

## **Business Office/Payroll/Human Resources FREQUENTLY ASKED QUESTIONS**

### **Paychecks**

1. *When do I get paid?*  
The last working day of the month.
2. *Where do I pick up my paycheck?*  
If you requested pick up, rather than mail or auto deposit, go to the Cashier's window (located in the 1500 building)
3. *What if I have questions about my paycheck?*
  - If your questions are about deductions, see Patty McCart in Payroll, ext. 7176.
  - If you are classified and have questions about the gross amount of your paycheck, see Annie Takeoka, ext. 7101, in Human Resources or Patty McCart in Payroll.
  - If you are faculty and have questions about the gross amount of your paycheck, see Becky Gonzalez, ext. 7102, in Human Resources.
4. *How can I find out how much sick leave and vacation leave I have?*  
Your paycheck advice will list your accumulated leave.

### **Purchase Orders/Accounts Payable**

1. *How do I order supplies, etc?*  
With your supervisor's approval, prepare a request for purchase order, have it signed by the division chair or department head, then submit it to the Business Office. If you have further questions, see Vangie Pare, ext. 7172, in the Business Office. Your department may be able to get a purchase card – see Solange, ext. 7186, in the Business Office.
2. *Who do I see to check on a purchase order?*  
See Vangie Pare at ext. 7172.
3. *To whom do I give invoices to be paid from my purchase order?*  
Linda Hunter in the Business Office, ext. 7177.

### **Employee Information**

1. *Who should I contact for questions regarding classified employee issues?*  
Please contact Annie Takeoka, ext. 7101, in the Office of Human Resources (HR). The classified agreement is also a good resource. Copies of materials previously distributed by HR (salary schedules, etc) may be obtained from anyone in the HR Office.
2. *Who should I contact for questions regarding full-time faculty issues?*  
Contact Becky Gonzalez, ext. 7102, in the Office of Human Resources for questions regarding salary, step placement, etc. You may also refer to the Faculty Association Agreement. Copies of materials previously distributed by HR can be obtained from anyone in the HR Office.
3. *Where do I turn in notices of assignment or contracts for services?*  
If you have questions, see Michelle Bullock, ext. 7104, or Becky Gonzalez, ext. 7102, in the Office of Human Resources. If you are just turning it in, anyone in the HR office can take it.

## **Benefits**

1. *What if I have questions about my health and welfare benefits?*
  - For questions regarding enrollment, plan options, making changes to your benefits, or any problems with your benefits, please call Michelle Bullock at ext. 7104 in the Office of Human Resources.
  - For links to websites for health providers (Delta Dental, VSP, EAP, etc.), visit the Human Resources Benefit Information page of our website at [www.napavalley.edu](http://www.napavalley.edu) (Benefits link) call Michelle Bullock at ext. 7104.

## **Hiring**

1. *What if my department/division needs to hire a temporary hourly classified person?*

Once a person is chosen to hire, the division chair/supervisor must complete a Classified Personnel Action Form (PAF), available in the HR office. Hourly classified employees are paid on the A step of the classified salary schedule. If you need assistance in determining the classification of the person being employed, please contact Annie Takeoka in Human Resources. The paperwork must be completed and in the HR Office before the person starts work.
2. *Who should I contact about timelines for opening jobs for vacant regular (permanent) positions?*
  - When a regular classified position is vacated, the supervisor should prepare a PAF without a name or start date on it, have it signed and forwarded to Human Resources. The position will be discussed and prioritized at President's Cabinet. Contact Laura Ecklin, Dean of Human Resources, if you have questions regarding filling a vacant position.
  - Recruitment for full-time, tenure-track positions is determined by the Instruction Council. Contact your division chair.
  - See your division chair regarding hiring adjunct faculty.