

Payroll Team Assignments

Effective 10/1/2020

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

David Sonnenberg – 767.8169

EA, TA, Tchr, SCSP, ROTC, APs, Clerks for:

- Belvidere (551A)
- Benjamin Mays World School (424)
- Capitol Hill Magnet (494)
- Center for Equity & Culture (240)
- Crossroads Science/Mont (466/465)
- E-STEM School (357)
- Galtier Elementary (467)
- Hamline Elementary (482)
- Jie Ming Mandarin Immersion (483)
- Ronald Hubbs Ctr - ABE Progr (502)
- Rondo Education Center (685)

Birth To Three Program

ECFE Program

Equity Program – (357)

OTL Program – (except Indian Ed) (357)

Pre-K Program – (357)

Special Ed ECSE, BVI, DHH, OT, PT, Speech
(except not SpEd staff at 360 Colborne)

Union Dues for all unions *except*

SPFT (BU01-31,52,53,56,64)

Tadjia Willis – 767.8272

EA, TA, Tchr, SCSP, ROTC, APs, Clerks for:

- American Indian Magnet k-8 (579)
- Central High School (210)
- Chelsea Heights Elementary (425)
- Dayton's Bluff Achievmt Plus (433)
- Eastern Heights Elementary (452)
- Expo for Excellence Elem (435)
- Four Seasons Elementary (460)
- Frost Lake Elementary (464)
- Global Arts Lower/Upper (510/528)
- Groveland Park Elementary (476)
- Highland Park Elementary (491)
- Highwood Hills Elementary (496)
- RiverEast / Hospital Programs (607)
- Anna Westin House (042)
- Brittany's Place (054)

Nutrition Services (BU11)

Derrick Clark – 325.2539

EA, TA, Tchr, SCSP, ROTC, APs, Clerks for:

- Cherokee Heights Elementary (428)
- Como Park High School (212)
- L'Etoile du Nord Lower/Upper (463/462)
- Maxfield Elementary (524)
- Mississippi Creative Arts (527)
- Obama Elementary (578)
- Phalen Lake Hmong Studies (541)
- Randolph Heights Elem (545)
- Riverview School (551)
- St Anthony Park Elementary (557)
- St Paul Music Academy (558)
- The Heights Community Schl (488)
- Wellstone Elementary (552)

AFSCME- Clerical/Technical (BU01) at 360 Colborne (010)

ASAP - Assoc Supv & Adm Prof (BU56)

PEA – at 360 Colborne (BU06) (010)

Family Engagement – reg & temp (010)

360 Colborne – ELL, SpEd, TOSAs (010)

Machinists (BU05)

Tri-Council (BU07)

Trades (BU20-31)

Paula Martens – 767.8273

EA, TA, Tchr, SCSP, ROTC, APs, Clerks for:

- AGAPE High School (006)
- Como Park Elementary (431)
- Creative Arts Secondary (211)

Custodians (BU12)

Discovery Club and **EKC** non supervisors
(when EE's primary assignment)
(BU53,54,97,99)

Indian Education Program (211)

School Bus Drivers (BU64)

Isabel Ferraro – 767-8207

EA, TA, Tchr, SCSP, ROTC, APs, Clerks for:

- Bridge View (430)
- Focus Beyond (608)
- Horace Mann School (518)
- JJ Hill Montessori Magnet (493)
- Jackson Preparatory Elem (500)
- John A Johnson A+ Elem (415)
- Johnson High School (230)
- LEAP International Academy (723)
- Nokomis North/South (533/534)
- Washington Tech Secondary (252)

Temporary Employees (BU97/99)

- AVID Tutors (BU97)
- Athletics/Coaches (BU99)
- Interpreters/Translators (BU97)
- Student Workers (BU97)
- Casual Misc temps (non-CE) (BU97)
- Community Ed Hrly temps (BU97)
 - ♦ Aquatics ♦ Driver's Ed
 - ♦ AWD ♦ Adult Enrichment
 - ♦ Flip Side ♦ 21st Century CLCC
 - ♦ Youth Programs

Michelle Wallace – 767.8268

EA, TA, Tchr, SCSP, ROTC, APs, Clerks for:

- Battle Creek Elementary (422)
- Battle Creek Middle School (310)
- Belwin (025)
- Bruce Vento Elementary (449)
- Hazel Park Prep Academy (489)
- Highland Park High School (220)
- Juvenile Service Center (678)
- Journey's Secondary School (695)
- Murray Middle School (342)
- Parkway Middle School (344)
- Ramsey Middle School (345)
- Title 1 Federal Program (352)

Wage Garnishments (Child Support, Tax Levies, Creditor Garnishments)

Lindsae Johnson – 767.8264

EA, TA, Tchr, SCSP, ROTC, APs, Clerks for:

- 1780 W 7th St - (incl. CCR, GTC) (003)
- Adams Spanish Immersion (410)
- Farnsworth Lower/Upper (458/315)
- Harding High School (215)
- Highland Park Middle School (330)
- Humboldt Secondary School (225)
- Open World Lrn Community (250)
- Student Placement Ctr (022)
- Gordon Parks /Evening HS (710/721)

AFSCME (BU01)@Trans/1930 Como(015/065)

CCEA - Classified Confidential (BU08)

Maintenance Supervisors (BU10)

PEA – at 1930 Como (BU06) (065)

SPSO – St Paul Supervisor Orgzn (BU09)

Union Dues, for SPFT (tchrs, EAs, SCSP)
(BU51, BU54, BU59)

Kim Motz – 767.8271

Principals (that report to Asst Supt) (BU52)

SUTR Program (BU99)

Individual Contracts (BU65)

Superintendency (BU55)

School Board Members (BU37)

Rehired Retirees (BU99)

Consultants (BU99)

- IC vs EE Determinations

NOTE: Employees with multiple jobs have 1 payroll contact. All pay including supplemental is processed by the person handling their *primary* assignment.

Data Management Team Assignments

Effective 10/1/2020

<p style="text-align: center;">Andres Rodriguez – 767.8274</p> <p>Transactional support for HR Workforce Management.</p> <p>Processing of hires, job changes, lane/step changes, pay changes, personal data changes, terms in PeopleSoft.</p> <p style="text-align: center;">Last names starting with A-L</p> <p>TSA (403b & 457) changes <i>(for last names A-L)</i> Pension Eligibility for individuals License / Certification processing Additional Pay Set Up (Certificates & Bus Duty) Teacher and EA Lane Change processing</p>	<p style="text-align: center;">Molly Ticknor – 744.5593</p> <p>Transactional support for HR Workforce Management.</p> <p>Processing of hires, job changes, lane/step changes, pay changes, personal data changes, terms in PeopleSoft.</p> <p style="text-align: center;">Last names starting with M-Z</p> <p>TSA (403b & 457) changes <i>(for last names M-Z)</i> TSA Loan, Withdrawal, QDRO Authorizations <i>(all)</i> Pension Eligibility for individuals Tuition Reimbursement Personal Info changes (name, address, phone) TA Lane Change processing</p>	<p style="text-align: center;">Katie Wiese 325.2514 / Shannon Nissen 767.8220 Sheila Lynch 744-5437</p> <ul style="list-style-type: none"> • 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
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Benefits Team Assignments - Effective 10/1/2020

<p>Davena McKnight – 767.8231</p> <ul style="list-style-type: none"> • Leaves of Absence (including FMLA, COVID) for employees with last names starting with A-K
<p>Kelly Motz – 767.8205</p> <ul style="list-style-type: none"> • Insurance for newly hired employees • Leaves of Absence (including FMLA, COVID) for employees with last names starting with L - Z
<p>Janine Cummins – 767.8266</p> <ul style="list-style-type: none"> • Insurance adjustments for final month of coverage on employees separating from service • Insurance for all active employees with qualifying status changes (marriage, divorce, births, job changes, and promotions)
<p>Chantell Jones – 767.8227</p> <ul style="list-style-type: none"> • COBRA Continuation coverage after separation of service • Retiree insurance coverage and billing • Retirement Seminars • Retirement Severance Pay Calculations

Chart of Bargaining Unit (BU) Codes	
01-02	Clerical / Technical (AFSCME)
05	Machinists
06	Professional Employee Assoc (PEA)
07	Tri-Council
08	Classified Confidential (CCEA)
09	St Paul Supervisors Organization (SPSO)
10	Maintenance Supervisors
11	Nutrition Services Employees
12	Custodians
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

IMPORTANT DUE DATES

E-Time sheets should be submitted each Friday.

Payroll registers, and any paper timesheets (including paper supplemental pay forms for hourly staff) are due *to payroll* on the Monday immediately following payday. Employees should check with their supervisor to see when timesheets are due to him/her. Late timesheets may result in delayed pay.

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. **NOTE: Off Cycle Checks are not available while payroll is working remotely during COVID-19**

☑ **The best way to contact Payroll or Data Mgmt is by sending an e-mail to: 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**

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.