

# Human Resources - Quick Reference Guide

TOPIC	Contact Name	Email/Website	Phone #
Address Change		<a href="http://www.greenville.k12.sc.us/employees/docs/finance/ess_guide.pdf">http://www.greenville.k12.sc.us/employees/docs/finance/ess_guide.pdf</a>	
<i>Go to the section on Personal Information and follow the directions to change your address.</i>			
ADEPT/PAS-T	Patty Fox	pfox@greenville.k12.sc.us	355-3173
Applicants for Posted Positions		<a href="http://www.greenville.k12.sc.us/Employment/main.asp?titleid=hr_howtoapply">http://www.greenville.k12.sc.us/Employment/main.asp?titleid=hr_howtoapply</a>	
Benefits		benefits@greenville.k12.sc.us	355-0960
Certification			
• Highly Qualified		<a href="mailto:certificate@greenville.k12.sc.us">certificate@greenville.k12.sc.us</a>	355-7549
• National Board Certification		<a href="mailto:certificate@greenville.k12.sc.us">certificate@greenville.k12.sc.us</a>	355-3174
• New Hires		<a href="mailto:certificate@greenville.k12.sc.us">certificate@greenville.k12.sc.us</a>	355-7549
• Renewals		<a href="mailto:certificate@greenville.k12.sc.us">certificate@greenville.k12.sc.us</a>	355-3174
Child Support		payroll@greenville.k12.sc.us	355-0920
COBRA		benefits@greenville.k12.sc.us	355-0960
Complaints, Grievances	Marque Kilpatrick	mkilpatrick@greenville.k12.sc.us	355-3977
Direct Deposit		<a href="http://www.greenville.k12.sc.us/employees/docs/finance/ess_guide.pdf">http://www.greenville.k12.sc.us/employees/docs/finance/ess_guide.pdf</a>	
<i>Go to the section on Pay and follow the directions to change your direct deposit information.</i>			
District Password Reset		355-HELP@greenville.k12.sc.us	355-4357
ETS Help Desk		355-HELP@greenville.k12.sc.us	355-4357
Employees Leaving District		<a href="http://www.greenville.k12.sc.us/employees/main.asp?titleid=leavingemp">http://www.greenville.k12.sc.us/employees/main.asp?titleid=leavingemp</a>	
Employment Openings		<a href="http://www.greenville.k12.sc.us/Employment/main.asp?titleid=hr_posted">http://www.greenville.k12.sc.us/Employment/main.asp?titleid=hr_posted</a>	
Evaluation Systems	Patty Fox	pfox@greenville.k12.sc.us	355-3173
Garnishments	Payroll	payroll@greenville.k12.sc.us	355-0920
General Employment Questions			
• Administrators	Mary Hearne	mhearne@greenville.k12.sc.us	355-3974
• Classified	Tammy Fayssoux	sfayssoux@greenville.k12.sc.us	355-3985
• Hourly	Mike Humbert	mhumbert@greenville.k12.sc.us	355-1276 or 355-1277
• Substitutes	Tammy Fayssoux	<a href="mailto:sfayssoux@greenville.k12.sc.us">sfayssoux@greenville.k12.sc.us</a>	355-3985
• Teachers	Margaret Spivey	mspivey@greenville.k12.sc.us	355-3102
Human Resources Processing Center		<a href="mailto:HRProcessingCenter@greenville.k12.sc.us">HRProcessingCenter@greenville.k12.sc.us</a>	355-7300 355-3975 (fax)
Induction Program	Julie Woodhouse	jwoodhou@greenville.k12.sc.us	355-3889
Insurance	Benefits	benefits@greenville.k12.sc.us	355-0960
Leave Of Absence/FMLA			
• Administrators/Classroom & Custodial	Renee Castor	rcastor@greenville.k12.sc.us	355-3982 355-9909 (fax)
• Food Service & Bus Drivers	Renee Wilson	marwilso@greenville.k12.sc.us	355-3355 355-9909 (fax)
Levies	Payroll	payroll@greenville.k12.sc.us	355-0920
Life Insurance	Benefits	benefits@greenville.k12.sc.us	355-0960
Long Term Care Insurance	Benefits	benefits@greenville.k12.sc.us	355-0960

<b>Topic</b>	<b>Contact Name</b>	<b>Email/Website</b>	<b>Phone #</b>
Long Term Disability	Benefits	benefits@greenville.k12.sc.us	355-0960
Mentoring	Julie Woodhouse	jwoodhou@greenville.k12.sc.us	355-3889
Name Changes		<a href="http://www.greenville.k12.sc.us/employees/docs/finance/universaladdresschange.pdf">http://www.greenville.k12.sc.us/employees/docs/finance/universaladdresschange.pdf</a>	
Paperwork Processing			
• Classified, Teachers, Administrators, Adjuncts		<a href="mailto:HRProcessingCenter@greenville.k12.sc.us">HRProcessingCenter@greenville.k12.sc.us</a>	355-3975 (fax)
• Hourly		opprocessing@greenville.k12.sc.us	355-1390 (fax)
• Substitutes		gcsubsub@greenville.k12.sc.us	355-2500
On Line Application System Assistance (Lawson Career Management)			355-3117
Open Enrollment	Benefits	benefits@greenville.k12.sc.us	355-0960
Orientation Information			
• Administrators	Mary Hearne	mhearne@greenville.k12.sc.us	355-3974
• Classified, Teachers, Adjuncts, Substitutes		<a href="mailto:HRProcessingCenter@greenville.k12.sc.us">HRProcessingCenter@greenville.k12.sc.us</a>	355-7300
• Hourly – Transportation, Fans, Building Services			355-1276 or 355-1277
Paperwork Submissions			
• All employee groups except hourly employees		<a href="mailto:HRProcessingCenter@greenville.k12.sc.us">HRProcessingCenter@greenville.k12.sc.us</a>	355-3975 (fax)
• Hourly Employees		opprocessing@greenville.k12.sc.us	355-1390 (fax)
Payroll		payroll@greenville.k12.sc.us	355-0920
Policies		<a href="http://www.boarddocs.com/sc/greenville/board.nsf/public">http://www.boarddocs.com/sc/greenville/board.nsf/public</a>	
Professional Development	Patty Fox	pfox@greenville.k12.sc.us	355-3173
Recruitment			
• Hourly Employees	Vickie Sims	vicsims@greenville.k12.sc.us	355-7794
• Teachers	Debra Cucchiara	<a href="mailto:dcucchia@greenville.k12.sc.us">dcucchia@greenville.k12.sc.us</a>	355-3461
Retirement	Benefits	benefits@greenville.k12.sc.us	355-0960
Salary Schedules		<a href="http://www.greenville.k12.sc.us/departments/main.asp?titleid=fin_payroll">http://www.greenville.k12.sc.us/departments/main.asp?titleid=fin_payroll</a>	
Sick Leave Transfer	Payroll	payroll@greenville.k12.sc.us	355-0920
Student Loan Verification		<a href="mailto:HRProcessingCenter@greenville.k12.sc.us">HRProcessingCenter@greenville.k12.sc.us</a>	355-7300
Student Teaching	Julie Woodhouse	jwoodhou@greenville.k12.sc.us	355-3889
Substitute Questions	Kim Rushing	gcsubsub@greenville.k12.sc.us	355-2500
Substitute Smartfind Express	Kim Rushing	gcsubsub@greenville.k12.sc.us	422-2300
Summer Institute	Patty Fox	pfox@greenville.k12.sc.us	355-3173
TERI Retirement	Benefits	benefits@greenville.k12.sc.us	355-0960
Title II	Patty Fox	pfox@greenville.k12.sc.us	355-3173
Verification of Employment	Payroll	payroll@greenville.k12.sc.us	355-1192 (fax)
W-2 Questions	Payroll	<a href="http://www.greenville.k12.sc.us/departments/main.asp?titleid=fin_w2">http://www.greenville.k12.sc.us/departments/main.asp?titleid=fin_w2</a>	
Worker's Compensation	Kayle Brown	kebrown@greenville.k12.sc.us	355-3009
WorkKeys Test*		Lifelong Learning – Greenville County Schools or SC Works	355-6095 or 355-6091 467-8080

*\*You must identify the position you are applying for in order to determine correct test to be administered.*

**If you do not find a topic listed, please call 864.355.3100 and listen to the options.**