

## MEMORANDUM

TO: All Staff

SUBJECT: **WHO TO CALL**

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The following is an informal list of interest areas and a suggestion for the appropriate department or person to contact. You might find it useful.

### **Forms**

All of the forms used by YSD are available to download from the YSD website.

### **Added Duty Contracts – Cassandra Bennett/Bonnie James**

With the approval of the Superintendent, Human Resources will issue all added duty contracts. The Business Office will make payment for an added duty contract. **Payment can occur only if a contract has been issued and the Activities Director or Supervisor has signed the contract stating that it has been completed.**

Email address -[bjames@yupiit.org](mailto:bjames@yupiit.org), 907-825-3611

### **Contracts – Bonnie James 907 825-3611**

All contracts are issued by Human Resources and are paid by the Business office. If you have a question or concern about your placement on the salary scale, degree, credits, or years of experience.

Email address -[bjames@yupiit.org](mailto:bjames@yupiit.org), 907-825-3611

### **Paychecks – Maisha Ekamrak 907 825-3604**

Payroll is processed in the District Office in Akiachak. Your paycheck may be deposited directly into your bank or credit union account. If you have questions or concerns, please call or send an e-mail message to [mekamrak@yupiit.org](mailto:mekamrak@yupiit.org)

### **Credit Unions/Banking Institutions – Maisha Ekamrak**

The District will, at your request, make payroll deductions and deposit those deductions with a credit union/banking institution.

Email address [mekamrak@yupiit.org](mailto:mekamrak@yupiit.org) 907-825-3604

### **Personal Leave – Maisha Ekamrak 907 825-3604**

Balance is shown on monthly paycheck stub. Requests to use your Personal Leave must be submitted in advance to and approved by your Supervisor. Submit your leave request to payroll **after** you have used the leave. If you prefer, you may e-mail attach a copy of your leave request to payroll, but please **do not send in duplicates.**

Email address [mekamrak@yupiit.org](mailto:mekamrak@yupiit.org)

Leave forms often arrive at the business office late so your check stub may not show the most current leave balance. Be sure to submit your approved sick leave request form to payroll **after** you have taken the leave. If you prefer, you may e-mail attach a copy of your leave request to payroll, but please **do not send in duplicates.**

### **Sick Leave – Maisha Ekamrak 907 825-3604**

Balance of sick leave is shown on paycheck stub. If you are transferring sick leave from another Alaskan school District, be sure that information gets to our payroll department within 90 days (per A.S. 14.14.107(b)) or you will lose that benefit.

#### **W-4 – Maisha Ekamrak 907 825-3604**

To revise your federal tax withholding status or number of withholding allowances, please complete a new W-4. Forms may be obtained from your school office or the business office. Our elected representatives and our government employees periodically meddle with this system, especially during and after election years. You are encouraged to make tax liability estimates to avoid nasty surprises each April. A current W4 form can be located on the YSD website and in the Business office.

Email address [mekamrak@yupiit.org](mailto:mekamrak@yupiit.org) 907-825-3604

#### **Insurance – Health– John Stackhouse 907 825-3669**

The District provides health insurance to its employees. Specifics on the Plan may be found in the Yupiit School District Plan Document and the Meritain document entitled, *A Guide to Benefits and Enrollment*. Currently we offer only Plan B. They are posted on the YSD website. Any changes to your status (i.e., name change, additional dependants, address where you want reimbursement or EOB's mailed, etc.) must be forwarded to John.

Email address [jstackhouse@yupiit.org](mailto:jstackhouse@yupiit.org) , 907-825-3669

#### **Tax Sheltered Annuity – John Stackhouse 907 825-3669**

The District allows payroll deductions for a 403(b) or 457 contributions. For more information **contact OMNI**. For questions regarding the amount deducted from your paycheck, please contact payroll.

Email address [jstackhouse@yupiit.org](mailto:jstackhouse@yupiit.org)

#### **Report of Occupational Injury – Site Principals/John Stackhouse**

When an employee has an on the job accident, they are required to complete the *Employee's Report of Occupational Injury or Illness* within 7 days of the injury. The employer is also required to complete the *Employer Report of Occupational Injury of Illness*.

#### **Sick Leave Bank – Principals/John Stackhouse**

Please read the Teacher Handbook, speak to your site Principal.

#### **Certified/Classified Handbooks –WEBSITE**

A read only copy is also available on the YSD website.

#### **Per Diem Checks – Jennifer Stackhouse 907 825-3601**

Accounts Payable at YSD prepares checks for per diem and other non-taxable reimbursements. Per diem requests must be submitted for processing to the Business office. Accounts Payable is scheduled for processing every other Wednesday – be sure to get your request in two weeks in advance before check processing.

Email address [accountspayable@yupiit.org](mailto:accountspayable@yupiit.org)

#### **Travel- Jennifer Phillip 907 825-3600**

Email address [jphillip@yupiit.org](mailto:jphillip@yupiit.org)

#### **Summary**

If you have any questions about your paychecks, payroll advances, retirement, various benefits, 403(b) plan, purchase orders, or anything financial, please feel free to contact Maisha Ekamrak or John Stackhouse. I believe that accurate information can minimize confusion and save needless emotional anguish, which will be important during the long winter.