

WHO TO CALL IN PERSONNEL....

Role	Employee	Hours	Please call with question about...
Personnel Secretary	Susan Van Dyke (658-7155) svandyke@uek12.org	8:00am-4:30pm	<ul style="list-style-type: none"> • nVision questions (i.e., benefit days, nVision changes, etc.) • Personnel File Inquiries (i.e., set up a time to view your file) • Years of Service Questions • Student Teacher/Observation questions, set-up, tracking • Personnel Board Agenda items (i.e., volunteer applications, contracts) • Specific Benefit Day contract-related questions (i.e., # of benefit days provided in future, # of bereavement days per relationship). • Need something Notarized • Questions for Jenn; set up a meeting with Jenn
Benefits Assistant	Shelli Roberts (757-2177) <i>Has voicemail</i> sroberts@uek12.org	8:00am-4:30pm	<ul style="list-style-type: none"> • All Health Insurance-related/Benefits inquiries (including Retirees) • Retirement Benefits Questions • OSHA and Workplace Safety • Dental inquiries • FLEX Plan and 403b questions • Worker's Compensation • Sick, Medical, FMLA leaves (all leave-related questions)
Personnel Assistant	Nancy Legenhausen (757-2179) nlegenha@uek12.org	8:00am-4:30pm	<ul style="list-style-type: none"> • Civil Service questions • Employee address/phone number/name changes • W-4 tax withholding changes • Direct Deposit Requests/Changes • Questions about job postings/applications • Any questions related to regular employee intake processes • New Technology Access Requests – Student Teachers Packets
Personnel Senior Typist	Sandy Schnursbusch (757-2104) <i>Has voicemail</i> sschnurb@uek12.org	6:30am-3:00pm	<ul style="list-style-type: none"> • AESOP-related questions (i.e., employee access questions, employee set-up, NVision-AESOP file transfer questions, day to day teacher/sub questions, etc.) • General Substitute questions and inquiries • Substitute Staff (teacher and support staff) application and materials • Teacher substitute questions (i.e., building requests for Floater subs, special circumstances around subs) • Master Calendar questions
Payroll Clerk	Tanya Smith (786-8554x2224) <i>Has voicemail</i> tsmith@btboces.org	8:00am – 4:30pm	<ul style="list-style-type: none"> • Pay questions from paystub

I have a question about...who should I go to?

- **I believe that my paystub is showing an incorrect balance of benefit days?**
 - Building Secretary, who will then contact Personnel Secretary if further information is needed.
- **I need a Personnel Form! Where do I find them?**
 - <https://www.uek12.org/Forms.aspx>
- **What days count as bereavement days?**
 - Building Principal, who will then contact Jenn if they have any questions.
- **I need to take a personal day before a holiday/vacation. How do I do that?**
 - See Building Principal, who can walk through process. Written request and appropriate documentation then submitted to Jenn.
 - *Select "Personal Day before/after Holiday" in Frontline. This will trigger the appropriate approval process.*
- **I would like a substitute teacher to be removed from my access list.**
 - Please email Jenn.
- **I am thinking about retirement and have questions on my total years of service, pension, or just the TRS/ERS process.**
 - For Teachers/Administrators: <https://www.nystrs.org/>
 - For Support Staff: <https://www.osc.state.ny.us/retire/>
- **I want to contact the Employee Assistance Program (EAP) for counseling services, wellness services, or just to find out information about local programs (i.e., daycares, best places to get tires changed, etc.). *(This is 100% anonymous and also may be used for dependents).***
 - <https://www.nexgeneap.com/> or call 1-800-EAP-CALL
 - Union-Endicott District Code: 1546