

WHO DO I CONTACT: HR and Payroll Requests

Topic	Contact	Other Information/Forms
Tuition Reimbursement	Dr. Michelle Colbert , Chief Human Resources Officer Ashton Minor , Hourly Receptionist	Information and Form
Aesop/Subs	Paula Golden- Boruch , Human Resources Assistant	Substitute Information *Sub candidates must submit their application and 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 Julie Knight , Administrative Assistant	
Badges	Kristina Hoskins , Human Resources Assistant- Classified Lindsay Labossiere , Human Resources Analyst- Licensed	Link to Request a New Badge
Benefits/Insurance, FMLA, Short and Long Term Disability, Retirement/VRS	Lisa K. Smith , Benefits Specialist	Benefits Page Forms for FMLA, Disability, and VRS
Employee Self Serve	IT Programmer Debra Heckman , Human Resources Assistant	
Employment Verification- Loans	Paula Golden- Boruch , Human Resources Assistant Kristina Hoskins , Human Resources Assistant- Classified	
Employment Verification- Years of Service or Transfer of Sick Leave	Debra Heckman , Human Resources Assistant	
Federal Loan Forgiveness	Licensure Specialist	
Salary Increase through	Debra Heckman , Human Resources Assistant	Send copy of transcript via email or interoffice mail to

Degree/Coursework		dheckman@spotysylvania.k12.va.us
Licensure	Licensure Specialist	Licensure Page
Worker's Compensation	Vera Fox , Human Resources Assistant	Process and Forms
Direct Deposit	Employee Self Serve	
Tax Forms	Employee Self Serve	
Paycheck Questions	Employee Self-Serve Deborah C. Clark , Payroll Manager	
Name/Address Changes	Employee Self Serve	
Insurance Deductions	Employee Self-Serve Lisa K. Smith , Benefits Specialist Carol Kristofik , Payroll Technician	
VRS Deductions	Lisa K. Smith , Benefits Specialist Kelly Angelo , Payroll Technician	
Leave Payoffs	Deborah C. Clark , Payroll Manager	
Student Teaching	Ashton Minor , Hourly Receptionist	Form to submit to request placement