

### WHO DO I CONTACT: HR and Payroll Requests

Topic	Contact	Other Information/Forms
Tuition Reimbursement	Dr. Michelle Colbert, Chief Human Resources Officer mcolbert@spotsylvania.k12.va.us Ashton Minor, Hourly Receptionist aminor@spotsylvania.k12.va.us	<a href="#">Information and Form</a>
Aesop/Subs	Paula Golden- Boruch, Human Resources Assistant pboruch@spotsylvania.k12.va.us	<a href="#">Substitute Information</a> *Sub candidates must submit their application <b>and</b> email results of their TB test to Mrs. Golden-Boruch in order to move forward with the substitute onboarding process.
Background Checks	Kristina Hoskins, Human Resources Analyst khoskins@spotsylvania.k12.va.us Julie Knight, Administrative Assistant jdknight@spotsylvania.k12.va.us	
Badges	Kristina Hoskins, Human Resources Assistant- Classified khoskins@spotsylvania.k12.va.us Lindsay Labossiere, Human Resources Analyst- Licensed llabossiere@spotsylvania.k12.va.us	<a href="#">Link to Request a New Badge</a>
Benefits/Insurance, FMLA, Short and Long Term Disability, Retirement/VRS	Lisa K. Smith, Benefits Specialist lksmith@spotsylvania.k12.va.us	<a href="#">Benefits Page</a> Forms for FMLA, Disability, and VRS
Employee Self Serve	IT Programmer Debra Heckman, Human Resources Assistant dheckman@spotsylvania.k12.va.us	
Employment Verification- Loans	Paula Golden- Boruch, Human Resources Assistant pboruch@spotsylvania.k12.va.us Kristina Hoskins, Human Resources Assistant- Classified khoskins@spotsylvania.k12.va.us	
Employment Verification- Years of Service or Transfer of Sick Leave	Debra Heckman, Human Resources Assistant dheckman@spotsylvania.k12.va.us	
Federal Loan Forgiveness	Licensure Specialist	

Salary Increase through Degree/Coursework	Debra Heckman, Human Resources Assistant dheckman@spotsylvania.k12.va.us	Send copy of transcript via email or interoffice mail to <a href="mailto:dheckman@spotsylvania.k12.va.us">dheckman@spotsylvania.k12.va.us</a>
Licensure	Licensure Specialist	<a href="#">Licensure Page</a>
Worker's Compensation	Vera Fox, Human Resources Assistant vfox@spotsylvania.k12.va.us	<a href="#">Process and Forms</a>
Direct Deposit	<a href="#">Employee Self Serve</a>	
Tax Forms	<a href="#">Employee Self Serve</a>	
Paycheck Questions	<a href="#">Employee Self-Serve</a> Deborah C. Clark, Payroll Manager dcclark@spotsylvania.k12.va.us	
Name/Address Changes	<a href="#">Employee Self Serve</a>	
Insurance Deductions	<a href="#">Employee Self-Serve</a> Lisa K. Smith, Benefits Specialist lksmith@spotsylvania.k12.va.us Carol Kristofik, Payroll Technician ckristofik@spotsylvania.k12.va.us	
VRS Deductions	Lisa K. Smith, Benefits Specialist lksmith@spotsylvania.k12.va.us Kelly Angelo, Payroll Technician kangelo@spotsylvania.k12.va.us	
Leave Payoffs	Deborah C. Clark, Payroll Manager dcclark@spotsylvania.k12.va.us	
Student Teaching	Ashton Minor, Hourly Receptionist aminor@spotsylvania.k12.va.us	<a href="#">Form to submit to request placement</a>