



Roger León  
Superintendent

# Newark Board of Education

Dr. Yolanda Méndez, Assistant Superintendent  
Human Resource Services

Where Passion Meets Progress

Full Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_  
 Address: \_\_\_\_\_ Please Print) \_\_\_\_\_  
 (No PO Boxes) \_\_\_\_\_  
 Home Email: \_\_\_\_\_ Work Email: \_\_\_\_\_  
 Position: \_\_\_\_\_ Location: \_\_\_\_\_  
 Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**State reason for inquiry:**

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Employee Signature

Date

**FOR HRS USE ONLY**

**Action Taken:**

\_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Please forward your inquiry to the appropriate unit within Human Resource Services:**

- 1) **Payroll** [payrollCS@nps.k12.nj.us](mailto:payrollCS@nps.k12.nj.us)
- 2) **Pension/Health & Fringe Benefits** [benefits@nps.k12.nj.us](mailto:benefits@nps.k12.nj.us)
- 3) **Records & Verification** [recordsverification@nps.k12.nj.us](mailto:recordsverification@nps.k12.nj.us)
- 4) **Staffing Department (New Hire, Promotions, Reclassifications, Transfers, etc.,)**  
 Certified/Instructional: [certification@nps.k12.nj.us](mailto:certification@nps.k12.nj.us)  
 Non-Instructional [employeeservices@nps.k12.nj.us](mailto:employeeservices@nps.k12.nj.us) Per Diem: [perdiemstaffing@nps.k12.nj.us](mailto:perdiemstaffing@nps.k12.nj.us)
- 5) **Labor & Employee Relations:** [npslaborrelations@nps.k12.nj.us](mailto:npslaborrelations@nps.k12.nj.us)
- 6) **AOS Unit: Compensation (Longevity, Step Increases, Escrow (current employees))** [npscompensation@nps.k12.nj.us](mailto:npscompensation@nps.k12.nj.us)  
 Transcripts (Current employees transitioning to Earned MA or PhD) [transcripts@nps.k12.nj.us](mailto:transcripts@nps.k12.nj.us)

Assistant Superintendent HRS - [humanresources@nps.k12.nj.us](mailto:humanresources@nps.k12.nj.us)