



## Administrative Staff Contacts

As of January 3, 2019

What?	Who?	How?
Mileage Petty Cash (Head Start)	La Shaun Burke <i>Fiscal Department</i>	(916) 263-3878 <a href="mailto:LaShaun.Burke@seta.net">LaShaun.Burke@seta.net</a>
Travel Tuition Reimbursement Scrip	Vera Cherednichenko <i>Fiscal Department</i>	(916) 263-4107 <a href="mailto:Vera.Cherednichenko@seta.net">Vera.Cherednichenko@seta.net</a>
Payroll changes <ul style="list-style-type: none"> <li>• W-4's</li> <li>• Timesheet questions</li> <li>• Personal Information Changes (Address, phone, name, etc.)</li> </ul>	Jessica Cunha Jenn Wilkins <i>Fiscal Department</i>	(916) 263-5500 (916) 263-3891 <a href="mailto:SETA.payroll@seta.net">SETA.payroll@seta.net</a>
Petty Cash (WFD & Admin)	Nancy Hogan	(916) 263-3827 <a href="mailto:Nancy.Hogan@seta.net">Nancy.Hogan@seta.net</a>
IT Questions/Issues	Sandy Bacon <i>IT Department</i>	(916) 263-7957 <a href="mailto:helpdesk@seta.net">helpdesk@seta.net</a>
Anniversary Program Employment Verifications Bilingual Certification Training Input Employee Records Request	Rhonda Woods <i>HR Department</i>	(916) 263-3857 <a href="mailto:Rhonda.Woods@seta.net">Rhonda.Woods@seta.net</a>
Worker's Compensation Internal Application/Interview Questions	Susan Adams <i>HR Department</i>	(916) 263-0689 <a href="mailto:Susan.Adams@seta.net">Susan.Adams@seta.net</a>
Performance Appraisals Internal Application/Interview Questions	Debbie Schneider <i>HR Department</i>	(916) 263-0606 <a href="mailto:Debbie.Schneider@seta.net">Debbie.Schneider@seta.net</a>
Benefits Leaves of Absence Disability	Deanna Dykes <i>HR Department</i>	(916) 263-3906 <a href="mailto:Deanna.Dykes@seta.net">Deanna.Dykes@seta.net</a>
Internal Application/Interview Questions	Darryl Pouncey <i>HR Department</i>	(916) 263-3588 <a href="mailto:Darryl.Pouncey@seta.net">Darryl.Pouncey@seta.net</a>
Employee & Labor Relations	Elizabeth Garcia <i>HR Department</i>	(916) 563-5131 <a href="mailto:Elizabeth.Garcia@seta.net">Elizabeth.Garcia@seta.net</a>

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