

MISCELLANEOUS RESOURCES & CONTACT INFORMATION

Insurance/Benefits Information

Diane Thole, diane.thole@isd742.org, or 320-370-8043

Key Card Replacement

Tom Podlak, thomas.podlak@isd742.org, or 320-370-8134

Name Badge Replacement

Lisa Lechner, lisa.lechner@isd742.org, or 320-370-8042

Payroll/Direct Deposit/Tax Withholding

Tammy Scegura, tammy.scegura@isd742.org, or 320-370-8032

Payroll Dates

Pay dates are the 15th and the last day of the month – if those dates fall on a holiday or weekend, we are paid the previous business day; hourly staff working the 1st – 15th are paid at the end of the month, hourly staff working the 16th – the end of the month are paid the following month on the 15th

Rapididentity Portal: Ahmed Tobe, Technology Department: Ahmed.Tobe@isd742.org or 320.370.8133
www.isd742.org, click Quick Links (upper right side of website) > click Rapididentity (RI) Portal
Reset Your Password by clicking on “Need Help?” button as necessary.

- RI Portal is a single sign-on portal that contains applications you may use daily, such as:
 - **Office 365** (district email): Austin Gross, Technology Department: Austin.Gross@isd742.org or 320.370.8131
 - **Skyward Finance** (pay information, True Time, Time Off): Taunya Ring, Human Resources, Taunya.Ring@isd742.org or 320.370.8041
 - Refer to the **True Time/Time Off Manuals** (www.isd742.org > StaffNet > Departments > Human Resources > True Time & Time Off)
 - **Skyward Student** (accessing student information) Refer to your building Media Specialist
 - **Standard for Success (SFS: employee online performance evaluation):**
Taunya Ring, Human Resources, Taunya.Ring@isd742.org or 320.370.8041
 - www.isd742.org > StaffNet > Departments > Human Resources > Standards for Success. Refer to your Password Guide to log in. Once you are logged into SFS, you will click on your name on top right side and drag down to click on 'My Evaluator Account'.
 - **Staffnet** (accessing employee information via website): Carissa Hopkins-Hoel, Communications Department, Carissa.Hopkins-Hoel@isd742.org or 320.370.8113
 - **AESOP** (if your position requires a substitute) Lisa Lechner, Human Resources, Lisa.Lechner@isd742.org or 320.370.8042
 - **EduClimber** (data warehouse for academic information) Adam Molde, Technology Department, Adam.Molde@isd742.org or 320.370.8136

Additional Resources and Contact Information:

Contract/Payroll Calendar

www.isd742.org > StaffNet > Departments > Human Resources > Contract/Payroll Calendars

Crisis Prevention Intervention (CPI) Training: Jennifer Stueve, Student Services Department,
Jennifer.Stueve@isd742.org or 320.370.8071

Employee Agreements

www.isd742.org > Departments > Human Resources > Employee Agreements

Paraeducator Modules/Test: Brenda Overboe, Student Services Department,
Brenda.Overboe@isd742.org or 320.370.8083

Teacher Lane Change

www.isd742.org > StaffNet > Departments > Human Resources > Teacher Lane Change

Third Party Billing: Karen Stay, Student Services Department, Karen.Stay@isd742.org or
320.370.8072

Work Comp Information

www.isd742.org > StaffNet > Quick Links > Workplace Injury Hotline