

CONTACT INFORMATION

Topic of Question	Contact	Department	Phone/Location
AESOP	Karla Michanowicz	Human Resources	715-261-0518
Change of Address	Pam Helke	Payroll	715-261-0545
Contract -Teachers and Administrators	Sharon Kaziak	Human Resources	715-261-0522
Employee Handbook	Julie Mieska Karla Michanowicz	Human Resources	715-261-0523 715-261-0518
Insurance (Health and Dental)	Pam Helke	Payroll	715-261-0545
Employee Discrimination/ Sexual Harassment	Karla Michanowicz	Human Resources	715-261-0518
Family Medical Leave	Julie Mieska	Human Resources	715-261-0523
Leave Requests (personal or serious illness)	Julie Mieska	Human Resources	715-261-0523
Short-term/Long-term Disability Insurance	Pam Helke	Payroll	715-261-0545
Name Change	Pam Helke	Payroll Office	715-261-0545
Payroll, Direct Deposit, Withholding	Pam Helke	Employee Access or Payroll	WSD Website or 715-261-0545
Retirement	Connie Perger Julie Mieska Sharon Kaziak	Payroll Human Resources or Wisconsin Retirement System	715-261-0545
SafeSchools	Karla Michanowicz	Human Resources	715-571-0518
Skyward Employee Access-Leave Questions	Julie Mieska	Human Resources	715-261-0523
Skyward Employee Access System	Randy Lewandowski	Human Resources	715-261-0519
Skyward-TrueTime	Randy Lewandowski	Human Resources	715-261-0519
Substitutes	Karla Michanowicz	Human Resources	715-261-0518
Support Staff - Maintenance & Custodial, Administrative and Educational Support, Nutrition Services, and Municipal	Julie Mieska	Human Resources	715-261-0523
Teacher Compensation	Jeff Gress	Human Resources	715-261-0520
Teacher Licensing	Sharon Kaziak Karla Michanowicz	Human Resources or DPI (Department of Public Instruction)	715-261-0522 715-261-0518 or http://tepd.dpi.wi.gov/
Teacher Professional Learning and Eduphoria	Dr. Michael Schwei	Education	715-261-0551
Time Cards	Pam Helke	Payroll	715-261-0545
Time Off Records	Julie Mieska	Employee Access or Human Resources	WSD Website
Wellness	Karla Michanowicz	Human Resources	715-261-0518
Workers' Compensation	Pam Helke	Payroll	715-261-0545