

# CLOVER PARK SCHOOL DISTRICT

## Payroll Staff Assignments

Julie Mondry	Jeanne Strong	Cherie Broeker	Anita Casiano
Payroll/Benefits Manager 253-583-5121 <a href="mailto:jmondry@cloverpark.k12.wa.us">jmondry@cloverpark.k12.wa.us</a>	Payroll Leave/Benefit Specialist-Lead 253-583-5122 <a href="mailto:jstrong@cloverpark.k12.wa.us">jstrong@cloverpark.k12.wa.us</a>	Payroll Specialist 253-583-5124 <a href="mailto:cbroeker@cloverpark.k12.wa.us">cbroeker@cloverpark.k12.wa.us</a>	Payroll Specialist 253-583-5120 <a href="mailto:acasiano@cloverpark.k12.wa.us">acasiano@cloverpark.k12.wa.us</a>
CODE      LOCATION	CODE      LOCATION	CODE      LOCATION	CODE      LOCATION
61 Superintendent's Office	5 Alfaretta House	35 Custer Elementary	31 Beachwood Elementary
62 Asst Supt-Elementary	2 Firwood Secondary School	40 Four Heroes Elementary	33 Carter Lake Elementary
63 Asst Supt-Secondary	7 Firwood Transition Day Students	49 Lakeview Elementary	37 Dower Elementary
64 HR/Payroll/Cadre	1 Oak Grove Elementary	51 Park Lodge Elementary	41 Hillside Elementary
66 Deputy Superintendent	3 Oak Ridge Group Home	57 Tillicum Elementary	43 Idlewild Elementary
67 Community Relations		59 Tye Park Elementary	44 Evergreen Elementary
68 Information Technology Svcs	73 Special Education	60 Oakbrook Elementary	47 Lake Louise Elementary
69 Publications			52 Meriwether Elementary
80 Business Services		25 Hudtloff Middle School	54 Rainier Elementary
81 Accounts Payable		27 Mann Middle School	
82 Financial Services			23 Lochburn Middle School
83 Purchasing & Inventory		11 Clover Park High School	21 Woodbrook Middle School
		15 Harrison Prep School	
			12 Lakes High School
Processes	Processes	Processes	Processes
Manage Monthly Payroll Admin & Supplemental Pay Input W-4 & Direct Deposit Changes Life Insurance Claims ACA - Year End Garnishments OIC - Compliance 941's and ESD Quarterlies Oversee Benefit Compliance W-2's Dept of Retirement Deferred Comp/403B's	ALL District Employee Leaves STD/LTD Claims FMLA - Shared Leave Benefit Orientations Workers Comp Claims/Time Loss	20 CP Early Learning 84 District Operations 90 Facility Operations 91 Student Nutrition 92 Maintenance & Grounds 94 Transportation	71 Teaching & Learning 72 Assessment & Program Eval 74 Compensatory Programs 75 Student Services 76 CTE
Vendors	Vendors	Vendors	Vendors
	Standard - STD Premera Blue Cross Washington Dental - CPEA/IUOE Willamette Dental - CPEA/IUOE Group Health	Flex Plan 125 (Med/Dep/Health Sav) Standard Voluntary Life 403B - OMNI	AFLAC Union Dues-CPEA/ESPCP/IUOE Credit Unions & WEA-PAC HCA & Workers' Compensation Unum/LTC & United Way CP Citizen & CP Foundation VSP Standard Group Life Standard LTD Willamette Dental - Plan Z112 Met-Life Dental
<b>Sabrina Warner</b>	253-583-5080	Mail (Incoming/Outgoing)	I-9's
Payroll/HR Clerk & Sub Coordinator		Verifications (Salary)	PR Support - Counter/Phones