

QUICK REFERENCE

1. **Munis Employee Self Service:** <https://eastjacksonschools.org/staff/employee-resources/> Changes to personal information, bank accounts, tax withholding, access to paystubs and W-2's. * Portal stays active for past employees to access prior year information.
2. **ORS:** Questions refer to <https://www.michigan.gov/ors> (1-800-381-5111)
3. **OMNI:** Contribution changes/questions; <https://www.omni403b.com/> (1-877-544.OMNI (6664))
4. **MESSA Insurance:** <https://secure.messa.org/MemberPortal/Login> Open Enrollment every November
5. **HSA Contribution:** Form is listed on EJ website <https://eastjacksonschools.org/staff/employee-resources/>

ADMINISTRATION /BUSINESS OFFICE

Phone #	Contact	Title	Possible Contact Reasons
769-8801	Steve Doerr	Superintendent	
769-8802	Deana Minder	Admin Asst. to Supt.	MESSA-Open Enrollment, FMLA Student Accident Reports, Red Rover, EduStaff, BOE, REP, SCECH'S, Contracts, Extra Duty, Trojan Press
768-5180	Thomas Berkemeier	Business Manager	Employee Reimbursement, SETSEG-Employee, Budget
768-5186	Bethany Schaefer	Payroll	Payroll, HSA, MUNIS password reset (if link does not work)
769-8806	Regina Hoskins	Transportation Supervisor	Trip Scheduling, Safe-Schools