



Human Resource Services

(562) 997-8208 ♦ Fax (562) 997-8298 ♦ hrshelp@lbschools.net

May 2015

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 should you be unable to resolve the issue with your site's payroll clerk. Here are some guidelines to use to determine who to contact if needed after consulting with your site:

Payroll ~ Classified and Certificated (997- 8127)

Questions about your pay stub
Garnishments
Salary Advances
Temporary Upgrades
TSA (Tax Sheltered Annuities)
W-4 withholdings and other pay deductions

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
Resignation/ Retirement/ Leave of Absence information
Summer School
Master Teacher Stipends (certificated only)

The following websites/ links are also a good source of information for employees!

- www.lbschools.net
 - Human Resources /For Current Employees
 - Personnel Commission
 - Payroll
 - Risk Management