

## Contact Information

Questions About:	Call or Send Info:	Phone:	Email:
12 Month Options	Payroll Secretary at School/Site		
401 K Plan and 457 Plan	Heather Listebarger	910-254-4269	<a href="mailto:heather.listebarger@nhcs.net">heather.listebarger@nhcs.net</a>
Address Change	Tammy Jones	910-254-4274	<a href="mailto:tammy.jones@nhcs.net">tammy.jones@nhcs.net</a>
Administrative Issues/Concerns	Tom Benton	910-254-4351	<a href="mailto:tom.benton@nhcs.net">tom.benton@nhcs.net</a>
Annuities, Tax Sheltered 403 B	Heather Listebarger	910-254-4269	<a href="mailto:heather.listebarger@nhcs.net">heather.listebarger@nhcs.net</a>
Application Process Help	DPI	919-807-4957	
Applications- Certified/Licensed- Changes & Information	Patti Easingwood	910-254-4214	<a href="mailto:patti.easingwood@nhcs.net">patti.easingwood@nhcs.net</a>
Applications- Classified/Licensed- Changes & Information	Billy-Jo Winslett	910-254-4427	<a href="mailto:billyjo.winslett@nhcs.net">billyjo.winslett@nhcs.net</a>
Applications- Substitutes- Changes & Information	Kimberly Cox	910-254-4345	<a href="mailto:kimberly.cox@nhcs.net">kimberly.cox@nhcs.net</a>
Background Check	Dennis Wooten	910-254-4353	<a href="mailto:dennis.wooten@nhcs.net">dennis.wooten@nhcs.net</a>
Beginning Teacher Training Lateral Entry Training	Andrea Raines & Marcia Kearns Merkle	919-614-0370 910-471-4271	<a href="mailto:andrea.raines@nhcs.net">andrea.raines@nhcs.net</a> <a href="mailto:marcia.kearns@nhcs.net">marcia.kearns@nhcs.net</a>
Beneficiary Changes- Life & Retirement	Tammy Jones	910-254-4274	<a href="mailto:tammy.jones@nhcs.net">tammy.jones@nhcs.net</a>
Bus Driver Training	Valeria Jones-Transportation	910-254-4395	<a href="mailto:valeria.jones@nhcs.net">valeria.jones@nhcs.net</a>
CEU Credits	Shelia Washington	910-254-4258	<a href="mailto:shelia.washington@nhcs.net">shelia.washington@nhcs.net</a>
Certified Employee Issues/Concerns	Susan Sellers	910-254-4233	<a href="mailto:susan.sellers@nhcs.net">susan.sellers@nhcs.net</a>
Classified Employee Issues/Concerns	Debbie Trafton	910-254-4272	<a href="mailto:debor.trafton@nhcs.net">debor.trafton@nhcs.net</a>
Classified Evaluation Forms/Information	Billy-Jo Winslett	910-254-4214	<a href="mailto:billyjo.winslett@nhcs.net">billyjo.winslett@nhcs.net</a>
Classified- Outside Work Experience	Billy-Jo Winslett	910-254-4214	<a href="mailto:billyjo.winslett@nhcs.net">billyjo.winslett@nhcs.net</a>
Contracts- Administrative	Stephanie Markley	910-254-4257	<a href="mailto:stephanie.markley@nhcs.net">stephanie.markley@nhcs.net</a>
Contracts-Certified	Scott Hall	910-254-4259	<a href="mailto:scott.hall@nhcs.net">scott.hall@nhcs.net</a>
Death Benefits	Tammy Jones	910-254-4274	<a href="mailto:tammy.jones@nhcs.net">tammy.jones@nhcs.net</a>
Disability (Short & Long Term)	Martie Fisher	910-251-2928	<a href="mailto:martie.fisher@nhcs.net">martie.fisher@nhcs.net</a>
Dismissal/Nonrenewal	Tom Benton	910-254-4353	<a href="mailto:tom.benton@nhcs.net">tom.benton@nhcs.net</a>
Drug/Alcohol Testing	Stephanie Markley	910-254-4257	<a href="mailto:stephanie.markley@nhcs.net">stephanie.markley@nhcs.net</a>
Employee Misconduct Investigations	Dennis Wooten	910-254-4353	<a href="mailto:dennis.wooten@nhcs.net">dennis.wooten@nhcs.net</a>
Employment Verification	Martie Fisher	910-251-2928	<a href="mailto:martie.fisher@nhcs.net">martie.fisher@nhcs.net</a>
Fax, Human Resources	Main	910-254-4471	
Field Experience and Student Teaching (Other)	Andrea Raines	919-614-0370	<a href="mailto:andrea.raines@nhcs.net">andrea.raines@nhcs.net</a>
Flexible Benefits	Jane Blackmon	910-251-2991	<a href="mailto:jane.blackmon@nhcs.net">jane.blackmon@nhcs.net</a>
Garnishments	Jeanne Dubendorf	910-254-4343	<a href="mailto:jeanne.dubendorf@nhcs.net">jeanne.dubendorf@nhcs.net</a>
Health Insurance	Tammy Jones	910-254-4274	<a href="mailto:tammy.jones@nhcs.net">tammy.jones@nhcs.net</a>
High School Transcripts	Shelley Lennon	910-254-4253	<a href="mailto:shelley.lennon@nhcs.net">shelley.lennon@nhcs.net</a>

## Contact Information

Questions About:	Call or Send Info:	Phone:	Email:
HRMS/NCUID/NCID	Scott Hall	910-254-4259	<a href="mailto:scott.hall@nhcs.net">scott.hall@nhcs.net</a>
Lateral Entry Eligibility	Shelia Washington	910-254-4258	<a href="mailto:shelia.washington@nhcs.net">shelia.washington@nhcs.net</a>
Leave Of Absence/Family and Medical Leave Act	Martie Fisher	910-251-2928	<a href="mailto:martie.fisher@nhcs.net">martie.fisher@nhcs.net</a>
Licensure	Sheila Washington	910-254-4258	<a href="mailto:shelia.washington@nhcs.net">shelia.washington@nhcs.net</a>
Licensure Renewal Plans	Shelia Washington	910-254-4258	<a href="mailto:sheila.washington@nhcs.net">sheila.washington@nhcs.net</a>
Mentor Pay/Training	Marcia Kearns Merkle	910-471-4271	<a href="mailto:marcia.kearns@nhcs.net">marcia.kearns@nhcs.net</a>
Name Change	Tammy Jones	910-254-4274	<a href="mailto:tammy.jones@nhcs.net">tammy.jones@nhcs.net</a>
National Board Certified Teacher Program	Dr. Kimberly O'Briant	910-254-4163	<a href="mailto:kimberly.obriant@nhcs.net">kimberly.obriant@nhcs.net</a>
N.C.4 Changes (Tax Reductions)	Payroll Secretary at School/Site		
NC State Transfer of Service & Leave Certified	Sheila Washington	910-254-4258	<a href="mailto:shelia.washington@nhcs.net">shelia.washington@nhcs.net</a>
NC State Transfer of Service & Leave Classified	Patti Easingwood	910-254-4427	<a href="mailto:patti.easingwood@nhcs.net">patti.easingwood@nhcs.net</a>
Personnel Files	Stephanie Markley	910-254-4257	<a href="mailto:stephanie.markley@nhcs.net">stephanie.markley@nhcs.net</a>
Receptionist (HR)	Jean McGarth Anita Rowell	910-254-4200	<a href="mailto:jean.mcgarth@nhcs.net">jean.mcgarth@nhcs.net</a> <a href="mailto:anita.rowell@nhcs.net">anita.rowell@nhcs.net</a>
Renewal Credits	Shelia Washington	910-254-4258	<a href="mailto:sheila.washington@nhcs.net">sheila.washington@nhcs.net</a>
Resignations-Certified/Classified	Tammy Jones	910-254-4274	<a href="mailto:tammy.jones@nhcs.net">tammy.jones@nhcs.net</a>
Retirement Contributions/Refunds Applications	Tammy Jones	910-254-4274	<a href="mailto:tammy.jones@nhcs.net">tammy.jones@nhcs.net</a>
Salary	Payroll Secretary at School/Site		
TalentEd	Shelia Washington	910-254-4258	<a href="mailto:shelia.washington@nhcs.net">shelia.washington@nhcs.net</a>
Shared Leave	Martie Fisher	910-251-2928	<a href="mailto:martie.fisher@nhcs.net">martie.fisher@nhcs.net</a>
Staff Development Credit Approval	Dr. Kimberly O'Briant	910-254-4163	<a href="mailto:kimberly.obriant@nhcs.net">kimberly.obriant@nhcs.net</a>
Substitute Employee Issues/ Concerns	Kimberly Cox	910-254-4345	<a href="mailto:kimberly.cox@nhcs.net">kimberly.cox@nhcs.net</a>
Substitute-Payroll	Payroll Secretary at School/Site		
Substitutes - Changes of Address/Name/Phone	Kimberly Cox	910-254-4345	<a href="mailto:kimberly.cox@nhcs.net">kimberly.cox@nhcs.net</a>
Supplement	Payroll Secretary at School/Site		
Telephone Number Change	Payroll Secretary at School/Site		
Unemployment Insurance	Heather Listebarger	910-254-4269	<a href="mailto:heather.listebarger@nhcs.net">heather.listebarger@nhcs.net</a>
Vacancies- Administrators (to Post)	Stephanie Markley	910-254-4257	<a href="mailto:stephanie.markley@nhcs.net">stephanie.markley@nhcs.net</a>
Vacancies- Certified (to Post)	Susan Sellers	910-254-4233	<a href="mailto:susan.sellers@nhcs.net">susan.sellers@nhcs.net</a>
Vacancies- Classified (to Post)	Debbie Trafton	910-254-4272	<a href="mailto:debora.trafton@nhcs.net">debora.trafton@nhcs.net</a>
Volunteers	Dennis Wooten	910-254-4353	<a href="mailto:dennis.wooten@nhcs.net">dennis.wooten@nhcs.net</a>
Workers' Comp Claims	Jane Blackmon	910-251-2991	<a href="mailto:jane.blackmon@nhcs.net">jane.blackmon@nhcs.net</a>