



<u>“Who Does What ?”</u>	DAWN SWANSON Business Manager dswanson@bhased.org 796-2500 ext 1102	BROOKE BUDKA Bookkeeper bbudka@bhased.org 796-2500 ext 1105	JILL KENT Payroll jkent@bhased.org 796-2500 ext 1103	BAYLEE BURKLUND Human Resources bburklund@bhased.org 796-2500 ext 1120	TERRI SINDE Administrative Secretary tsinde@bhased.org 796-2500 ext 1104
403(b) Plan	Yes			Yes	
Badges				Photo ID	Per Mar Door Badge
Calendar Questions					Yes
Direct Deposit Changes			Yes		
Email, Computer, Printer Passwords / Questions	<i>Contact Christan Schrader</i>				
Employee ID # & Portal Login (SDS)	Yes	Yes	Yes	Yes	
Employee & Mileage Reimbursements		Yes			
IMRF	Yes		Yes	Yes	
Insurance: Medical, Dental, Vision, Life and HSA				Yes	
Leave Requests				Yes	Yes
New Employee Paperwork				Yes	
Paycheck Questions	Yes		Yes		
Professional Development		Yes, <u>AFTER</u> Supervisor Approval			
Requisition / Ordering		Yes, <u>AFTER</u> Supervisor Approval			
Time Clock Questions			Yes		
TRS	Yes		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
The email will be **required** as documentation to make any changes to your punches ***