## Who do I call in Human Resources?

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What is the question?	First	Ext.	Back Up
	Admin. to Asst.		
Address Changes	Supt of HR	4105	Records Specalist
Aesop	Sub Specialist	4174	Support Staff Specialist
	Support Staff		
Auxiliary Employee Support		4024	HR Director
	Admin. to Asst.		Records Specalist/Support Staff
Badges	Supt of HR	4105	Specialist
Certification	HR Director	4092	Asst. Supt of HR
Contracts	HR Director	4092	Asst. Supt of HR
Discretionary Leave	Benefits & Leave		
Approval	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
	Admin. to Asst.		
Exit Interviews	Supt of HR	4105	Asst. Supt of HR
Fast Track Help	HR Director	4092	Support Staff Specialist
'	HR		<u> </u>
Fingerprinting Clear	Director/Support		
Questions	Staff Specialist	4092/4024	Admin. to Asst. Supt. of HR
	HR	1002/ 102 1	
	Director/Support		
Fingerprint Processing	Staff Specialist	4092/4024	Admin. to Asst. Supt. of HR
i ingerpriner rocessing	Assistant	1032/ 102 1	/ carrier to / isst. Supt. Of Fix
Harrasment/	Superintendent of		
Discrimination/ Grievances	HR	4105	HR Director
Discrimination, direvariees	Support Staff	4105	The Birector
Job Descriptions	Specialist	4024	HR Director
JOB DESCRIPTIONS	Support Staff	4024	TIN DI CCCOI
Job Fairs/Recruiting	Specialist	4024	Admin. to Asst. Supt. of HR
Job Postings	HR Director	4092	Support Staff Specialist
agnizo4 dot	Benefits & Leave	4092	Support Start Specialist
Loove Overtions		4172	Acct Cupt of LID
Leave Questions	Coordinator	4173	Asst. Supt of HR
l	Admin. to Asst.	4405	
Loan Forgiveness	Supt of HR	4105	Asst. Supt of HR
	Admin. to Asst.		
Name Changes	Supt of HR	4105	Records Specalist
New Hire Process	HR Director	4092	Support Staff Specialist
New Hire Technology/Set	Admin. to Asst.		HR Director/Support Staff
Up	Supt of HR	4105	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

## **Red Oak ISD - Human Resources Department**

## Who do I call in Human Resources?

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