



EMPLOYEE FAQ

WHO DO I CALL WHEN...



General Educator Questions



- I'm having issues with classroom management.
- I need accommodations for a student with an IEP.
- I need assistance with an academic platform.

For all general educator questions, please reach out to your building principal. Your building principal will direct you questions to the appropriate personnel.

Technology



For all technology concerns, please reach out to your front office secretary to place a technology help desk ticket for SAMAC.

- My email account does not work.
- My desktop or laptop computer will not come on.
- I would like a specific software added to my device.



Payroll and HR

- I do not believe my check is correct.
- I need to adjust my tax withholding
- I want to add my spouse to my insurance.
- I was injured while at work.
- I have an issue with my EEF card.
- Is there a platform to check my payroll deductions?

Contact Hannah Brooks, 1009
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Contact Sandra Porter, 1005

Contact Sandra Porter, 1005
Contact Selma Russell, 1008
Check Active Resources; you may also contact Hannah Brooks, 1009