirement	Connie Perger Sharon Kaziak Tammy Bents	Payroll Human Resources WRS	715-261-0545 or 1-800-991-5540
SafeSchools	Karla Michanowicz	Human Resources	715-571-0518
Skyward Employee Access-Leave Questions	Tammy Bents	Human Resources	715-261-0523
Skyward Employee Access System	Randy Lewandowski	Human Resources	715-261-0519
Skyward-TrueTime	Randy Lewandowski	Human Resources	715-261-0519
Student Loan Forgiveness	Karla Michanowicz	Human Resources	715-261-0518
Substitutes	Karla Michanowicz	Human Resources	715-261-0518
Substitute Request Calendar	Karla Michanowicz	Human Resources	715-261-0518
Support Staff - Maintenance & Custodial, Administrative and Educational Support, Nutrition Services, and Municipal	Tammy Bents	Human Resources	715-261-0523
Support Staff Orientation	Tammy Bents Karla Michanowicz	Human Resources	715-261-0523 715-261-0518
Teacher Compensation	Karla Michanowicz	Human Resources	715-261-0520
Teacher Licensing	Karla Michanowicz	Human Resources or DPI (Department of Public Instruction)	715-261-0522 715-261-0518 or <a href="http://dpi.wi.gov/tepd">http://dpi.wi.gov/tepd</a>
Teacher Orientation	Karla Michanowicz	Human Resources	715-261-0518
Time Cards	Pam Helke	Payroll	715-261-0545
Time Cards - In-School Substitute Teaching	Karla Michanowicz	Human Resources	715-261-0518
Time Off Records	Tammy Bents	Employee Access Human Resources	WSD Website
Wellness Program	Karla Michanowicz	Human Resources	715-261-0518
Workers' Compensation	Report to: Nurse Hotline	Payroll Church Mutual	844-322-4662