



Administrative Staff Contacts

As of May 14, 2024

What?	Who?	How?
COVID Related Staff Issues/Questions	Christine Schoen	COVID@seta.net
Mileage Petty Cash	La Shaun Burke <i>Fiscal Department</i>	(916) 263-3878 LaShaun.Burke@seta.net
Tuition & Bus Pass Reimbursement	Jessica Edvalson <i>Fiscal Department</i>	(916) 263-4107 Jessica.Edvalson@seta.net
Scrip	Jessica Edvalson Lisa Silva <i>Fiscal Department</i>	(916) 263-4107 Jessica.Edvalson@seta.net (916) 263-3816 Lisa.Silva@seta.net
Travel	Lisa Silva (Primary) Jessica Edvalson	(916) 263-3816 Lisa.Silva@seta.net
Payroll changes <ul style="list-style-type: none"> W-4's Timesheet questions Benefits (Jenn) 	Jessica Cunha Jenn Wilkins <i>Fiscal Department</i>	(916) 263-5500 (916) 263-3891 SETA.payroll@seta.net Benefits@seta.net
IT Questions/Issues	Thomas Shields <i>IT Department</i>	(916) 263-7957 helpdesk@seta.net
Safety, Wellness, On-the-Job Injuries, Ergo Evaluations, Accommodations, Benefits, Leaves, Other HR Related Issues	Bevan Richardson, HR Chief <i>HR Department</i>	(916) 263-0606 Bevan.Richardson@seta.net
Benefits, Disability, Unemployment, Leaves of Absence	Deanna Dykes <i>HR Department</i>	(916) 263-3906 Deanna.Dykes@seta.net
Supervises Recruitment, Leaves of Absence Transaction Reports, Performance Appraisals, Benefits	<i>Sheri Green-Johnson</i> <i>HR manager</i> <i>HR Department</i>	(916) 563-5131 Sheri.Green-Johnson@seta.net
Internal/External Applications Interview Questions, Recruitment, Onboarding	Darryl Pouncey Senior Personnel Analyst Kelly Wyzanowski Nou Kue Kelly Erickson <i>HR Department</i>	(916) 263-8520 Darryl.Pouncey@seta.net (916) 263-3857 Kelly.Wyzanowski@seta.net (916) 263-0570 Nou.Kue@seta.net (916) 263-3907 Kelly.Erickson@seta.net
Anniversary Program, Employment Verifications, Training Data Tracking, Employee Records Requests, Bilingual Certification	Michelle Rico <i>HR Department</i>	(916) 263-0567 Michelle.Rico@seta.net

Anita Maldonado, Executive Director
(916) 263-3810
Anita.Maldonado@seta.net

D'et Saurbourne, Admin Deputy Director
(916) 263-3811
Det.Saurbourne@seta.net