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| **TOPIC OF QUESTION** | **DEPARTMENT** | **EMAIL** |
| Change of Address or Name Change | Payroll | payroll@lwcharterschools.com |
| Human Resources Topics | Human Resources | hr@lwcharterschools.com |
| Insurance Issues | Human Resources | Benefits@lwcharterschools.com |
| Disability Insurance | Human Resources | hr@lwcharterschools.com |
| Employee Discrimination/Sexual Harassment | Human Resources | hr@lwcharterschools.com |
| FMLA or Leave Requests (personal or illness) | Human Resources | hr@lwcharterschools.com |
| Pay | Payroll | payroll@lwcharterschools.com |
| Retirement | Human Resources | hr@lwcharterschools.com |
| Skyward | Human Resources | hr@lwcharterschools.com |
| Red Rover | Human Resources | hr@lwcharterschools.com |
| Time Cards | Payroll | payroll@lwcharterschools.com |
| Worker’s Compensation | Human Resources | hr@lwcharterschools.com |
| Verifications (employment, experience) | HR/Payroll | https://www.verifent.com/log-in |
| Teacher Licensing | Central Office | 863-679-6560 EXT: 1245 |
| **Substitutes** | **Follow your building/ department procedures** | |

CONTACT INFORMATION

**\*Employees are expected to notify their school/building secretary of changes to their contact information (phone number), address**