



**NOVATO
UNIFIED
SCHOOL
DISTRICT**

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Human Resources & Payroll Call List

NUSD Staff Member's Name	HR or Payroll	Ext.	Phone
• Ellen Christensen-Denton - HR	Certificated	4248	(415) 493-4248
• Marcia Carey - HR	Classified	4275	(415) 493-4275
• Lillian Rincon - HR	Attendance & Subs	4246	(415) 493-4246
• Dana Sarubbi - HR	Benefits, Retirement & Leave	4204	(415) 493-4204
• Suzette Donnelly - Payroll	Last Names A - G	4208	(415) 493-4208
• Nellie Gogas - Payroll	Last Names H - N	4213	(415) 493-4213
• Abbie St. Marie Kearns - Payroll	Last Names O - Z	4215	(415) 493-4215

Frequently Asked Questions Contact List

The following is for your information. Get to know the Novato Unified School District's website. There is a wealth of information, forms and contact information for our NUSD staff. The following list was based on our Frequent Phone Calls from Staff.

NAME of PROVIDER	TELEPHONE	GROUP #	WEBSITE
NUSD Website			www.nusd.org Departments ⇨ Human Resources ⇨ Benefits & Retirement Departments ⇨ Payroll
Absence Management (AESOP)			www.nusd.org ⇨ Staff ⇨ Absence Management
Kaiser Permanente	(800) 464-4000	7104	www.kp.org
Delta Dental	(866) 499-3001	07302	www.deltadentalins.com
Vision Service Plan-VSP	(800) 877-7195	00421701	www.vsp.com
CalPERS	(888) 225-7377		www.calpers.ca.gov
CalSTRS	(800) 228-5453		www.calstrs.com
APPLE Retirement/MidAmerica	(800) 634-1178		www.midamerica.biz/programs/retirement-plan-solutions/apple-plan
Envoy Plan Services 403b & 457 plans	(800) 248-8858		https://envoy.tsacg.com/index.php?e=3877
American Fidelity Ins, 403b,125 Plans	(800) 365-8306		www.americanfidelity.com
Social Security	(800) 772-1213		www.socialsecurity.gov
State Tax Form DE 4			http://www.edd.ca.gov/pdf_pub_ctr/de4.pdf
Federal Tax Form			http://www.irs.gov/pub/irs-pdf/fw4.pdf

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