

## **Human Resources and Finance Department Contacts**

### **PAYROLL**

Skyward Log-In Questions/Password Reset ----- Susan Bucci, Payroll Specialist  
x5615 [susan.bucci@fridley.k12.mn.us](mailto:susan.bucci@fridley.k12.mn.us)  
Payroll/Paycheck questions/W-4/Timesheet ----- Susan Bucci, Payroll Specialist  
x5615 [susan.bucci@fridley.k12.mn.us](mailto:susan.bucci@fridley.k12.mn.us)

**EMPLOYMENT VERIFICATIONS**----- Susan Bucci, Payroll Specialist  
x5615 [susan.bucci@fridley.k12.mn.us](mailto:susan.bucci@fridley.k12.mn.us)

### **TIME OFF/SUBS**

Substitute Needs/Late Entry of Time Off -----[sustituteservices@teachersoncall.com](mailto:sustituteservices@teachersoncall.com)  
Ph: 1-800-713-4439  
Time Off/Leave of Absences ----- Kristine Carlston, HR Coordinator  
X5003 [kristine.carlston@fridley.k12.mn.us](mailto:kristine.carlston@fridley.k12.mn.us)

### **BENEFITS**

New Hire Orientation ----- Kristine Carlston, Human Resources Coordinator  
X5003 [kristine.carlston@fridley.k12.mn.us](mailto:kristine.carlston@fridley.k12.mn.us)  
403(b) Changes/New Elections ----- Susan Bucci, Payroll Specialist  
x5615 [susan.bucci@fridley.k12.mn.us](mailto:susan.bucci@fridley.k12.mn.us)  
Benefit Elections/Changes ----- Kristine Carlston, Human Resources Coordinator  
X5003 [kristine.carlston@fridley.k12.mn.us](mailto:kristine.carlston@fridley.k12.mn.us)  
Flex Daycare/Medical Reimbursements -----Further 651-662-5065  
<https://member.hellofurther.com/login>  
Retiree Benefits-----Alerus Retirement and Benefits  
Customer service 952-259-1261, [cobra@alorus.com](mailto:cobra@alorus.com)

### **LANE CHANGES**

Lane Change Approval ----- Ike Isaacson, Director of Human Resources  
X5013 [Ike.isaacson@fridley.k12.mn.us](mailto:Ike.isaacson@fridley.k12.mn.us)  
Lane Change Current Credit Status ----- Lori Andler, Exec. Asst to Superintendent  
X5002 [lori.andler@fridley.k12.mn.us](mailto:lori.andler@fridley.k12.mn.us)

### **OTHER**

Background checks, Job Postings, Safe Schools setup, Worker's Compensation-----  
Kristine Carlston, HR Coordinator X5003 [kristine.carlston@fridley.k12.mn.us](mailto:kristine.carlston@fridley.k12.mn.us)  
Contract questions -----Ike Isaacson, Director of Human Resources, or Kristine Carlston, HR Coordinator  
x5013 [Ike.isaacson@fridley.k12.mn.us](mailto:Ike.isaacson@fridley.k12.mn.us) or x5003 [kristine.carlston@fridley.k12.mn.us](mailto:kristine.carlston@fridley.k12.mn.us)

### **FINANCE/ACCOUNTING**

Special Programs/Grants ----- Andrea Baker, Finance Specialist  
X5029 [andrea.baker@fridley.k12.mn.us](mailto:andrea.baker@fridley.k12.mn.us)  
Reimbursements (e.g. mileage) ----- Donna Klingenberg, Accounts Payable Technician  
X5019 [Donna.Klingenberg@Fridley.k12.mn.us](mailto:Donna.Klingenberg@Fridley.k12.mn.us)  
Accounts Payable (e.g. vendor payment processing) ---- Donna Klingenberg, Accounts Payable Technician  
X5019 [Donna.Klingenberg@Fridley.k12.mn.us](mailto:Donna.Klingenberg@Fridley.k12.mn.us)  
General Accounting Questions/Budgets ----- Kate Wesbur, Accounting Supervisor  
x5018 [kate.wesbur@fridley.k12.mn.us](mailto:kate.wesbur@fridley.k12.mn.us)