

Who to Contact for HR/Business Office Services?



Human Resources Northfield, A401 or Winnetka, Rm 205

- **Benefit Time Off:** Kim McDermott x2245
- **Change of Address:** Kim McDermott x2245
- **Custom Reports:** Kim McDermott x2245
- **Employee Benefits:** Kim McDermott x2245
- **Employee lists:** Kim McDermott x2245
- **Employment Postings:** Bina Rexhepi x2671
- **Teacher Evaluations:** Rita Petratos x2210
- **Support Staff Evaluations:** Bina Rexhepi x2671
- **Hiring/Recruiting:** Bina Rexhepi x2671
- **Insurance:** Kim McDermott x2245
- **Leave of Absences and FMLA:** Kim McDermott x2245
- **Licensure:** Rita Petratos x2210
- **Onboarding:** (Support Staff, PPS, Faculty) Bina Rexhepi x2671
- **Onboarding:** (Out of District Coaches, Stiped Staff) Rita Petratos x2210
- **Onboarding:** (Temporary Summer, Volunteers, Substitutes) Kim Sparkowski x6586
- **Personnel Board Report/Board Confirmation letters:** Rita Petratos x2210
- **Retirement Benefits/Planning:** Kim McDermott x2245
- **Retirement Savings Plans:** Kim McDermott x2245
- **Skyward:** Kim McDermott x2245
- **Staff ID Replacement:** Kim Sparkowski x6586
- **State Reporting:** Kim McDermott x2245
- **Stipends (Scale/Step):** Kim McDermott x2245
- **Student Teachers/Observations:** Bina Rexhepi x2671
- **Substitutes:** Kim Sparkowski x6586
- **Time off Faculty:** Kim McDermott x2245
- **Tuition Reimbursement:** Rita Petratos x2210
- **Vector Training:** Bina Rexhepi x2671
- **Verification of Employment (no payroll needed):** Kim McDermott x2245
- **Wellness Documentation:** personnel@nths.net
- **Work Safety (Work injuries/Workers' Compensation):** Kim Sparkowski x6586
- **Work permit:** (Northfield) Kim Sparkowski x6586 or (Winnetka) Records Office x2212

Business Office Northfield, A406

- **403B/457:** Brooke Porembski x2663
- **Activity/District Account Skyward Reports & Access:** Jill Mercuri x2664
- **Bus Schedule & Transportation:** Frank Lamberti x7527
- **Capital Expenditures:** Yvonne Blair x2661 or Shelly Fowler x2665
- **Check Requests:** Yvonne Blair x2661 or Shelly Fowler x2665
- **Conference/PD Travel:** Jill Mercuri x2664
- **Deposits:** Shelly Fowler x2665
- **Employee Reimbursements:** Shelly Fowler x2665
- **Payment/Invoice Status:** Shelly Fowler x2665 or Yvonne Blair x2661
- **Payroll:** (Faculty/12 month Staff) Brooke Porembski x2663 or (PPS/ESP) Emm Schlauch x2670
- **P-Cards:** Jill Mercuri x2664 or Frank Lamberti x7527
- **Purchase Orders:** Yvonne Blair x2661
- **RevTrak:** Jill Mercuri x2664
- **Student Fees:** Jill Mercuri x2664 or Patt Schneider x3409
- **Skyward- Payroll/True Time:** Brooke Porembski x2663 or Emm Schlauch x2670
- **Time off:** (Admin/PPS/ESP) Emm Schlauch x2670 or (12 month Staff) Brooke Porembski x2663
- **Verification of Employment (Payroll records needed):** Brooke Porembski x2663
- **Vending Machine:** Frank Lamberti x7527
- **W-9 forms:** Patt Schneider x3409
- **Quest Food Accounts:** Pia Fazio, Quest Manager