

# Payroll Team Assignments

Effective 08/27/2022

NOTE: Numbers in red and in parentheses are location ID numbers; numbers in blue starting with BU are bargaining unit ID numbers

<p><b>David Sonnenberg – 767.8169</b></p> <p>EA, TA, Tchr, SCSP, ROTC, APs, Clerks for:</p> <ul style="list-style-type: none"> <li>• Belvidere (551A)</li> <li>• Belwin (025)</li> <li>• Benjamin Mays World School (424)</li> <li>• Crossroads Science/Mont (466/465)</li> <li>• Early Learning Hubs E/W (436/434)</li> <li>• E-STEM School (357)</li> <li>• Hamline Elementary (482)</li> <li>• Ronald Hubbs Ctr - ABE Progr (502)</li> <li>• Rondo Education Center (685)</li> </ul> <p><b>SUTR Program (BU99)</b></p> <p><b>School Board Members (BU37)</b></p> <p><b>Rehired Retirees (BU99)</b></p> <p><b>Consultants (BU99)</b></p> <p><b>Birth To Three Program</b></p> <p><b>ECFE Program</b></p> <p><b>Equity Program – (357)</b></p> <p><b>OTL Program – (357, 025)</b></p> <p><b>Pre-K Program – (357)</b></p> <p><b>Special Ed</b> ECSE, BVI, DHH, OT, PT, Speech (except not SpEd staff at 360 Colborne)</p> <p><b>Union Dues</b> for all unions except SPFE (BU01-31,52,53,56,64)</p>	<p><b>Derrick Clark – 325.2539</b></p> <p>EA, TA, Tchr, SCSP, ROTC, APs, Clerks for:</p> <ul style="list-style-type: none"> <li>• Cherokee Heights Elementary (428)</li> <li>• L’Etoile du Nord French (462)</li> <li>• Maxfield Elementary (524)</li> <li>• Mississippi Creative Arts (527)</li> <li>• Phalen Lake Hmong Studies (541)</li> <li>• Randolph Heights Elem (545)</li> <li>• Riverview School (551)</li> <li>• St Anthony Park Elementary (557)</li> <li>• The Heights Community Schl (488)</li> <li>• Wellstone Elementary (552)</li> </ul> <p><b>AFSCME- Clerical/Technical (BU01)</b> at 360 Colborne (010)</p> <p><b>ASAP (all)</b> - Assoc Supv &amp; Adm Prof (BU56)</p> <p><b>PEA – at 360 Colborne (BU06) (010)</b></p> <p><b>Family Engagement – reg &amp; temp (010)</b></p> <p><b>360 Colborne – ELL, SpEd, TOSAs (010)</b></p> <p><b>Machinists (all) (BU05)</b></p> <p><b>Trades (all) (BU07, BU20-31)</b></p>	<p><b>Isabel Ferraro – 767-8207</b></p> <p>EA, TA, Tchr, SCSP, ROTC, APs, Clerks for:</p> <ul style="list-style-type: none"> <li>• Bruce Vento Elementary (449)</li> <li>• Hazel Park Prep Academy (489)</li> <li>• Hidden River Middle School (345)</li> <li>• Highland Park High School (220)</li> <li>• Hmong Dual Language &amp; Culture (328)</li> <li>• Horace Mann School (518)</li> <li>• Juvenile Service Center (678)</li> <li>• JJ Hill Montessori Magnet (493)</li> <li>• Johnson High School (230)</li> <li>• LEAP International Academy (723)</li> <li>• Nokomis North/South (533/534)</li> </ul> <p><b>Equity Program – (357, 240)</b></p> <p><b>CCEA (all)</b> - Classified Confidential (BU08)</p>	<p><b>Lindsae Johnson – 767.8264</b></p> <p>EA, TA, Tchr, SCSP, ROTC, APs, Clerks for:</p> <ul style="list-style-type: none"> <li>• 1780 W 7<sup>th</sup> St - (incl. CCR, GTC) (003)</li> <li>• Adams Spanish Immersion (410)</li> <li>• Highland Park Middle School (330)</li> <li>• Humboldt Secondary School (225)</li> <li>• Open World Lrn Community (250)</li> <li>• Student Placement Ctr (022)</li> <li>• Gordon Parks /Evening HS (710/721)</li> </ul> <p><b>AFSCME (BU01)</b>@Trans/1930 Como(015/065)</p> <p><b>Maintenance Supervisors (all) (BU10)</b></p> <p><b>PEA – at 1930 Como (BU06) (065)</b></p> <p><b>Principals</b> (that report to Asst Supt) (BU52)</p> <p><b>Individual Contracts (BU65)</b></p> <p><b>Superintendency (all) (BU55)</b></p> <p><b>SPSO (all) – St Paul Supv Orgzn (BU09)</b></p> <p><b>Union Dues</b>, for SPFE (tchrs, EAs, SCSP) (BU51, BU54, BU59)</p>
<p><b>Paula Martens – 767.8273</b></p> <p>EA, TA, Tchr, SCSP, ROTC, APs, Clerks for:</p> <ul style="list-style-type: none"> <li>• AGAPE High School (006)</li> <li>• Como Park Elementary (431)</li> <li>• Creative Arts Secondary (211)</li> <li>• Virtual (On-Line) Schools (200,300,400)</li> </ul> <p><b>Custodians (all) (BU12)</b></p> <p><b>Discovery Club</b> non supervisors (when EE’s primary assignment) (BU53,54,97,99)</p> <p><b>Indian Education Program (211)</b></p> <p><b>School Bus Drivers (all) (BU64)</b></p>	<p><b>Tadjia Willis – 767.8272</b></p> <p>EA, TA, Tchr, SCSP, ROTC, APs, Clerks for:</p> <ul style="list-style-type: none"> <li>• Anna Westin House (042)</li> <li>• Brittany’s Place (054)</li> <li>• Central High School (210)</li> <li>• Chelsea Heights Elementary (425)</li> <li>• Dayton’s Bluff Achievmt Plus (433)</li> <li>• Eastern Heights Elementary (452)</li> <li>• Expo for Excellence Elem (435)</li> <li>• Four Seasons Elementary (460)</li> <li>• Frost Lake Elementary (464)</li> <li>• Global Arts Lower/Upper (510/528)</li> <li>• Groveland Park Elementary (476)</li> <li>• Highland Park Elementary (491)</li> <li>• Highwood Hills Elementary (496)</li> <li>• RiverEast / Hospital Programs (607)</li> <li>• St Paul Music Academy (558)</li> </ul> <p><b>Nutrition Services (all) (BU11)</b></p>	<p><b>Michelle Wallace – 767.8268</b></p> <p>EA, TA, Tchr, SCSP, ROTC, APs, Clerks for:</p> <ul style="list-style-type: none"> <li>• Battle Creek Elementary (422)</li> <li>• Battle Creek Middle School (310)</li> <li>• Journey’s Secondary School (695)</li> <li>• Murray Middle School (342)</li> <li>• Title 1 Federal Program (352)</li> </ul> <p><b>Temporary Employees (BU97/99)</b></p> <ul style="list-style-type: none"> <li>• AVID Tutors (BU97)</li> <li>• Athletics/Coaches (BU99)</li> <li>• Interpreters/Translators (BU97)</li> <li>• Student Workers (BU97)</li> <li>• Casual Misc temps (non-CE) (BU97)</li> <li>• Community Ed Hrly temps (BU97) <ul style="list-style-type: none"> <li>♦ Aquatics ♦ Driver’s Ed</li> <li>♦ AWD ♦ Adult Enrichment</li> <li>♦ Flip Side ♦ 21<sup>st</sup> Century CLCC</li> <li>♦ Youth Programs</li> </ul> </li> </ul> <p><b>Wage Garnishments</b> (Child Support, Tax Levies, Creditor Garnishments)</p>	<p><b>Emily Bugg – 744.5518</b></p> <p>EA, TA, Tchr, SCSP, ROTC, APs, Clerks for:</p> <ul style="list-style-type: none"> <li>• American Indian Magnet k-8 (579)</li> <li>• Bridgeview (430)</li> <li>• Capitol Hill Magnet (494)</li> <li>• Como Park HS (212)</li> <li>• Farnsworth Lower/Upper (458/315)</li> <li>• Focus Beyond (608)</li> <li>• Harding High School (215)</li> <li>• Jie Ming Mandarin Immersion (483)</li> <li>• Obama Elementary (578)</li> <li>• Washington Tech Secondary (252)</li> </ul> <p><b>NOTE: Employees with multiple jobs have 1 payroll contact. All pay including supplemental is processed by the person handling their primary assignment.</b></p>

## Data Management Team Assignments

Effective 8/27/22

**Andres Rodriguez – 767.8274 / Priscilla Hernandez – 744.5025 / Molly Ticknor – 744-5593**

- Transactional support for HR Workforce Management including entering hires, job changes, etc. after all information and paperwork is received from HR Coordinator or Associate.
- Lane Changes as outlined in union contracts (*but not initial placement on salary schedule*)
- Certification pay set up
- Set up of Extra Hour Assignments, bus duty premium, other recurring premium pay
- TSA (403b & 457) payroll deduction set up and changes
- TSA plan sponsor actions (including authorizations on TSA loans, withdrawals, QDROs)
- Pension eligibility for individuals (PERA, SPTRFA deduction set up)
- Personal information changes (name, address, phone number, etc.)
- Tuition reimbursement
- FTE changes and Resignations (should be submitted by e-form)

Last names starting with **A-G** (*Andres Rodriguez*)

Last names starting with **H-O** (*Priscilla Hernandez*)

Last names starting with **P-Z** (*Molly Ticknor*)

**Katie Wiese 325.2514 / Shannon Nissen 767.8220 /  
Sheila Lynch 744-5437**

- Internal data integrity audits – HR, Payroll, Benefits
- Vendor Support for interface files
- Step increase & longevity eligibility determination
- PeopleSoft data / query requests
- Audit support, external auditor liaison
- Regulatory reporting (fed and state, incl. STARs file)
- Monthly fringe benefit/insurance billings
- ACA 1095-C Reporting and Compliance
- E-Form development
- PeopleSoft database table maintenance
- PeopleSoft job code & salary schedule set up
- SPTRFA rehired annuitant monthly file/list
- PeopleSoft testing for system changes
- Annual leave accrual rollover and posting
- PeopleSoft Upgrade project

## Benefits Team Assignments - Effective 8/27/22

**Lisa Gomez – 767.8231 / Kelly Motz – 767.8205 / Chantell Jones – 767.8227 / Jimmy Powers – 767.8266**

**Active Employees:**

- Benefits Self Service navigation support
- Insurance for newly hired employees
- Insurance changes for qualified life events (marriage, divorce, births, job changes, and promotions)
- Insurance adjustments for final month of coverage on employees separating from service

**Employees in Transition:**

- Leaves of Absence (including FMLA, COVID) for employees
- Retirement Seminars
- Retirement Severance Pay Calculations

**Former Employees:**

- Starting 8/1/22 COBRA and retiree insurance coverage election and billing is handled by our third-party administrator, ThrivePass (add phone #)
- Pension payments for retirees are handled by the respective pension agencies (PERA or SPTRFA)

**Benefits Team Split**

Last names starting with **A-F** (*Lisa G*)

Last names starting with **G-L** (*Kelly M*)

Last names starting with **M-R** (*Jimmy P*)

Last names starting with **S-Z** (*Chantell J*)

## IMPORTANT DUE DATES

**Electronic time reporting** should be submitted each Friday. Any hours not submitted (and approved by the supervisor) before the payroll deadline will not be paid on the upcoming paycheck. Final deadline for approved time for a given pay period is the Thursday of non-payroll week to be paid the following week. Refer to the published payroll schedule for what pay periods are paid on which payday. [SPPS Payroll Home / Pay Options & Schedules](#)

**Electronic supplemental pay (e-forms)** for salaried staff that are completed with budget codes *and approved* by Thursday of non-payroll week are generally included on the upcoming paycheck. Please note there can be delays from the time the employee submits the form, to when the budget code is added and the form is approved by the supervisor. The variation in each step of the approval process may affect how long it takes for the employee to receive the pay.

**Data changes to job** including pay rate, FTE, status, hires, etc. must be entered into PeopleSoft by the Data Management team by the end of the day on Thursday of non-payroll week in order for the changes to be included on the upcoming paycheck. This means that requisitions for changes must be submitted timely to allow the Business Office to approve budgets and HR Workforce Management to process prior to actual entry into PeopleSoft.

**Personal data changes** including tax withholding, direct deposit, address, etc. are due to payroll on Thursday of non-payroll week in order for the change to be included on the upcoming paycheck. These changes can be entered by employees through Employee Self Service up until Monday of payroll week to be included on that Friday's paycheck.

**Benefit Enrollment and Changes** outside of open enrollment must be elected within 30 days of a qualifying family status change, or within 30 days of initial hire. Open enrollment occurs annually for a 2-week period each fall (October or November). Eligibility for benefit coverage is based on union contract.

**Off cycle check requests** including adjustments for missing pay and stop/reissues are due by 10 am on the day of the scheduled off cycle check run. Off cycle check runs occur on payroll Friday, and the Wednesday of non-payroll week. Check with payroll team for criteria related to minimum amounts and types of pay that will and will not be considered for off cycle requests.

☑ **The best way to contact Payroll or Data Mgmt is by sending an e-mail to: [payroll@spps.org](mailto:payroll@spps.org).**

Payroll can assist with questions related to rates of pay and pay increases, tax withholding, hours paid on a paycheck, union dues and 403b/457 plan contributions, and sick or vacation leave accruals and usage.

☑ **The best way to contact Benefits is by sending an e-mail to: [benefits@spps.org](mailto:benefits@spps.org)**

Benefits can assist with questions related to leaves of absence, FMLA, insurance deduction amounts, H.S.A. deductions, benefits eligibility, retirement, and COBRA continuation coverage.

### Chart of Bargaining Unit (BU) Codes

01	Clerical / Technical (AFSCME)
05	Machinists
06	Professional Employee Assoc (PEA)
08	Classified Confidential (CCEA)
09	St Paul Supervisors Organization (SPSO)
10	Maintenance Supervisors
11	Nutrition Services Employees
12	Custodians
07, 20-31	Trades (painters, electricians, carpenters, etc.)
51,60	Teachers
52	Principals
53	Teaching Assistants (TA)
54	Educational Assistants (EA)
56	Assoc of Supervisory & Admin Professionals (ASAP)
59	School & Community Service Professionals
64	Bus Drivers
70	ROTC
96-99	Community Ed hourly, casual, & student workers