

WHO DO I CONTACT: HR and Payroll Requests

Topic	Contact	Other Information/Forms
Aesop/Subs	Paula Golden- Boruch, Human Resources Assistant pboruch@spotsylvania.k12.va.us	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 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	Link to Request a New Badge *You will be prompted to log in; please use your network login information to access this request
Benefits/Insurance, FMLA, Short and Long Term Disability, Retirement/VRS	Carey Majeau, Benefits Specialist cmajeau@spotsylvania.k12.va.us	Benefits Page Forms for FMLA, Disability, and VRS
Direct Deposit	Employee Self Serve	
Elementary Staffing	Amy Williams, Director of Human Resources ajwilliams@spotsylvania.k12.va.us	
Employee Self Serve	Esther Taylor, IT Programmer etaylor@spotsylvania.k12.va.us	Need help logging in? Email munishelpdesk@spotsylvania.k12.va.us
Employee Suggestions, Ideas and/or Matters of Concern	Please first speak with your immediate supervisor, Principal or Director. If you have a matter of concern and its nature is not appropriate for speaking with one of the parties listed above, please contact Theresa O'Quinn, your Chief Human Resources Officer (CHRO) or via email: toquinn@spotsylvania.k12.va.us. If your concern requires <i>immediate HR management staff attention</i> , please contact Theresa O'Quinn at 540 834-2500, ext. 1504, or alternatively Julie Knight, Administrative Assistant to the CHRO at ext. 1506.	Please click 'POLICIES' in the top right-hand corner under Board Docs and refer to G. 'Personnel' section for more detailed information.
Employment	Paula Golden- Boruch, Human Resources Assistant	

Verification- Loans	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	Holly Richards, Licensure Specialist hrichards@spotsylvania.k12.va.us	
Insurance Deductions	Employee Self-Serve Carey Majeau, Benefits Specialist cmajeau@spotsylvania.k12.va.us	
Leave Payoffs	Tiffany Gulino, Lead Payroll Clerk tgulino@spotsylvania.k12.va.us	
Licensure	Holly Richards, Licensure Specialist hrichards@spotsylvania.k12.va.us	Licensure Page
Mentoring Program	Katie Tulloss and Jillian O'Neill, Lead Mentors ktulloss@spotsylvania.k12.va.us joneill@spotsylvania.k12.va.us	
Name/Address Changes	Employee Self Serve	
Paycheck Questions Deductions, leave, etc.	Employee Self-Serve Payroll	
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 dheckman@spotyslvania.k12.va.us
Secondary Staffing	Chris Collier, Director of Human Resources ccollier@spotsylvania.k12.va.us	
Student Teaching	Katie Tulloss and Jillian O'Neill, Lead Mentors ktulloss@spotsylvania.k12.va.us joneill@spotsylvania.k12.va.us	Form to submit to request placement
Tax Forms	Employee Self Serve	
Tuition Reimbursement	Amy Williams, Director of Human Resources	Information and Form - Follow link and then scroll down and

	ajwilliams@spotsylvania.k12.va.us	click on Tuition Reimbursement
VRS Deductions	Carey Majeau, Benefits Specialist cmajeau@spotsylvania.k12.va.us Kelly Angelo, Payroll Technician kangelo@spotsylvania.k12.va.us	
Worker's Compensation	Vera Fox, Human Resources Assistant vfox@spotsylvania.k12.va.us	Process and Forms : Follow link and then scroll down and click on Workers' Compensation