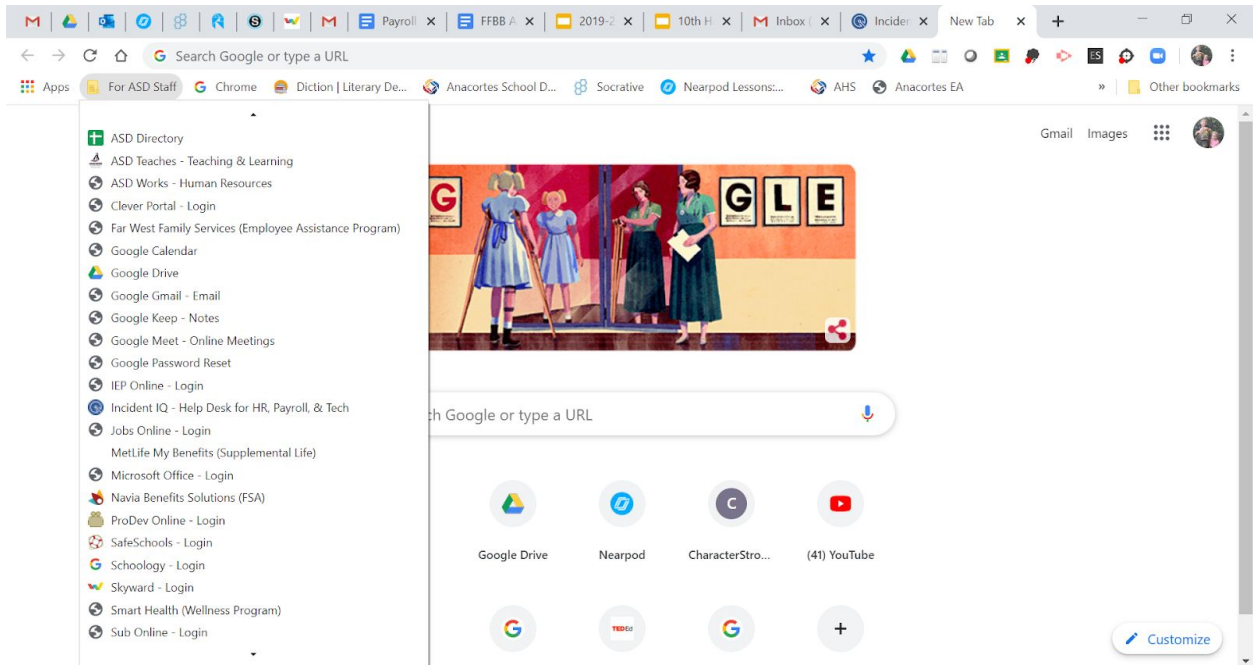
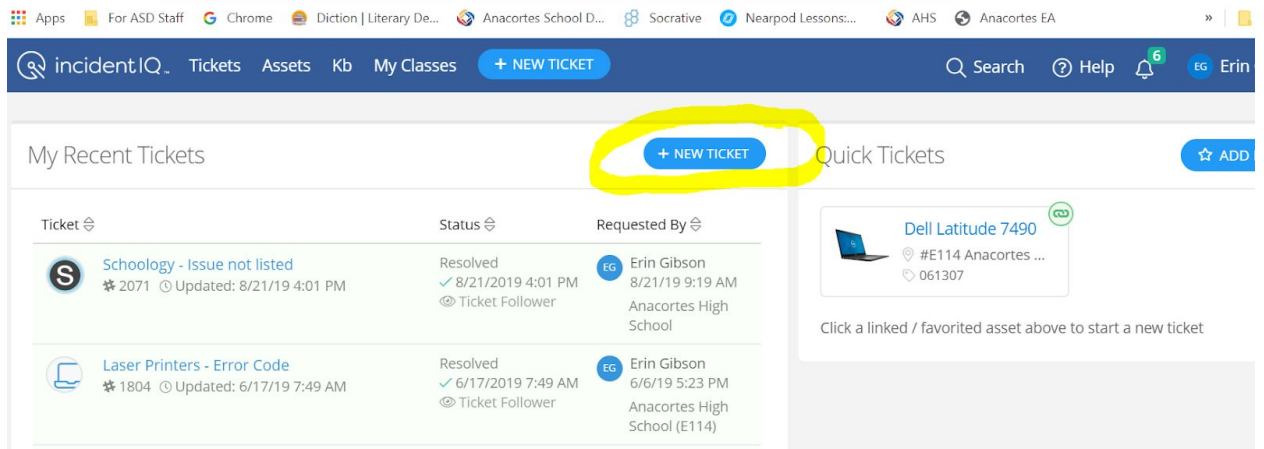


Instructions for reporting issues to Human Resources and Payroll:

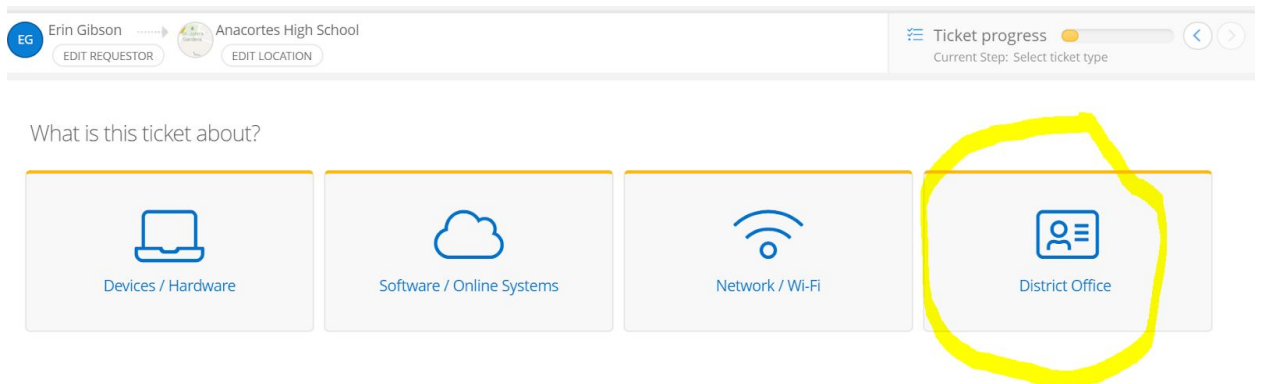
1. On your internet homescreen find the yellow **“For ASD Staff”** button on the taskbar. Choose **Incident IQ-Help Desk for HR, Payroll, & Tech.**



2. Once you get logged in, choose **New Ticket**.



3. For issues with Payroll or Human Resources, choose **District Office**.



4. You will have different options once you get into this screen.

Select an issue category

District Office categories:

HR - AAA (Principals) Membership	HR - AAAA Membership	HR - ACCA Membership	HR - AEA Membership
HR - APEO Membership	HR - ATIP Membership	HR - Non-Represented Employees (District Office)	HR - SEIU Membership
Payroll	SEBB - Benefits	Technology	

5. Under **HR-AEA Membership**, you will find the following topics:

HR - AEA Membership issues:

Address Change	Contract	Employee Assistance Program	First Aid & CPR Training
Keys & Alarm Code	Leave of Absence	Name Change	National Boards
Paid Family and Medical Leave	ProDev Online	Retirement or Resignation	Right Response Training
Safeschools Training	Salary Placement	Student Teachers (Mentorship)	Teacher Certification
Volunteers	Issue not listed		

6. Under **Payroll**, you will find the following topics:

Select an issue

 Rectangular Snip

Payroll issues:

Change electronic payroll deposit form	Change federal tax withholding (Form W-4)	Change timesheet for additional pay/absences	Question about monthly paycheck
Issue not listed			

#7 on the next page

7. Under SEBB-Benefits, you will find the following topics:

Select an issue

Search for an issue ...

SEBB - Benefits issues:

- Change beneficiaries
- Change dependents
- Change DRS beneficiary form
- Retirement
- Issue not listed

8. Once you have found the correct issue, you will need to describe your issue. You can upload/attach files in your incident report. You can also mark if your incident is urgent or not.

Erin Gibson | Anacortes High School | District Office | HR - AEA Membership > Address Change

EDIT REQUESTOR | EDIT LOCATION | SELECT TICKET TYPE | SELECT ISSUE

Ticket progress: Current Step: Specify ticket details

Describe your issue

Please describe your specific issue in more detail...

Is this ticket urgent?

Is it stopping you from completing your tasks?

Yes No

Attach file(s)

Upload any files or screenshots you have that can help resolve the issue.

File upload area