



Memo

Date: May 12, 2014
To: All Parish, School and Agency Payroll Administrators
From: Geralyn Mirante-Marley, Benefits Services Director
RE: Payroll Services Office Update

I am writing to assure you that even though we have been short staffed the past few weeks, the Payroll Services Office remains committed to providing you with the support and resources you need to successfully process payroll. We understand that this is a critical function that personally affects each one of our employees. I expect to post the Payroll Services Manager position very soon. In the meantime, the Payroll Services Office staff (Micki- Jo Palmer, Denise Blanchard and Ella Corsilles) is happy to assist you with any questions or concerns that you have.

Like we do for Benefits Services, to help even out the workload, I ask that you call the main Payroll Services Office number rather than calling one of the Payroll Services staff directly. Calls coming into this line are routed between Micki-Jo, Denise and Ella. This number is (206) 274-7662, or you may email them at PayrollServices@seattlearch.org. The toll-free number is 800-348-9092.

If you have questions or concerns from the management perspective, please feel free to contact me. We are actively working to enhance the training and payroll services we provide.