

**Red Oak ISD - Human Resources Department**

Who do I call in Human Resources?

What is the question?	First	Ext.	Back Up
Address Changes	Admin. to Asst. Supt of HR	4105	Records Specialist
Aesop	Sub Specialist	4174	Support Staff Specialist
Auxiliary Employee Support	Support Staff Specialist	4024	HR Director
Badges	Admin. to Asst. Supt of HR	4105	Records Specialist/Support Staff Specialist
Certification	HR Director	4092	Asst. Supt of HR
Contracts	HR Director	4092	Asst. Supt of HR
Discretionary Leave Approval	Benefits & Leave Coordinator	4173	Asst. Supt of HR
Duty Day Calendars	HR Director	4092	Asst. Supt of HR
Early Notice Incentive	HR Director	4092	Admin. to Asst. Supt. of HR
Exit Interviews	Admin. to Asst. Supt of HR	4105	Asst. Supt of HR
Fast Track Help	HR Director	4092	Support Staff Specialist
Fingerprinting Clear Questions	HR Director/Support Staff Specialist	4092/4024	Admin. to Asst. Supt. of HR
Fingerprint Processing	HR Director/Support Staff Specialist	4092/4024	Admin. to Asst. Supt. of HR
Harrasment/ Discrimination/ Grievances	Assistant Superintendent of HR	4105	HR Director
Job Descriptions	Support Staff Specialist	4024	HR Director
Job Fairs/Recruiting	Support Staff Specialist	4024	Admin. to Asst. Supt. of HR
Job Postings	HR Director	4092	Support Staff Specialist
Leave Questions	Benefits & Leave Coordinator	4173	Asst. Supt of HR
Loan Forgiveness	Admin. to Asst. Supt of HR	4105	Asst. Supt of HR
Name Changes	Admin. to Asst. Supt of HR	4105	Records Specialist
New Hire Process	HR Director	4092	Support Staff Specialist
New Hire Technology/Set Up	Admin. to Asst. Supt of HR	4105	HR Director/Support Staff Specialist
Observations Background	Support Staff	4024	Admin. to Asst. Supt. of HR
Salary	HR Director	4092	Support Staff Specialist
Salary-Payoff	Payroll Manager	4161	Payroll Assistant

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Service Awards	Records Specialist	4041	Admin. to Asst. Supt. of HR
Service Records	Records Specialist	4041	Admin. to Asst. Supt. of HR
Student Teachers	Support Staff Specialist	4024	Asst. Supt of HR
Substitutes On-Boarding	Support Staff Specialist	4024	Substitute Specialist
Substitute-Long Term	Sub Specialist	4024	Support Staff Specialist
Substitute Orientation	Support Staff Specialist	4024	Support Staff Specialist
Substitute Payroll	Payroll Manager	4161	Payroll Assistant
Time off	Benefits & Leave Coordinator	4173	Asst. Supt of HR
Transcripts	HR Director	4092	Records Specialist
True Time Access	Payroll Assistant	4017	Payroll Manager
True Time/Time Off	Payroll Assistant	4017	Payroll Manager