



DISTRICT SUPPORT OPERATIONS HELP SHEET
In case of **Emergency**, dial **911**. Give building and room number.

Office of the Chancellor	Heather Madole	909-388-6903	hmadole@sbccd.edu
Educational & Student Support Services	Daniella Esparza	909-381-8438	desparza@sbccd.edu
Fiscal, Administrative & Media	Raquel Perez	909-388-6909	raperez@sbccd.edu
Government Relations & Strategic Communications	Jackie Contreras	909-388-8437	jcontreras@sbccd.edu
Human Resources, Payroll, Police Services and Health and Safety Administration	Brooke Quinones	909-381-8433	brquinones@sbccd.edu
Reception	Amber Velasco	909-388-6951	avelasco@sbccd.edu
Accounts Payable			
▪ A-E, #s (i.e., 4Imprint), & Mileage	Linda Rivera	909-388-5175	sbccdapd@sbccd.edu
▪ F-Q	Wyvon Smith	909-388-6926	sbccdapd@sbccd.edu
▪ R-Z	Rose McCord	909-388-6929	sbccdapd@sbccd.edu
▪ Cash Advances, Expense Reports, & Tuition	Wanda Walker	909-388-6927	sbccdapd@sbccd.edu
Budget	Noemi Elizalde	909-388-6918	nelizalde@sbccd.edu
Computers/Email	Help Desk	909-384-4357	https://support.sbccd.org/
Contracts & Liability Insurance	Virginia Diggle	909-388-6912	vdiggle@sbccd.edu
Courier Service	Hassan Mirza	909-388-6958	hmirza@sbccd.edu
Facilities Use & Mail Room/Supplies DSO	Amber Velasco	909-388-6951	avelasco@sbccd.edu
Health and Welfare Benefits & Leave Administration	Marcela Navarro	909-388-6945	mnavarro@sbccd.edu
Human Resources Coordinator & Generalists			
▪ All Sites	Maria Torres	909-388-6952	mtorres@sbccd.edu
▪ CHC	Vacant		
▪ DSO	Dawn Garcia	909-388-6944	djgarcia@sbccd.edu
▪ SBVC	Erica Mosley	909-384-6984	emosley@sbccd.edu
Payroll			
▪ Academic	Nancy Green	909-388-6922	ngreen@sbccd.edu
▪ Classified	Jeanette Perez	909-388-6924	jeperez@sbccd.edu
Printing/Graphics	Print Shop	909-384-4313	printshop@sbccd.edu
Purchasing	Angela Davis	909-388-6914	andavis@sbccd.edu
Safety & Risk Management	Patrick Keith	909-388-6921	pkeith@sbccd.edu
Student Refunds	Kristin Raisch	909-388-6920	kraisch@sbccd.edu
Unlawful Discrimination/Sexual Harassment	Aysia Brown	909-381-8436	aybrown@sbccd.edu
Workers' Compensation	Jackline Martinez	909-388-6940	jacmartinez@sbccd.edu

Compliance Hotline

800-403-0436 (English) • 800-216-1288 (Spanish)

<https://sbccd.edu/district-services/human-resources/compliance-hotline/index.php>

This form is intended for internal use only. Updates can be directed to kgoodric@sbccd.edu. | December 2024



DISTRICT SUPPORT OPERATIONS HELP SHEET

In case of **Emergency**, dial **911**. Give building and room number.

Who can answer questions regarding benefits?

For answers to benefit questions, contact Marcella Navarro at 909-388-6945. For answers to other Human Resources questions, contact the Generalist assigned to your area:

- SBVC – Erica Mosley, 909-384-6984
- CHC – VACANT
- DSO – Dawn Garcia, 909-388-6944

Where do I log-in for online training?

ALL employees can log into NeoEd by visiting the District Single Sign on here. It is recommended to use Google Chrome or Microsoft Edge when accessing NeoEd.

1. Your username is the District email address (example: name@sbccd.edu).
2. Your password is your District sign on.

All other employees that do not have a District email address for single sign on can log in to NeoEd [here](#) and use your original login information.

Should you have any trouble logging in through the District single sign on, please reach out to helpdesk@sbccd.edu. or humanresources@sbccd.edu

How can I report Safety issues?

Safety & Risk Management information and reporting forms can be found online at <https://sbccd.edu/hazard-reporting>.

How do I change my address or my last name?

The Employee Name/Address Change form is located on the SBCCD Wiki under Human Resources (<https://wiki.sbccd.edu/human-resources/documents/classified-forms/address-and-name-change-form.pdf>).

Where can I get answers to questions about my retirement?

Check your paystub. If you are CalPERS, call 888-225-7377. If you are with CalSTRS, call 800-228-5453. If you are part-time and participate in APPLE, call Mid-America at 800-634-1178.

How do I get a copy of my pay stub?

Login to the County website, Best Net (<https://employeeselfservice.sbcss.k12.ca.us/login.aspx>). You can view or print your pay stubs.

When do W-2's go out? How can I get a copy?

W-2's are furnished to all employees by January 31st. To view/print a copy, visit the County site, Best Net (<https://employeeselfservice.sbcss.k12.ca.us/login.aspx>).

How much leave time do I have?

Log into the Employee Wiki. Click on 'Human Resources', then 'Payroll.' Click the 'Access My Leave Balances.'

Can you help me to log into WebAdvisor?

Log-in assistance can be found by going to <https://support.sbccd.org/> or calling the Help Desk at 909-384-4357 (HELP).

Compliance Hotline

800-403-0436 (English) • 800-216-1288 (Spanish)

<https://sbccd.edu/district-services/human-resources/compliance-hotline/index.php>

This form is intended for internal use only. Updates can be directed to kgoodric@sbccd.edu. | December 2024