

PAYROLL RESPONSIBILITY DISTRIBUTION LIST

Effective: Monday, April 8, 2024

<u>Site Number</u>	<u>Payroll Specialist</u>
0011-0302; 9215	McKenzie x 11728
1010-1171	Ashley x 11647
2011-2311	Ashley x 11647
3011-3171	McKenzie x 11728
4011-4121	Bonita x 11650
5011-5031	Bonita x 11650
6011-6141	Bonita x 11650
7001-7400	Bonita x 11650
9000 - 9530	Cathy x 11670
9540 - 9562	Beth x 11649
9600 - 9620	Cathy x 11670
9640	McKenzie x 11728
9641	McKenzie x 11728
9642	Ashley x 11647
9643	McKenzie x 11728
9644	Ashley x 11647
9660 - 9865	Cathy x 11670

Ashley Lavant x 11647 Payroll Specialist I
McKenzie Davis x 11728 Payroll Specialist I
Bonita Potts x 11650 Payroll Specialist II
Cathy Price x 11670 Payroll Coordinator
Mandy Cox x 11624 Payroll Coordinator (Leaves)
Beth Nobles x 11649 Payroll Accountant
Fran McDaniel x 11652 Payroll Analyst
Lori Allyn x 11653 Payroll Manager
Jessica Mosca x 11625 Payroll Director

Direct Deposits	Cathy x 11670	Beth Backup
Garnishments	Bonita x 11650	Cathy Backup
Leaves of Absence - Payroll Info	Mandy x 11624	Fran Backup
MODs	Payroll Specialist by Site	
Overpayments	Payroll Specialist by Site	
Recertification - Payroll Deduction	Bonita x 11650	Cathy Backup
Sick Bank	Fran x 11652	Jessica Backup
Substitutes (MODs / Payroll Questions)	Bonita x 11650	Cathy Backup
Training - New Timekeeper / Backup	Beth x 11649	Fran Backup
United Way	Bonita x 11650	Cathy Backup
W-2 Reprints	Bonita x 11650	Cathy Backup
W-4's	Bonita x 11650	Cathy Backup
Worker's Comp - Payroll Info	Beth x 11649	Lori Backup
Employment or Income Verification	HR x 11250	
Retirement / DROP	Retirement x 11260	
Leaves of Absence	Employee Benefits x 11263	
TSA's (403b / 457b)	Retirement x 11260	
MIC - Password reset / Pin retrieval	Helpdesk x 11735	