

# Important Numbers to Remember

## Human Resources:

For all questions related to Salary Inquires, Certification, Leaves of Absence, Sick Leave

### **Risk Management**

COBRA/TSA/TSM (403B):	434-8959	Maureen Kerley	
Life Insurance Claims:	357-1170	Claire Dunn	
Health Insurance:	434-8583	Ondina Rivera	Active Employee - Last Name A-D
	357-5924	Chrislie Paul	Active Employee - Last Name E-K
	434-8679	Natacha Dominguez	Active Employee - Last Name L-Q
	434-8582	Patricia Ventura	Active Employee - Last Name R-Z
Retiree Benefits:	434-8673	Ana Swanberg	

### **Worker's Comp**

Initiate Claim:	434-7440	Nancy Patrick
Payroll Processing:	434-8944	Marc LeRoux

### **Payroll**

Direct Deposit:	434-8944	PeopleSoft/Employee Self Service
Garnishments:	434-8944	Rose Russell
Child Support:	434-8944	Rose Russell
Wage Verifications:	434-8944	Stephanie Griffith or Rosa Davis
Sick Leave Transfer:	434-8944	Linda Upthegrove
Stop Payments:	434-8944	Stephanie Griffith
W-4 Form:		PeopleSoft/Employee Self Service
W-2 Copies:		PeopleSoft/Employee Self Service
Union Dues:		Contact your Union to start/stop this deduction

Transfers, Retirement, Name/Address Changes, HR Policy & Procedures, please contact Human Resources through the HR Help Desk at 1-877-HRSDPBC(477-3722) or 434-8777 and you may also email them at [AskHR@palmbeachschools.org](mailto:AskHR@palmbeachschools.org)

**If an employee has questions regarding his/her payroll, they will need to see the payroll contact at their location.**