



<u>“Who Does What ?”</u>	<b>DAWN SWANSON</b> Business Manager <a href="mailto:dswanson@bhased.org">dswanson@bhased.org</a> 796-2500 ext 1102	<b>BROOKE BUDKA</b> Bookkeeper <a href="mailto:bbudka@bhased.org">bbudka@bhased.org</a> 796-2500 ext 1105	<b>JILL KENT</b> Payroll <a href="mailto:jkent@bhased.org">jkent@bhased.org</a> 796-2500 ext 1103	<b>BAYLEE BURKLUND</b> Human Resources <a href="mailto:bburklund@bhased.org">bburklund@bhased.org</a> 796-2500 ext 1120	<b>STEPHANIE STEDMAN</b> Administrative Secretary <a href="mailto:sstedman@bhased.org">sstedman@bhased.org</a> 796-2500 ext 1104
403(b) Plan	Yes			Yes	
Badges				Photo ID & Per Mar	
Calendar Questions				Yes	Yes
Direct Deposit Changes			Yes	Yes	
Email, Computer, Printer Passwords / Questions					Email <a href="mailto:bhased@netlinux.com">bhased@netlinux.com</a>
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, <i>AFTER</i> Supervisor Approval			
Requisition / Ordering		Yes, <i>AFTER</i> Supervisor Approval			
Time Clock Questions			Yes		
TRS	Yes		Yes	Yes	
W-4 Changes			Yes	Yes	
Workers Compensation	Yes				

**Note:** 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 \*\*\*