



Staff Q&A

Cardinal School | 4045 Ashland Road | Eldon, Iowa 52554
(P) 641-652-7531 | (F) 641-652-3143

Change of Information

How do I change directory items (change in name, address, phone, etc.)?

Contact Cindy Lindner | cindy.lindner@cardinalcomet.com | ext. 3205
Form on website: cardinalcomet.com/staff/employee_forms/

How do I share payroll changes (i.e. taxes)?

Contact Jacki Grant | jacki.grant@cardinalcomet.com | ext. 3202

What do I do if I get a new endorsement or certificate?

Scan copy to Cindy Lindner | cindy.lindner@cardinalcomet.com | ext. 3205

How do I change my direct deposit?

Form on website: cardinalcomet.com/staff/employee_forms/. The form must be returned in person to CO with a canceled check or deposit slip.

Pay & Benefits

Who do I contact for questions about my paycheck?

Primary contact: Anne Morgan | anne.morgan@cardinalcomet.com | 641-208-1017
Second contact: Jacki Grant | jacki.grant@cardinalcomet.com | ext. 3202

Who do I contact if I have questions about IPERS?

Contact IPERS | info@ipers.org | 1-800-622-3849

Who do I contact for FMLA and maternity leave questions?

Contact Jacki Grant | jacki.grant@cardinalcomet.com | ext. 3202

Who do I contact with benefit questions (insurance, 403b)?

Contact Jacki Grant | jacki.grant@cardinalcomet.com | ext. 3202

I want to stop/change my United Way deduction. What should I do?

Send an email or handwritten note to jacki.grant@cardinalcomet.com.

I would like information on the Christmas Club. Who do I get in touch with?

Send an email to cindy.lindner@cardinalcomet.com.

Purchases, Reimbursements, and Supplies

What do I do if I need to purchase or order something?

Complete Purchase Order form and submit to principal or Administration. Form on website: cardinalcomet.com/staff/employee_forms/



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Can I use the school credit card for the purchase?

Purchase Order needs to be approved by principal to use the school credit card.
Once approved, contact Cindy Lindner | cindy.lindner@cardinalcomet.com | ext. 3205

How do I request registrations, lodging or catering?

Complete Purchase Order first.
Contact Cindy Lindner | cindy.lindner@cardinalcomet.com | ext. 3205

Who do I start with if I want to do a fundraiser or have questions?

Contact Principal or Administration.
Lehn (HS) ext. 4241 | Green (MS) ext. 3214 | Buckley (E) ext. 4242 | Becker (AD) ext. 3209

How do I turn in mileage or meals?

Fill out request form on website.
cardinalcomet.com/staff/employee_forms/

Where do I get stamps?

Contact building secretary.
Sam (HS) ext. 3203 | Tammy (MS) ext. 4228 | Chasity (Elem) ext. 3213

Where do I get Cardinal postcards?

Contact building secretary.
Sam (HS) ext. 3203 | Tammy (MS) ext. 4228 | Chasity (Elem) ext. 3213

On Campus

Who helps me with hard keys/electronic key fobs?

Contact Cindy Lindner | cindy.lindner@cardinalcomet.com | ext. 3205

How do I get a weight room membership?

Contact Cindy Lindner | cindy.lindner@cardinalcomet.com | ext. 3205

How do I submit a maintenance request?

Submit through School Dude.
login.myschoolbuilding.com/msb?acctNum=1948050432

How do I submit a technology request?

Submit through School Dude
login.myschoolbuilding.com/msb?acctNum=1948050432



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How do I request school transportation?

Find request form online. (Return to principal, then Transportation Director.)
cardinalcomet.com/staff/employee_forms/

How do I return something mailed to me?

Contact Cindy Lindner | cindy.lindner@cardinalcomet.com | ext. 3205

Who do I contact for questions about activity or senior passes?

Contact Cindy Lindner | cindy.lindner@cardinalcomet.com | ext. 3205

What do I do if I have an accident at work?

Contact your immediate supervisor.
Follow process with EMC Nurse. CO then notified.

Who can help me with a notary stamp?

Contact:
Chasity Rupe | chasity.rupe@cardinalcomet.com | ext. 3213
Jacki Grant | jacki.grant@cardinalcomet.com | ext. 3202

Where are employee handbooks?

Paper version at workshops or view online.
cardinalcomet.com/staff/employee_forms/

Who do I contact if I have having issues concerning Frontline Time Clock or Absence Management?

Contact Anne Morgan | anne.morgan@cardinalcomet.com | 641-208-1017