



Montgomery County
Public Schools

Payroll & Benefits Department Daily Operations Contact List

Administrative Staff	Roger L. Hartless, Supervisor of Payroll & Benefits (540) 382-5100 Ext. 1072
Support Staff	Payroll & Benefits Specialists Vivian Poff Ext. 1075 Mona Osborne Ext. 1074 Emily Cox Ext. 1073 Pam Potter Ext. 1076

Payroll & Benefits Function	Contact Person
Leave	
Annual Leave	Payroll Specialists
Leave of Absence	Payroll Specialists
Personal Leave	Payroll Specialists
Sick Leave	Payroll Specialists
Wellness Leave	Payroll Specialists
Employee Optional Benefits	
Flex Spending, Limited Purpose Flex, Dependent Care, Health Saving Acct., Dental, Vision, Short Term Disability, Lifetime Benefit Term, Accident Ins., Hospital Indemnity Ins., Critical Illness Ins., Unum, Chubb, Legalshield	Emily Cox Payroll Specialists
Health Insurance	Mona Osborne
RIHIP(Retiree Health Ins Program(35 Days)	Roger Hartless Mona Osborne
COBRA (Health Insurance, Dental & Vision	Mona Osborne
EAP (Employee Assistance Program)	Payroll Specialists
Garnishments/Levys	Vivian Poff

Payroll & Benefits Function	Contact Person
Pay Questions	Payroll Specialist
Supplemental Pays - ADR#	Emily Cox
W2 & 1095C Questions	Roger Hartless
403b & 457b Investments	Payroll Specialist
VRS Retirement Plan 1, Plan 2 or Hybrid/ICMA-RC	Vivian Poff Roger Hartless
VRS Optional Life Insurance	Vivian Poff
Worker's Compensation	Emily Cox Roger Hartless
OSHA	Emily Cox
Verification of Employment	Pamela Potter
Job Separation/Exit	Payroll/Benefits
Unemployment	Roger Hartless