



## Questions???

**We are here to help! See who to contact below.**

- Electronic Key Card/ID's issues and distribution - [RBB Technology Department](#)

**Robin May,**  
**Executive Secretary**  
[rmay@rbbschools.net](mailto:rmay@rbbschools.net)

**Jon Keifer,**  
**Payroll Specialist**  
[jkeifer@rbbschools.net](mailto:jkeifer@rbbschools.net)

**Susan Shockney,**  
**HR/Benefits Specialist**  
[sshockney@rbbschools.net](mailto:sshockney@rbbschools.net)

- 
- |                         |  |  |
|-------------------------|--|--|
| • Absence Management    | • Change of Name or Address                              | • Change of Name or Address                    |
| • Electronic Paystubs   | • Paid Leave & Vacation Days                             | • Employee Background Checks                   |
| • Substitute Teachers   | • Payroll  | • Employee Insurance & Benefits                |
| • Time Clock Issues     | • PERF & TRF Enrollment                                  | • FMLA   |
| • Workers' Compensation | • 1-844-GO-INPRS – for details of plan and service years |  |
|                         | • Tax Forms & Changes                                    | • New Hire Paperwork                           |
|                         | • Teacher's License Submissions                          | • Public Service Loan Forgiveness Verification |
|                         |  | • VALIC (retirement savings)                   |