



Bay City ISD Administration Building

Who is your point of contact?

Administrative Office: 979-401-1005 Fax: 979-245-3175

<u>Caitlin Brown Ext 1004</u> Secretary to Chief HR/Federal Program Officer	<u>Jordan Krauskopf Ext 1018</u> Human Resource & Recruitment Manager	<u>La Wanda Hines Ext 1002</u> Human Resource Clerk
<ul style="list-style-type: none"> ● Employee Handbook ● Campus Title I Budgets ● Title Pre-Approval Forms ● Instruction Aide Certifications ● Safe Schools ● Title 1 Crate ● School Calendar ● Staff Directory ● ESL Certification Reimbursement ● Federal Programs Travel Reimbursement 	<ul style="list-style-type: none"> ● New Hires ● Recruiting ● Employee Benefits ● SBEC Certification ● Contracts ● Personnel Records ● Service Records ● Payroll Benefit Deduction ● Worker's Compensation ● Employment Verification ● Open Enrollment ● Loan Forgiveness Forms ● Name, Address, & Email Changes ● Staff Unique ID Code 	<ul style="list-style-type: none"> ● Job Posting ● Criminal Background Checks & Fingerprinting ● Medical Leave (FMLA/TDL) ● Extended Leave/Sick Leave Pool ● Substitutes ● Employment Affidavit ● Employee Exits ● Safe School ● Student Teacher Agreements ● Observation Requests ● COVID-19- EPSL & ECL
<u>Carmen Andrews Ext 1013</u> Payroll Clerk	<u>Kayla Cobb Ext 1015</u> Risk Leave Manager	<u>Elisa Lomas Ext 1005</u> Bay City ISD Admin Receptionist
<ul style="list-style-type: none"> ● Paycheck related questions & information ● Direct deposit issues/information ● W-2 issues/information ● W-4 issues/information ● TRS 7 forms ● Timecard Questions & concerns 	<ul style="list-style-type: none"> ● Leave information ● Salary Related Questions ● Stipend Questions ● Rental of Facilities ● School Board Election ● Careful Cash Drawing ● Employee AESOP Account Questions 	<ul style="list-style-type: none"> ● Employee Portal Access ● Transcript Request
<u>Elsa Valdez Ext 1025</u> Accounts Payable Clerk/AESOP	<u>Sara Briggs Ext 1017</u> Business Manager	<u>Anastacia Korenek Ext 1003</u> Accounts Payable
<ul style="list-style-type: none"> ● Substitute AESOP account Questions ● Substitute Pay Questions ● AESOP Sub Training ● Long-term sub letter information ● Credit Card checkout ● Receive completed purchase orders from Campuses ● Help Campuses regarding open purchase orders 	<ul style="list-style-type: none"> ● Budget Balances ● Budget Amendments ● Budgeting/Coding ● TxEIS Purchasing Requests ● Void Payment ● Locked out of TxEIS Finance ● Access to TxEIS Accounts/New employees in TxEIS Finance ● Deposit Hotspot/Chromebook Funds ● Expenditure Reporting/Draw Downs ● Timeclock ● Student Activity 	<ul style="list-style-type: none"> ● Printing Checks ● 1099's ● New Vendor set up/finding vendors in TxEIS ● Status of Purchase Orders ● Void/Cancel Purchase Order or payment ● Credit Card questions
<u>Linda Popek Ext 1006</u> Executive Admin. Assistant	<u>Laura Martinez Ext. 1016</u> District PEIMS Coordinator	
<ul style="list-style-type: none"> ● District Testing (STAAR/TELPAS) setting up specified staff in ETS or Pearson, training on sites ● Textbook questions, purchasing and distribution ● Some textbooks teacher access (call to determine which) ● Staff Development (AP, GT, Dyslexia, CTE, Early College HS) ● Budgets for Carl Perkins, Early Education, ECHS, Dyslexia, AVID, SCE ● Student Homebound ● Payroll (After School Tutoring, Saturday Academy, AVID Tutoring) ● Summer Staff Development ● Summer School 	<ul style="list-style-type: none"> ● Student Information System Administrator (Ascender/TxEIS) ● OnData Administrator ● Third Party Vendor Data Uploads ● Raptor Administrator ● Access to TxEIS Accounts/New users in TxEIS Student ● Student Unique ID Processing ● PID Processing ● Duplicate/Leavers Processing ● TSDS Administrator ● TReX Administrator ● Ascender Teacher Portal/Parent Portal Administrator 	