



3939 Thirteenth Street
P.O. Box 868
Riverside, California
92502-0868

47-336 Oasis Street
Indio, California
92201-6998

24980 Las Brisas Road
Murrieta, California
92562

**Riverside County
Board of Education**

Gerald P. Colapinto

Lisa A. Conyers

Lynne D. Craig

Betty Gibbel

Vick Knight

William R. Kroonen

Adolfo Mediano, Jr.

Date: October 7, 2009

To: Payroll Administrators
Personnel Administrators

From: Carolyn Nielsen, District Payroll & Retirement Coordinator
District Fiscal Services
Division of Administration and Business Services
(951) 826-6538 / FAX [951] 826-6961

Subject: DFS Payroll/Retirement Staff and Responsibilities

Below is a current list of DFS Payroll/Retirement staff and their various responsibilities.
Please distribute copies to your appropriate staff.

New Employee Approval (NEAT):

Certificated	Lisa Hopkins	lhopkins@rcoe.us	826-6294
Classified	Edith Stevens	estevens@rcoe.us	826-6426

Payroll Deduction Payments:

Alt FICA, Credit Union, Deferred Pay, 403(b), 457(b)	Brenda Franklin	bfranklin@rcoe.us	826-6428
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125 Plan, District Repay, Dues, Insurance, United Way	Princess Bennett	pbennett@rcoe.us	826-6273
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Savings Bonds	Julie Portillo	jportillo@rcoe.us	826-6424
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Garnishments:

Districts 01 – 46	Brenda Franklin	bfranklin@rcoe.us	826-6428
Districts 49 – 99	Princess Bennett	pbennett@rcoe.us	826-6273

Payroll Warrants:

Cancels/Stops/Reissues & Copies of Paid Warrants	Julie Portillo	jportillo@rcoe.us	826-6424
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Direct Deposits & Reversals:

Lisa Smith	lismith@rcoe.us	826-6557
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Salary Abatements:

Lisa Smith	lismith@rcoe.us	826-6557
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Payroll on Demand (POD):

Lisa Smith	lismith@rcoe.us	826-6557
Princess Bennett	pbennett@rcoe.us	826-6273
Brenda Franklin	bfranklin@rcoe.us	826-6428

PERS Reporting:

Districts 01 - 99 (M & P)	Edith Stevens	estevens@rcoe.us	826-6426
Districts 01 - 99 (A & B)	Tim Collins	tcollins@rcoe.us	826-6427

PERS Questions:

Edith Stevens	estevens@rcoe.us	826-6426
Tim Collins	tcollins@rcoe.us	826-6427

STRS Reporting:

Districts 03, 27, 30 – 46, 56, 90	Irene Becerra	ibecerra@rcoe.us	826-6275
Districts 05 – 21, 49, 71, 99	Lorraine Estrada	lestrada@rcoe.us	826-6353
Districts 01, 58 – 67, 74 – 88	Shabana Berket	sberket@rcoe.us	826-6425

STRS Questions:

Service Discrepancies	Call your district contact at the above number
Mandatory Qualifications	“
STRS Forms	“
All Other STRS Questions	“

STRS Fixed Charges:

Lisa Hopkins	lhopkins@rcoe.us	826-6294
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STRS Redeposits:

Carolyn Nielsen	cnielsen@rcoe.us	826-6538
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W2 Reporting:

Lisa Smith	lismith@rcoe.us	826-6557
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Payroll Questions:

Lisa Smith	lismith@rcoe.us	826-6557
Carolyn Nielsen	cnielsen@rcoe.us	826-6538

Copies of W2s/Earnings:

Julie Portillo	jportillo@rcoe.us	826-6424
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