

Who To Ask

When you have a question and you're not sure who to ask.

ACCOUNTS PAYABLE

Check requests and invoice questions: Erin Jarrett in the Business Office
ejarrett@libertyhill.txed.net

BADGES (lost or needing a new one)

Debbie Mitchell in the District office- dmitchell@libertyhill.txed.net

Please contact us immediately if you have lost your badge. \$5 to replace.

BENEFITS

General questions: Meredith Kimbrough in HR- mkimbrough@libertyhill.txed.net

Deductions on paycheck: Julie Koepl in Payroll- jkoepl@libertyhill.txed.net

COMPUTER LOG IN (PANTHERNET)

Current employees: DLC (Digital Learning Coach) on your campus

New Hires: Meredith Kimbrough in HR- mkimbrough@libertyhill.txed.net

DEDUCTIONS ON PAYCHECK (taxes/with-holdings, benefits, etc.)

Julie Koepl in Payroll- jkoepl@libertyhill.txed.net

EDUPHORIA

DLC (Digital Learning Coach) on your campus

EMAIL ISSUES

DLC (Digital Learning Coach) on your campus

FOOD SERVICES QUESTIONS (balances, menus, free and reduced meals, etc.)

Donna Burson- dburson@libertyhill.txed.net

INJURY AT WORK

Please go to the campus nurse. If they are not available, go to the campus secretary.

LEAVE BALANCE QUESTIONS (days off)

Julie Koepl in Payroll- jkoep1@libertyhill.txed.net

NAME OR ADDRESS CHANGE FOR STAFF

Meredith Kimbrough in HR- mkimbrough@libertyhill.txed.net

PAYROLL QUESTIONS

jkoep1@libertyhill.txed.net

PROFESSIONAL LEARNING (PD)

Heather Bortz our Curriculum Coordinator- hbortz@libertyhill.txed.net

PURCHASING

Martha Vance in the Business office- mvance@libertyhill.txed.net

SKYWARD SECURITY REQUESTS

Help Desk ticket is located in PantherNet. Click on the green “?” to enter a request.

STRIVE (GT)

Summer Neary our Special Programs Director- sneary@libertyhill.txed.net

STUDENT REGISTRATION

Vickie Hernandez- vhernandez@libertyhill.txed.net

STUDENT TRANSFERS

Amber Dougless- adougless@libertyhill.txed.net

SUBSTITUTES/AESOP (ABSENCE MANAGEMENT)

Help with entering a day off/requesting a sub- speak with your campus receptionist.

Issues with a substitute- speak with your campus principal who will contact HR

TRU TIME (clocking in/out)

Julie Koepl in Payroll- jkoepl@libertyhill.txed.net