

Human Resources Department Contact List

If I have a question about:	Email Address	Telephone Number
403b	403b@apsb.org	225-391-7105
Address Changes	Human.Resources@apsb.org	225-391-7117 or 225-391-7114
AESOP (Kelly Services) Issues	Payroll@apsb.org	225-391-7125
Applicant Portal (Administrator)	Human.Resources@apsb.org	225-391-7106
Applicant Portal (Applications)	Human.Resources@apsb.org	225-391-7109
Recommendations	Recommendations@apsb.org	225-391-7117 or 225-391-7114
Background Checks	Fingerprinting@apsb.org	225-391-7115
Benefits (Last Name A-K)	Employee.insurance@apsb.org	225-391-7113
Benefits (Last Name L-Z)	Employee.insurance@apsb.org	225-391-7112
Certification (Applications, Renewals, Upgrades)	Teacher.Certification@apsb.org	225-391-7108
Certification (Update ALIO)	Teacher.Certification@apsb.org	225-391-7108
Direct Deposit	Payroll@apsb.org	225-391-7125
Employee Insurances	Employee.Insurance@apsb.org	225-391-7112 or 225-391-7113
Employee Portal (Administrator)	Human.Resources@apsb.org	225-391-7104
Job Postings	Human.Resources@apsb.org	225-391-7114 or 225-391-7117
Leave of Absences (Personal, Sick, Vacation-days)	Leave@apsb.org	225-391-7110
Name Changes	Human.Resources@apsb.org	225-391-7114 or 225-391-7117
NOVATime Issues	Novatime@apsb.org	225-391-7078
Onboarding	Human.Resources@apsb.org	225-391-7117 or 225-391-7114
Other Deductions (LAE, LFT, A+PEL, United Way)	Human.Resources@apsb.org	225-391-7104
OSSE (Outstanding School Support Employee)	Human.Resources@apsb.org	225-391-7104
Password Issues (Emails, Login, Portals)	Helpdesk@apsb.org	225-391-7150
Payroll questions	payroll@apsb.org	225-391-7123 or 225-391-7079
Policies	Human.Resources@apsb.org	225-391-7105
POY (Principal of the Year)	Human.Resources@apsb.org	225-391-7104
Recommendations	Recommendations@apsb.org	225-391-7117 or 225-391-7114
Records	Human.Resources@apsb.org	225-391-7109
Retiree RTW (FT & subs)	Retirement@apsb.org	225-391-7119
Request to Transfer	Human.Resources@apsb.org	225-391-7117 or 225-391-7114
Resignation/Separation/Termination	Human.Resources@apsb.org	225-391-7117 or 225-391-7114
Retiree Insurances	Employee.Insurance@apsb.org	225-391-7112 or 225-391-7113
Retirement (Last Name A-K)	Retirement@apsb.org	225-391-7107
Retirement (Last Name L-Z)	Retirement@apsb.org	225-391-7116
SafeSchools	Helpdesk@apsb.org	225-391-7150
State Reporting	Teacher.certification@apsb.org	225-391-7108
TOY (Teacher of the Year)	Human.resources@apsb.org	225-391-7104
TTE	Tuitionexemption@apsb.org	225-391-7108
Verification of Employment	Employeeverification@apsb.org	225-391-7115
Verification of Years of Experience	Employeeverification@apsb.org	225-391-7115
Workers' Compensation	Workerscomp@apsb.org	225-391-7085