

HR and Finance Departments Quick Reference Guide

Category	Contact Person & Email
Applicant Tracking (Posting Jobs)	Dana Lance (dana.lance@mymec.org)
Application & Documents for Pending Hires	Dana Lance (dana.lance@mymec.org)
Account Numbers/Allowable Expenditures	Tara Elrod (tara.elrod@mymec.org)
Budget/Finance Dashboard	Tara Elrod (tara.elrod@mymec.org)
Compliance Director Training Modules	Kristin Jarrard (kristin.jarrard@mymec.org)
Certification Renewal	Elisabeth Shaw (elisabeth.shaw@mymec.org)
Credit Card Request and Limit Increase	Aundrea Wilson (aundrea.wilson@mymec.org)
Credit Card Recons	Deanna Turner (deanna.turner@mymec.org)
Direct Deposit Sign Up	Lisa Holcomb (lisa.holcomb@mymec.org) or Becky Allison (becky.allison@mymec.org)
Employee Email (password reset, add to a group)	Laura Smith (laura.smith@mymec.org)
Etrieve Login Help	Chris Dowdy (chris.dowdy@mymec.org)
Evaluations and Mid-Years	Elisabeth Shaw (elisabeth.shaw@mymec.org)
Fingerprinting	Dana Lance (dana.lance@mymec.org)
General Human Resources Issues	Elisabeth Shaw (elisabeth.shaw@mymec.org)
General Finance Issues	Tara Elrod (tara.elrod@mymec.org)
Governing Board	Elisabeth Shaw (elisabeth.shaw@mymec.org)
Kronos Login	Becky Allison (becky.allison@mymec.org)
New Hire Documents (oath, race, handbook)	Kristin Jarrard (kristin.jarrard@mymec.org)
I9	Kristin Jarrard (kristin.jarrard@mymec.org)
Invoices/Payments	Tara Elrod (tara.elrod@mymec.org)
Pay Rate	Becky Allison (becky.allison@mymec.org)
Payroll Check Stubs	Becky Allison (becky.allison@mymec.org)
Personnel Change Requests	Elisabeth Shaw (elisabeth.shaw@mymec.org)
Purchase Orders	Dana Lance (dana.lance@mymec.org)
SRO Contracts/Timesheets	Tara Elrod (tara.elrod@mymec.org)
Tax Forms - W4 and G4	Lisa Holcomb (lisa.holcomb@mymec.org) or Becky Allison (becky.allison@mymec.org)
Travel	Aundrea Wilson (aundrea.wilson@mymec.org)
TRS - Return to Work Verifications	Elisabeth Shaw (elisabeth.shaw@mymec.org)
Verification of Employment	Becky Allison (becky.allison@mymec.org)
W2 Copy	Becky Allison (becky.allison@mymec.org)

Workers Compensation

Elisabeth Shaw (elisabeth.shaw@mymec.org)