

Human Resource/Payroll Department-Responsibilities

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Executive Director of Human Resources	Human Resources Director	Assistant Director of Payroll	Assistant Director of Payroll
Oversight and Evaluation of HR/Payroll Department	Employee leave of absences	Process monthly payroll	Retirement/DRS
Certificated/Classified Hiring/staffing	Operational and Athletic coach hiring	Create and maintain Cert, class and Admin contracts	ACA
Certificate/Classified Evaluations	Operational Evaluations	Taxes	Garnishment and imprest checks and lost warrants
All union bargaining and labor managment	New Hire Orientation-Classified/Certificated	Sick leave and vacation buy back	Assist with monthly payroll prep
District Staffing Budget	Coord. and Track Paraeducator	Roll personal leave in Skyward and VEBA cert	Create and maintain extra curricular, stipends contract
Non-Rep benefit programs	Student teacher placement	Balance and pay vendors	Audit auto accruals for uploading personal and sick leave
Staff Investigations	Grow our own program		Manage employee benefits (SEBB)
Title IX officer	Workers compensation- L&I		Audit Exempt status employees in January
Extra Days Employee Calendars	Assist with CBA Maint and issues		Audit student status quarterly
	Support Operational Directors		All timesheets, leave and processing of Trans
	Tuition reimbursement approval		
	National Board Program		
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Human Resources Specialist	Human Resources Specialist	Payroll Clerk	
S-275 Report- Lead	Process Classified Payroll Actions- Contracts and set up	Process Timesheets for cert and class	
Process Certificated and Admin Payroll Actions- Contracts and set up	Employee Databases-Classified Skyward, Staffing list	All timesheets, leave and processing of FS/NR/M&O	
Employee Databases- Cert and admin Skyward, Staffing list	Classified and Coach Employee Placement	Data entry and balancing for payroll batching	
Cert and Admin Employee Placement	Classified Seniority	Post absences and process leave without pay	
Cert and Admin Employee file maintenance/Credits/Clock hours	Talented Job postings- Classified and Coaching	Track IEP and District days	
Certificated and Classified Seniority	Manage and update Red Rover	Skyward Employee access	
Certificate Expiration	Process Sub's	Process Sub Pay	
Cert and Admin Talented Job postings	Add/Subtract sub's in Safeschools		
Affirmative Action Report	Coach compliance tracking		
Civil Rights	Classified Evaluations - Tracking and Recording		
SIAW Annual Renewal	Dues reporting		
EEO-5 Reporting	Verification of employment/expereince		
Educator Equity Report	Classified and Sub Unemployment claims		
Verification of employment/expereince	Board Report- every 2 weeks		
	US Bank Reconciliation		