



**Personnel
Department Quick
Reference Guide**

Category	Contact Person & Email	706.219.4664
Application & Documents for Pending Hires	West- Beverly Lammers (beverly.lammers@mymec.org) Central and East- Debbie Sperin (debbie.sperin@mymec.org)	Ext. 1201 Ext. 1108
Compliance Director Training Modules	Debbie Sperin (debbie.sperin@mymec.org)	Ext. 1108
Certifications	Elisabeth Shaw (elisabeth.shaw@mymec.org)	Ext. 1121
Direct Deposit Sign Up	Becky Allison (becky.allison@mymec.org)	Ext. 1117
Edivate Videos	Debbie Sperin (debbie.sperin@mymec.org)	Ext. 1108
Employee Email (password reset, add to a group)	Taylor Stowe (taylor.stowe@mymec.org)	Ext. 1133
Etrieve Central Login	Becky Allison (becky.allison@mymec.org)	Ext. 1117
Evaluations and Mid-Years	Elisabeth Shaw (elisabeth.shaw@mymec.org)	Ext. 1121
Fingerprinting	West- Beverly Lammers (beverly.lammers@mymec.org) Central and East- Debbie Sperin (debbie.sperin@mymec.org)	Ext. 1201 Ext. 1108
General Personnel Issues	Elisabeth Shaw (elisabeth.shaw@mymec.org)	Ext. 1121
Kronos Login	Becky Allison (becky.allison@mymec.org)	Ext. 1117
New Hire Documents (oath, race, handbook, I-9)	Kristin Jarrard (kristin.jarrard@mymec.org)	Ext. 1128
Pay Rate	Becky Allison (becky.allison@mymec.org)	Ext. 1117
Payroll Check Stubs	Becky Allison (becky.allison@mymec.org)	Ext. 1117
SRO Tmesheets	Tara Elrod (tara.elrod@mymec.org)	Ext. 1102
Tax Forms - W4 and G4	Becky Allison (becky.allison@mymec.org)	Ext. 1117
Travel	Mandie Parker (mandie.parker@mymec.org)	Ext. 1131
Verification of Employment	Becky Allison (becky.allison@mymec.org)	Ext. 1117
W2 Copy	Becky Allison (becky.allison@mymec.org)	Ext. 1117