

## Where to Go-Whom to Ask

Topic	Department	Contact Name	Extension	Contact Information
12-Month Employee Vacation Payout	Payroll	Hue "Nikka" Warner	10559	hwarner@ridgewood.k12.nj.us
12-Month Employee Vacation Payout Calculation	HR	Cindy Delaney	10540	cdelaney@ridgewood.k12.nj.us
1095	HR	Maryjane Moynihan	10535	mmoynihan@ridgewood.k12.nj.us
403b Changes or Deductions	Payroll	Hue "Nikka" Warner Patricia Zimmer	10559 10536	hwarner@ridgewood.k12.nj.us pzimmer@ridgewood.k12.nj.us
403b General Information	HR	Jaime Murphy	10504	jmurphy@ridgewood.k12.nj.us
Attendance (Issues Only)	HR	Donna Gathright	10542	dgathright@ridgewood.k12.nj.us
Board Agenda Submissions (Personnel)	HR	Cindy Delaney	10540	cdelaney@ridgewood.k12.nj.us
Board Agenda Submissions (Non-Personnel)	Superintendent	Lucy Papamichael	10530	lpapamichael@ridgewood.k12.nj.us
Charity Donations	Superintendent	Lucy Papamichael	10530	lpapamichael@ridgewood.k12.nj.us
Contracts	HR	Cindy Delaney	10540	cdelaney@ridgewood.k12.nj.us
Direct Deposit Changes	Frontline Central	Complete Form	N/A	Complete Form
Employment Verification (Salary Request)	Payroll	Patricia Zimmer	10536	pzimmer@ridgewood.k12.nj.us
Employment Verification (Non-Salary Request)	HR	Cindy Delaney (A-L) Donna Gathright (M-Z)	10540 10542	cdelaney@ridgewood.k12.nj.us dgathright@ridgewood.k12.nj.us
Enrollments (Students)	Superintendent	Lucy Papamichael	10530	lpapamichael@ridgewood.k12.nj.us
Expense Reimbursement	Business Office	Jaime Rosado	10558	jrosado@ridgewood.k12.nj.us
Field Trips	Business Office	Julie Yohana	10543	jyohana@ridgewood.k12.nj.us
Flex Spending Account	HR	Cindy Delaney	10540	cdelaney@ridgewood.k12.nj.us
Flyer (E School News)	Superintendent	Lucy Papamichael	10530	lpapamichael@ridgewood.k12.nj.us
ID's	IT	Julie Yohana	10543	jyohana@ridgewood.k12.nj.us
Insurance (Certificates)	Business Office	Julie Yohana	10543	jyohana@ridgewood.k12.nj.us
Insurance (Health)	HR	Maryjane Moynihan	10535	mmoynihan@ridgewood.k12.nj.us
IT Help	IT Ticket	IT Ticket	N/A	nj21.mlworkorders.com/login.aspx
Leave of Absence Appointments	HR	Donna Gathright	10542	dgathright@ridgewood.k12.nj.us
Leave of Absence Questions	HR	Jaime Murphy	10504	jmurphy@ridgewood.k12.nj.us
Loan Forgiveness	HR	Cindy Delaney (A-L) Donna Gathright (M-Z)	10540 10542	cdelaney@ridgewood.k12.nj.us dgathright@ridgewood.k12.nj.us
Medical	HR	Maryjane Moynihan	10535	mmoynihan@ridgewood.k12.nj.us
Movement on the Guide	HR	Cindy Delaney	10540	cdelaney@ridgewood.k12.nj.us
New Hire Onboarding	HR	Cindy Delaney	10540	cdelaney@ridgewood.k12.nj.us
Observation Evaluation Rights	HR	Donna Gathright	10542	dgathright@ridgewood.k12.nj.us
Observation Spreadsheet Changes	HR	Donna Gathright	10542	dgathright@ridgewood.k12.nj.us
Pass the Trash	HR	Cindy Delaney (A-L) Donna Gathright (M-Z)	10540 10542	cdelaney@ridgewood.k12.nj.us dgathright@ridgewood.k12.nj.us
Payroll Questions (Non-Substitutes)	Payroll	Hue "Nikka" Warner	10559	hwarner@ridgewood.k12.nj.us
Payroll Questions (Substitutes Only)	HR	Donna Gathright	10542	dgathright@ridgewood.k12.nj.us
Pension Appointments	HR	Cindy Delaney	10540	cdelaney@ridgewood.k12.nj.us
Pension Certifications	Payroll	Hue "Nikka" Warner	10559	hwarner@ridgewood.k12.nj.us
Pension Questions	HR	Jaime Murphy	10504	jmurphy@ridgewood.k12.nj.us
Personnel File Change Form (Name, Address, Phone Number Changes)	Frontline Central	Complete Form	N/A	Complete Form
Policy Questions	Superintendent	Lucy Papamichael	10530	lpapamichael@ridgewood.k12.nj.us
Realtime	Special Programs	Patricia Kowalczyk	10545	pkowalczyk@ridgewood.k12.nj.us
Registration Enrollments	Superintendent	Lucy Papamichael	10530	lpapamichael@ridgewood.k12.nj.us
Residency	Superintendent	Lucy Papamichael	10530	lpapamichael@ridgewood.k12.nj.us
Retirement Appointments	HR	Cindy Delaney	10540	cdelaney@ridgewood.k12.nj.us
Retirement Payout	Payroll	Hue "Nikka" Warner	10559	hwarner@ridgewood.k12.nj.us
Retirement Payout Calculation	HR	Cindy Delaney	10540	cdelaney@ridgewood.k12.nj.us
Retirement Questions	HR	Jaime Murphy	10504	jmurphy@ridgewood.k12.nj.us
Retirement Payout Questions	HR	Cindy Delaney	10540	cdelaney@ridgewood.k12.nj.us
Rubicon Curriculum Questions	C, I&A	Millie Federico	10533	mfederico@ridgewood.k12.nj.us
Skyward	IT Ticket	IT Ticket	N/A	nj21.mlworkorders.com/login.aspx
Staff Members Who Coach Outside the District	Superintendent	Lucy Papamichael	10530	lpapamichael@ridgewood.k12.nj.us
Staff Non-Resident Student Enrollment	Superintendent	Lucy Papamichael	10530	lpapamichael@ridgewood.k12.nj.us
Tuition (Students Only)	Superintendent	Lucy Papamichael	10530	lpapamichael@ridgewood.k12.nj.us
Tuition Reimbursement	HR	Donna Gathright	10542	dgathright@ridgewood.k12.nj.us
Tuition Reimbursement Payments	Accounts Payable	Judy Russo (A-L) Bonnie Zysk (M-Z)	10538 10539	jurusso@ridgewood.k12.nj.us bzysk@ridgewood.k12.nj.us
Unemployment Forms	HR	Cindy Delaney (A-L) Donna Gathright (M-Z)	10540 10542	cdelaney@ridgewood.k12.nj.us dgathright@ridgewood.k12.nj.us
W-2 Request	Payroll	Patricia Zimmer	10536	pzimmer@ridgewood.k12.nj.us
W-4 Changes	Frontline Central	Complete Form	N/A	Complete Form