



HUMAN RESOURCE SERVICES
(562) 997-8208 ♦ Fax (562) 997-8298

September 2008

PLEASE POST

To: All Sites and Offices
From: Patty Mitchell, Senior Personnel Analyst
Subject: District Office Contacts

Who to call ~ Payroll, Personnel Commission or Human Resource Services?

Questions about one's pay are important and it may be difficult to determine which Department can be the best source of assistance. Contacting the correct department will allow us to resolve your concern more efficiently. Here are some guidelines to use to determine who to contact:

Payroll ~ Classified and Certificated (997- 8127)

The calculation of your gross or net pay
Withholdings and/or deductions
Paid time off balances
TSA (Tax Sheltered Annuities)

Human Resource Services ~ Certificated (997 - 8208)
Personnel Commission ~ Classified (435 - 5708)

Your assignment (site, FTE, calendar, etc)
Placement on the salary schedule
Career increment or additional amount
Request a leave
Resignation/ Retirement Information
Summer School
Master Teacher Stipends

The HRS website may also be a good source of information for certificated employees!

See www.teachlongbeach.com /For Current Employees
or www.lbschools.net / Human Resources
or contact HRS at hshelp@lbschools.net

Classified Employees may contact Personnel Commission via the District website
www.lbschools.net / Personnel Commission

Approved by:
Bobbie Montes
Program Administrator