



| <u>“Who Does What ?”</u>                       | <b>DAWN SWANSON</b><br>Business Manager<br><a href="mailto:dswanson@bhased.org">dswanson@bhased.org</a><br>796-2500 ext 225 | <b>BROOKE BUDKA</b><br>Bookkeeper<br><a href="mailto:bbudka@bhased.org">bbudka@bhased.org</a><br>796-2500 ext 224 | <b>JILL KENT</b><br>Payroll and Human Resources<br><a href="mailto:jkent@bhased.org">jkent@bhased.org</a><br>796-2500 ext 246 | <b>TERRI SINDE</b><br>Administrative Secretary<br><a href="mailto:tsinde@bhased.org">tsinde@bhased.org</a><br>796-2500 ext 228 |
|--|---|---|---|--|
| 403(b) Plan                                    | Yes   |   | Yes   |  |
| Calendar Questions                             |   |   |   | Yes  |
| Direct Deposit Changes                         |   |   | Yes   |  |
| Email, Computer, Printer Passwords / Questions | <i>Contact Christan Schrader</i>  |   |   |  |
| Employee ID Number                             | Yes   | Yes   | Yes   |  |
| Employee Portal Log In (SDS)                   | Yes   | Yes   | Yes   |  |
| Employee Reimbursements                        |   | Yes   |   |  |
| Identification Badge                           |   |   | Yes   |  |
| IMRF   | Yes   |   | Yes   |  |
| Leave Requests                                 |   |   | Yes   | Yes  |
| Medical, Dental, Life Insurances and HSA       |   |   | Yes   |  |
| Mileage Reimbursements                         |   | Yes   |   |  |
| New Employee Paperwork                         |   |   | Yes   |  |
| Per Mar Magnetic Door Key                      |   |   |   | Yes  |
| Paycheck Questions                             | Yes   |   | Yes   |  |
| Requisition / Ordering                         |   | Yes, <u>AFTER</u> Supervisor Approval   |   |  |
| Time Clock Questions                           |   |   | Yes   |  |
| TRS  | Yes   |   | Yes   |  |
| W-4 Changes                                    |   |   | Yes   |  |
| Workers Compensation                           | Yes   |   |   |  |

\*\*\* For staff using the **SDS Time Clock System** to clock in and clock out...if you have any missed punches or any erroneous punches, please send an email as soon as possible to [timeclock@bhased.org](mailto:timeclock@bhased.org)  
The email will be **required** as documentation to make any changes to your punches \*\*\*