



Human Resource Department School Districts 318, 319, 6070

Use this guide to find the right point of contact for your HR Department Questions

**Carrie Riley – Payroll Coordinator,
criley@isd318.org 218-327-5790**

- Paycheck questions
- Tax withholding (W4 forms)
- Leave accrual inquiries
 - W-2s

**Rachelle Dethloff – Benefits Coordinator,
rdethloff@isd318.org, 218-327-5806**

- ACA 1095 Forms
- Health Insurance Verifications
 - Benefit Enrollment
 - Insurance Changes
 - Medicare Questions
- PERA / TRA separation forms
- Retirement benefit questions
 - COBRA
 - Unemployment
- Life, LTD, Dental, Medical, Matching (403b/457), HCSP, HSA, Veba, Flex

**Holly Christenson – HR Coordinator,
hchristenson@isd318.org,
218-327-5722**

- Employment Postings/Questions
 - Workers Compensation
 - Staff Emails
- Leave of Absence Requests
 - MN Paid Leave
 - Loan Forgiveness

**Lisa Pierzina – HR Assistant, lpierzina@isd318.org,
218-327-5727**

- Substitute questions
- Login Support (Paycheck / Smart eR / ESS, Skyward, Frontline)
 - Employment Verifications
- Corrections Needed (timesheet or absences, punches, schedules, absences, assigning subs, etc.)

Kasie Maeder – HR Director, kmaeder@isd318.org, 218-327-5708

- Wage Statements (Rate of pay, longevity, steps, lanes)
 - Contract Questions
- Employee Evaluations
 - Lane Changes
 - Realignment
- Retirement / Resignations
 - Seniority
 - Teacher Licensure
- Layoffs / ULAs / non-renewals
 - Public Data Requests

