

FOR YOUR INFORMATION:
CONTACT PERSONS AT DISTRICT PAYROLL OFFICE

JENNIFER AYALA
PAYROLL SUPERVISOR
471-1324

OVERALL PAYROLL PROCESSING
TRANSFER SHEETS
ASSIST STAFF
FEDERAL FORMS - W-4
STATE FORMS – IT2104
NYS QUARTERLY REPORTS / FILING
FISCAL YEAR END CLOSING
CALENDAR YEAR END W2 TAX FORMS
GARNISHMENTS
DIRECT DEPOSIT

DIANE STONE
471-8915

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

DIANE ANDERSON
471-1327

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

ANDREA BISCHOF
471-1326

NON-FACULTY CONTRACTS / SALARY CHANGES / DEDUCTS
NON-FACULTY PAYROLL CONTROLS
BUS DRIVER VACATIONS
EMPLOYEES (NON-FACULTY) RETIREMENT/LOANS
SACHEM SUPERVISORS' ASSOCIATION / SALARY CHANGES
UNION DUES: TEACHER AIDES
TEACHER FEDERAL CREDIT UNION
PAY CHECK DISTRIBUTION

SHARON BERARD
471-8916

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
471-1328

EMPIRE HEALTH INSURANCE
MEDICARE REIMBURSEMENT

DAWN MAC VICAR
471-1325

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

9/11/09