

Human Resources and Finance Department Contacts

PAYROLL

Skyward Log-In Questions/Password Reset ----- Krysta Landry, Payroll Specialist
x5615 krysta.landry@fridley.k12.mn.us
Payroll/Paycheck questions/W-4/Timesheet ----- Krysta Landry, Payroll Specialist
x5615 krysta.landry@fridley.k12.mn.us

EMPLOYMENT VERIFICATIONS----- Krysta Landry, Payroll Specialist
x5615 krysta.landry@fridley.k12.mn.us

TIME OFF/SUBS

Substitute Needs/Late Entry of Time Off ----- sustituteservices@teachersoncall.com
Ph: 1-800-713-4439

Time Off/Leave of Absences ----- Jennifer Claseman, Director of Human Resources
X5013 jennifer.claseman@fridley.k12.mn.us

BENEFITS

New Hire Orientation ----- Kristine Carlston, Human Resources Coordinator
X5003 kristine.carlston@fridley.k12.mn.us

403(b) Changes/New Elections ----- Krysta Landry, Payroll Specialist
x5615 krysta.landry@fridley.k12.mn.us

Insurance Calculations ----- Kristine Carlston, Human Resources Coordinator
X5003 kristine.carlston@fridley.k12.mn.us

Benefit Elections/Changes ----- Tammy Knapp, Benefits Administrator
tamara.knapp@plansource.com 612-256-0843

Flex Daycare/Medical Reimbursements ----- Further 651-662-5065
<https://member.hellofurther.com/login>

Retiree Benefits-----Alerus Retirement and Benefits
Customer service 952-259-1261, cobra@alorus.com

LANE CHANGES

Lane Change Approval ----- Jennifer Claseman, Director of Human Resources
X5013 jennifer.claseman@fridley.k12.mn.us

Lane Change Current Credit Status ----- Lori Andler, Exec. Asst to Superintendent
X5002 lori.andler@fridley.k12.mn.us

OTHER

Background checks (volunteer, new hire) ----- Kristine Carlston, Human Resources Coordinator
X5003 kristine.carlston@fridley.k12.mn.us

Job Postings ----- Kristine Carlston, Human Resources Coordinator
X5003 kristine.carlston@fridley.k12.mn.us

SafeSchools set up ----- Kristine Carlston, Human Resources Coordinator
X5003 kristine.carlston@fridley.k12.mn.us

Worker's Compensation ----- Kristine Carlston, Human Resources Coordinator
X5003 kristine.carlston@fridley.k12.mn.us

Contract questions ----- Jennifer Claseman, Director of Human Resources
X5013 jennifer.claseman@fridley.k12.mn.us

FINANCE/ACCOUNTING

Special Programs/Grants ----- Andrea Baker, Finance Specialist
X5029 andrea.baker@fridley.k12.mn.us

Reimbursements (e.g. mileage) ----- Barb Guille, Accounts Payable Technician
X5019 Barbara.Guille@Fridley.k12.mn.us

Accounts Payable (e.g. vendor payment processing) ----- Barb Guille, Accounts Payable Technician
X5019 Barbara.Guille@Fridley.k12.mn.us

General Accounting Questions/Budgets ----- Kate Wesbur, Accountant
x5018 kate.wesbur@fridley.k12.mn.us