

HUMAN RESOURCE CONTACTS

Subject	Call First	Call Second
AESOP/Skyward/Navigator Access	96342 Erin Rodgers	96343 Tracey Patton
Auxiliary Employee Support	96306 Giselle Avila	96326 Lacye Goad
Certifications	96384 SarahAnne Steffens	96340 Jennifer Burns
Contracts	96384 SarahAnne Steffens	96340 Jennifer Burns
Duty Day Calendars	96326 Lacye Goad	96343 Tracey Patton
Employee Exits	96339 Tanisha Freeman	96341 Maria Martiez
Fast-Track Help	96305 Tiffany Miller	91982 Teretha Patterson
Fingerprinting Clear Questions	92798 Cindy Medina	96342 Erin Rodgers
Fingerprint Processing	92798 Cindy Medina	96341 Tiffany Miller
Frontline Substitute Account Code Processing	96342 Erin Rodgers	96338 Kia Crosby
Go2 Program	96343 Tracey Patton	96321 Taylor Daniels
Harassment or Discrimination	96343 Tracey Patton	96321 Taylor Daniels
Job Descriptions	96305 Tiffany Miller	96340 Jennifer Burns
Job Fairs/Recruiting	96321 Taylor Daniels	96343 Tracey Patton
Job Postings	96341 Maria Martinez	96339 Tanisha Freeman
KEEPS Program	96343 Tracey Patton	96321 Taylor Daniels
Leave Questions – Prof & Para Leave Questions – Auxiliary	96340 Jennifer Burns 96326 Lacye Goad	96339 Tanisha Freeman 96306 Giselle Avila
Loan Forgiveness	96300 Linette Armstrong/Kelly Hall	96305 Tiffany Miller
MTOP	96343 Tracey Patton	96321 Taylor Daniels
New Hire Onboarding	96380 Aurora Garcia	96339 Tanisha Freeman
New Hire Setup	96339 Tanisha Freeman	96341 Maria Martinez
Observation Background Checks	96321 Taylor Daniels	96305 Tiffany Miller
Rosters/FTE - Prof & Para Rosters/FTE - Auxiliary	96340 Jennifer Burns 96326 Lacye Goad	96341 Maria Martinez 96306 Giselle Avila
Safe Schools	96343 Lacye Goad	96343 Tracey Patton
Salary	96326 Lacye Goad	96343 Tracey Patton
Salary-Payoff	96326 Lacye Goad	96339 Tanisha Freeman
SDCE	96340 Jennifer Burns	96326 Lacye Goad
Service Awards	96340 Jennifer Burns	96339 Tanisha Freeman
Service Records Coming to MISD	96380 Aurora Garcia	96339 Tanisha Freeman
Service Records Leaving MISD	96384 SarahAnne Steffens	96339 Tanisha Freeman
Service Records/Substitutes	96384 SarahAnne Steffens	96342 Erin Rodgers
Staff Clinic	96343 Tracey Patton	96325 Jennifer Stoecker
Student Teacher Background Checks	96321 Taylor Daniels	96305 Tiffany Miller
Substitute Orientation	96342 Erin Rodgers	96338 Kia Crosby
Substitute On-Boarding	96342 Erin Rodgers	96338 Kia Crosby
Substitute-Long Term	96342 Erin Rodgers	96338 Kia Crosby
Substitute Payroll	96342 Erin Rodgers	96338 Kia Crosby
Time Off Allocation	96339 Tanisha Freeman	96326 Lacye Goad
Transcripts	96380 Aurora Garcia	96339 Tanisha Freeman
True Time Access	96339 Tanisha Freeman	96341 Maria Martinez
True Time/Time Off	96339 Tanisha Freeman	96341 Maria Martinez
Tutors	96342 Erin Rodgers	96338 Kia Crosby
Vacancy Request	96342 Erin Rodgers	96338 Kia Crosby
Volunteer Background Checks	96305 Tiffany Miller	96300 Linette Armstrong/Kelly Hall