

NVCC Payroll Department Assignments		
Effective 9/9/2011 (updated 9/11)		
<u>Brenda Bahme (596-8697)</u>	<u>Yolanda Crowder (575-8267)</u>	<u>Kathy Nicholson (575-8145)</u>
Duties:	Duties:	Duties:
Medical	Medical	Medical
Travel	Travel	Travel
Verification of Employment	Verification of Employment	Verification of Employment
Check Sort (Secondary)	Check Sort (Secondary)	Check Sort & Distribution (Primary)
Miscellaneous Payroll Functions	Longevity (Primary)	Miscellaneous Payroll Functions
Pays:	Pays:	Pays:
PTL's (L - Z)	Full Time: All Depts	PTL's (A-K)
Non-Credit Lecturers		EA's (A - Z) Payroll must provide EA spreadsheet to HR once contract ends.
Student Assistants (SA's)/College Work Study		Yolanda Crowder