



## 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](mailto:cindy.lindner@cardinalcomet.com) | ext. 3205  
Form on website: [cardinalcomet.com/staff/employee\\_forms/](http://cardinalcomet.com/staff/employee_forms/)

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

Contact Jacki Grant | [jacki.grant@cardinalcomet.com](mailto: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](mailto:cindy.lindner@cardinalcomet.com) | ext. 3205

#### How do I change my direct deposit?

Form on website: [cardinalcomet.com/staff/employee\\_forms/](http://cardinalcomet.com/staff/employee_forms/). The form must be returned in person to CO with a canceled check or deposit slip.

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### Pay & Benefits

#### Who do I contact for questions about my paycheck?

Primary contact: Anne Morgan | [anne.morgan@cardinalcomet.com](mailto:anne.morgan@cardinalcomet.com) | ext. 3201 | Cell: 641-208-1017  
Second contact: Jacki Grant | [jacki.grant@cardinalcomet.com](mailto:jacki.grant@cardinalcomet.com) | ext. 3202

#### Who do I contact if I have questions about IPERS?

Contact IPERS | [info@ipers.org](mailto:info@ipers.org) | 1-800-622-3849

#### Who do I contact for FMLA and maternity leave questions?

Contact Jacki Grant | [jacki.grant@cardinalcomet.com](mailto:jacki.grant@cardinalcomet.com) | ext. 3202

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

Contact Jacki Grant | [jacki.grant@cardinalcomet.com](mailto: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](mailto: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](mailto:cindy.lindner@cardinalcomet.com).

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### Purchases, Reimbursements, and Supplies

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

Using Weblink, create a Requisition. Wait for the approval process.



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### Can I use the school credit card for the purchase?

A Requisition on Weblink needs to be approved by principal to use the school credit card.  
Once approved, contact Cindy Lindner | [cindy.lindner@cardinalcomet.com](mailto:cindy.lindner@cardinalcomet.com) | ext. 3205

### How do I request registrations, lodging or catering?

Complete Requisition on Weblink first.  
Contact Cindy Lindner | [cindy.lindner@cardinalcomet.com](mailto: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:  
Cason (HS) ext. 4241 | Green (MS) ext. 3214 | Buckley (E) ext. 4242 | Becker (AD) ext. 3209  
Regarding grants, contact Jacki Grant ext. 3202

### How do I turn in mileage or meals?

Fill out request form on website.  
[cardinalcomet.com/staff/employee\\_forms/](http://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

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## On Campus

### Who helps me with hard keys/electronic key fobs?

Contact Cindy Lindner | [cindy.lindner@cardinalcomet.com](mailto:cindy.lindner@cardinalcomet.com) | ext. 3205

### How do I get a weight room membership?

Contact Cindy Lindner | [cindy.lindner@cardinalcomet.com](mailto:cindy.lindner@cardinalcomet.com) | ext. 3205

### How do I submit a maintenance request?

Submit through School Dude.  
[login.myschoolbuilding.com/msb?acctNum=1948050432](http://login.myschoolbuilding.com/msb?acctNum=1948050432)

### How do I submit a technology request?

Submit through School Dude  
[login.myschoolbuilding.com/msb?acctNum=1948050432](http://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/](http://cardinalcomet.com/staff/employee_forms/)

### **How do I return something mailed to me?**

Contact Cindy Lindner | [cindy.lindner@cardinalcomet.com](mailto:cindy.lindner@cardinalcomet.com) | ext. 3205

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

Contact Cindy Lindner | [cindy.lindner@cardinalcomet.com](mailto: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](mailto:chasity.rupe@cardinalcomet.com) | ext. 3213  
Cindy Lindner | [cindy.lindner@cardinalcomet.com](mailto:cindy.lindner@cardinalcomet.com) | ext. 3205

### **Where are employee handbooks?**

Paper version at workshops or view online.  
[cardinalcomet.com/staff/employee\\_forms/](http://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](mailto:anne.morgan@cardinalcomet.com) | ext. 3201 | Cell: 641-208-1017