

DISTRICT SUPPORT OPERATIONS (DSO) HELP SHEET

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

| | | | |
|--|--------------------|--------------|---|
| Chancellor's Office | Stacey Nikac | 909-388-6902 | snikac@sbccd.edu |
| | Heather Ford | 909-388-6903 | hford@sbccd.edu |
| Executive Vice Chancellor's Office | Kelly Goodrich | 909-388-6909 | kgoodric@sbccd.edu |
| Accounting, Student Refunds | Kristin Raisch | 909-388-6920 | kraisch@sbccd.edu |
| Accounts Payable | | | sbccdapd@sbccd.edu |
| ▪ A-E, #s (i.e. 4Imprint) | Krystal Trussell | 909-388-6925 | |
| ▪ F-O | Wyvon Smith | 909-388-6926 | |
| ▪ P-Z | Rose McCord | 909-388-6929 | |
| ▪ Employee Expenses (cash advance, expense reports, tuition/mileage reimbursement) | Wanda Walker | 909-388-6927 | |
| Benefits | Janae Jacoby | 909-388-6942 | jjacoby@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 |
| Environmental Health & Safety | Melissa Nano | 909-388-6935 | mnano@sbccd.edu |
| Facilities Use | Erika Menge | 909-388-6910 | emenge@sbccd.edu |
| Human Resources | Brooke Quinones | 909-381-8433 | brquinones@sbccd.edu |
| ▪ CHC | Marcela Navarro | 909-388-6945 | mnavarro@sbccd.edu |
| ▪ SBVC | Stacy Holloway | 909-388-6946 | sholloway@sbccd.edu |
| | Christine Ayala | 909-388-6947 | cayala@sbccd.edu |
| ▪ DSO | Gustavo Chavez | 909-388-6949 | gchavez@sbccd.edu |
| Payroll - Academic | Nancy Green | 909-388-6922 | payroll@sbccd.edu |
| Payroll - Classified | Arliss Malone | 909-388-6923 | |
| Printing/Graphics | Print Shop | 909-384-4313 | printshop@sbccd.edu |
| Purchasing | Angela Davis | 909-388-6914 | andavis@sbccd.edu |
| Unlawful Discrimination/ Sexual Harassment | Tiffany Guevara | 909-388-6941 | tguevara@sbccd.edu |
| Mailroom/Supplies | Denise Bueno Gomez | 909-388-6910 | dbueno@sbccd.edu |

Compliance

800-403-0436 (English) • 800-216-1288 (Spanish)
<https://sbccd.edu/district-services/human-resources/compliance-hotline/index.php>

Suggestions

http://sitecore.sbccd.org/About_the_District/Feedback-Suggestion_Box/form

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Who can answer questions regarding benefits?

For answers to benefit questions, contact Janae Jacoby at 909-388-6942. For answers to other Human Resources questions, contact the generalist assigned to your area:

- SBVC – Stacy Holloway, 909-388-6946 or Christine Ayala, 909-388-6947, located at the SBVC and DSO
- CHC – Marcela Navarro, 909-388-6945, located at the CHC and DSO
- DSO – Gustavo Chavez, 909-388-6949, located at DSO

Where do I log-in for Safety training?

All employees, including substitutes, hourly, adjunct faculty and professional experts can log into Keenan SafeColleges at <https://sbccd-keenan.safecolleges.com/login>. Please contact Melissa Nano at mnano@sbccd.edu for further assistance with logging in.

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 Change of Address/Name 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?

| LEAVE | |
|--------|-------|
| SICK | VAC |
| 104350 | 31935 |

Leave balances can be found in the upper left corner of your pay stub, or you can log into WebAdvisor at either college.

Click the 'Employees' button, then 'My Leave'.
 SBVC: <https://valleycollege.edu/webadvisor>
 CHC: <https://craftonhills.edu/webadvisor>

Can you help me to log into WebAdvisor?

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

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