

Human Resources - Quick Reference Guide

TOPIC	Contact Name	Email/Website	Phone #
Address Change		Employee Self Service Guide	
<i>Go to the section on Personal Information and follow the directions to change your address.</i>			
ADEPT/PAS-T	Patty Fox	pfox@greenville.k12.sc.us	355-3173
Applicants for Posted Positions		How to Apply for Employment	
Benefits		benefits@greenville.k12.sc.us Benefits Website	355-0960
Certification			
• Highly Qualified		certificate@greenville.k12.sc.us	355-7549
• National Board Certification		certificate@greenville.k12.sc.us	355-3174
• New Hires		certificate@greenville.k12.sc.us	355-7549
• Renewals		certificate@greenville.k12.sc.us	355-3174
Child Support		payroll@greenville.k12.sc.us	355-0920
COBRA		benefits@greenville.k12.sc.us	355-0960
Complaints, Grievances	Sam Jones	sajones@greenville.k12.sc.us	355-3121
	George Ward	gward@greenville.k12.sc.us	355-3977
Direct Deposit		Employee Self Service Guide	
<i>Go to the section on Direct Deposit and follow the directions to change your direct deposit information.</i>			
District Password Reset		355-HELP@greenville.k12.sc.us	355-4357
ETS Help Desk		355-HELP@greenville.k12.sc.us	355-4357
Employees Leaving District		Information for Employees Leaving the District	
Employment Openings		Employment Openings Web Page	
Evaluation Systems	Patty Fox	pfox@greenville.k12.sc.us	355-3173
Garnishments	Payroll	payroll@greenville.k12.sc.us	355-0920
General Employment Questions			
• Administrators	Mary Hearne	mhearne@greenville.k12.sc.us	355-3974
• Classified	Myra Morant	mmorant@greenville.k12.sc.us	355-3985
• Hourly	Levetta Williams	lwilliams@greenville.k12.sc.us	355-7564
• Substitutes	Myra Morant	mmorant@greenville.k12.sc.us	355-3985
	Renee Castor	rcastor@greenville.k12.sc.us	355-0944
• Teachers	Margaret Spivey	mspivey@greenville.k12.sc.us	355-3978
Human Resources Processing Center		HRProcessingCenter@greenville.k12.sc.us	355-7300 355-3975 (fax)
Induction Program	Julie Woodhouse	jwoodhou@greenville.k12.sc.us	355-3889
Insurance	Benefits	benefits@greenville.k12.sc.us Benefits Website	355-0960
Leave Of Absence/FMLA			
• Administrators/Classroom & Custodial	Leah Gmerek	lgmerek@greenville.k12.sc.us	355-3982 355-9909 (fax)
• Food Service & Bus Drivers	Renee Shivers-Wilson	marwilso@greenville.k12.sc.us	355-3355 355-9909 (fax)
• For faxes related to Leave of Absence:	864-355-9909		
Levies	Payroll	payroll@greenville.k12.sc.us	355-0920

Topic	Contact Name	Email/Website	Phone #
Long Term Disability	Benefits	benefits@greenville.k12.sc.us	355-0960
Mentoring	Julie Woodhouse	jwoodhou@greenville.k12.sc.us	355-3889
Name Changes		Universal Name Change Form	
Paperwork Processing			
• Classified, Teachers, Administrators, Adjuncts		HRProcessingCenter@greenville.k12.sc.us	355-3975 (fax)
• Hourly		opprocessing@greenville.k12.sc.us	355-1390 (fax)
• Substitutes		gcssubs@greenville.k12.sc.us	355-2500
On Line Application System Assistance (Lawson Career Management)			355-3117
Orientation Information			
• Administrators	Mary Hearne	mhearne@greenville.k12.sc.us	355-3974
• Classified, Teachers, Adjuncts, Substitutes		HRProcessingCenter@greenville.k12.sc.us	355-7300
• Hourly – Transportation, Fans, Building Services			355-1276 or 355-1277
Paperwork Submissions			
• All employee groups except hourly employees		HRProcessingCenter@greenville.k12.sc.us	355-3975 (fax)
• Hourly Employees		opprocessing@greenville.k12.sc.us	355-1390 (fax)
Payroll		payroll@greenville.k12.sc.us	355-0920
Policies	Sam Jones	BoardDocs Policies Web Site	355-3121
Recruitment			
• Hourly Employees	Vickie Sims	vicsims@greenville.k12.sc.us	355-7794
• Teachers	Deitre Helvy	dhelvy@greenville.k12.sc.us	355-3005
Retirement	Benefits	benefits@greenville.k12.sc.us	355-0960
Salary Schedules		Payroll Web Page	
Sick Leave Transfer	Payroll	payroll@greenville.k12.sc.us	355-0920
Smartfind Express	Kim Rushing	gcssubs@greenville.k12.sc.us	422-2300
Student Loan Verification		HRProcessingCenter@greenville.k12.sc.us	355-7300
Student Teaching	Emily Meeks	emeeks@greenville.k12.sc.us	355-3976
Substitute Questions	Renee Castor	rcastor@greenville.k12.sc.us	355-0944
Title II	Patty Fox	pfox@greenville.k12.sc.us	355-3173
Verification of Employment	Payroll	verifications@greenville.k12.sc.us	355-1192 (fax)
W-2 Questions	Payroll	W-2 Questions Web Page	
Worker's Compensation	Kayle Brown	kebrown@greenville.k12.sc.us	355-3009
WIN/WorkKeys Test*		Lifelong Learning – Greenville County Schools or SC Works	355-6095 or 355-6091 467-8080

**You must identify the position you are applying for in order to determine correct test to be administered.*

If you do not find a topic listed, please call 864.355.3100 and listen to the options.