

FOR YOUR INFORMATION:  
CONTACT PERSONS AT DISTRICT PAYROLL OFFICE

JENNIFER AYALA  
PAYROLL SUPERVISOR  
471-1324 ext 1374

OVERALL PAYROLL PROCESSING  
NYS QUARTERLY REPORTS / FILING  
FISCAL YEAR END CLOSING  
CALENDAR YEAR END W2 TAX FORMS  
GARNISHMENTS

JOSEPHINE JARDE  
471-1324 ext 1372

ADMINISTRATOR CONTRACTS / SALARY CHANGES / DUES  
FACULTY CONTRACTS / SALARY CHANGES / DEDUCTS  
FACULTY SUMMER SCHOOL  
TEACHER RETIREMENT  
UNION DUES: SCTA

DIANE ANDERSON  
471-1324 ext 1327

FACULTY CLAIM FORMS  
TAX SHELTER ANNUITIES  
ADMINISTRATOR/TEACHER LOANS  
NYSUT DEDUCTION  
COLLEGE SAVINGS  
VOTE COPE  
UNITED WAY  
AFLAC FLEXIBLE REIMBURSEMENT BENEFITS

ANDREA BISCHOF  
471-1324 ext 1326

NON-FACULTY CONTRACTS / SALARY CHANGES / DEDUCTS  
BUS DRIVER VACATIONS  
EMPLOYEES (NON-FACULTY) RETIREMENT/LOANS  
SACHEM SUPERVISORS' ASSOCIATION / SALARY CHANGES  
UNION DUES: TEACHER AIDES  
TEACHER FEDERAL CREDIT UNION  
PAY CHECK DISTRIBUTION  
DIRECT DEPOSIT  
FEDERAL FORMS - W-4  
STATE FORMS – IT2104

SHARON BERARD  
471-1324 ext 1378

NON-FACULTY CLAIM FORMS  
SAVINGS BONDS  
UNION DUES: UPSEU GROUPS, SSA  
STATE DISABILITY FOR UPSEU (CUST,ETC)  
MET LIFE  
EMPLOYMENT VERIFICATIONS  
UNEMPLOYMENT FORMS  
FIVE-YEAR SALARY REQUESTS  
RECEIVING IN ALL CLAIM FORMS

CHRISTINA THOMASSEN  
471-1324 ext 1328

EMPIRE HEALTH INSURANCE  
MEDICARE REIMBURSEMENT

DAWN MAC VICAR  
471-1324 ext 1325

HEALTHCHOICE HEALTH INSURANCE  
DENTAL INSURANCE  
INSURANCE / COBRA BILLING  
LIFE INSURANCE  
EXCESS MAJOR MEDICAL/VISION  
HEALTH INSURANCE OPT-OUT  
AFLAC CANCER INSURANCE