



**Personnel Department
Quick Reference Guide**

Category	Contact Person & Email	706.219.4664
Application & Documents for Pending Hires	Beverly Lammers (beverly.lammers@mymec.org)	Ext. 1201
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
New Hire Induction Video	Beverly Lammers (beverly.lammers@mymec.org)	Ext. 1201
Employee Email (password reset, add to a group)	Laura Smith (laura.smith@mymec.org)	Ext. 1113
Etrieve Central Login	Becky Allison (becky.allison@mymec.org)	Ext. 1117
Evaluations and Mid-Years	Elisabeth Shaw (elisabeth.shaw@mymec.org)	Ext. 1121
Fingerprinting	Beverly Lammers (beverly.lammers@mymec.org)	Ext. 1201
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

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