



Working in Information International Associates
(1 of 2) (updated 6/20/05)

Document/Issue	Department	Individual
Vendor/Consultant/Subcontract Invoices to be paid by Iia	Accounting	Pat Armes
Purchase Request Forms to be Paid by Invoice	Accounting	Pat Armes
Packing Slips and Courier Airbills	Accounting	Pat Armes
Travel Expense Reports (approved by supervisor)	Accounting	Pat Armes
Other Expense Reports (approved by supervisor)	Accounting	Pat Armes
EFT Enrollment Forms for Accounts Payable	Accounting	Pat Armes
Petty Cash Reimbursement Forms	Accounting	Pat Armes
Visa Cardholder Detail Reports	Accounting	Pat Armes
Credit Card Payments to be processed by Iia	Accounting	Pat Armes
Bank of America Visa Website Questions	Accounting	Elizabeth Dickerson
Grievances (concerns about discrimination, sexual harassment, etc.)	Human Resources	Martha Wallus
401(k) Issues & Questions	Human Resources	Martha Wallus
Workers Comp Claims & Questions	Human Resources	Martha Wallus
Educational Assistance Request Forms (approved by supervisor)	Human Resources	Martha Wallus
Employee Disciplinary Action Questions	Human Resources	Martha Wallus
Recruitment/Reference Checks/Salaries Questions	Human Resources	Martha Wallus
Immigration Questions	Human Resources	Martha Wallus
Employment Verification Requests	Human Resources	Martha Wallus
Iia Handbook/Policies/Procedures Questions	Human Resources	Martha Wallus
Employee Benefits Questions	Human Resources	Mendy Wolfenbarger
Payroll/Benefits Changes & Enrollments	Human Resources	Mendy Wolfenbarger
Personnel Information Changes (including email address changes)	Human Resources	Mendy Wolfenbarger
Employee New Hire/Orientation/Termination Information	Human Resources	Mendy Wolfenbarger
Direct Deposit Forms for Payroll	Human Resources	Mendy Wolfenbarger
Flex Plan Reimbursement Forms	Human Resources	Mendy Wolfenbarger
Jury Duty Summons Documents	Human Resources	Mendy Wolfenbarger
Procedures for Jury Duty Leave (timesheets & payments to Iia)	Accounting	Heather Castleberry
Paycheck Questions	Accounting	Cheryl Beams
Time Collection (Timesheet) Questions	Accounting	Cheryl Beams
Where to Charge Your Labor on Timesheets Questions	Employee's Supervisor	
Leave & Holiday Questions for Your Location	Employee's Supervisor	
Site Specific Issues	Employee's Supervisor	
Iia Contracts Questions	Contracts	Charles Samuels
Contracts/Modifications for Logging In & Distribution	Accounting	Jewel Hebert
Consultant/Subcontract Agreements for Logging In & Distribution	Accounting	Jewel Hebert
Corporate Tax Notices & Forms Accounting	Accounting	Johnnie Sexton
Checks & Cash Payments to Iia for Logging In	Administrative	Patricia Vanek
Announcements/Information for Iia newsletter	Corp. Communications	Susanne Dupes



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Contact	E-mail	Phone Extension for 865-481-0388	Fax
Armes, Pat	parmes@iiaweb.com	1239	865-481-8003
Beams, Chery	cbeams@iiaweb.com	1222	865-481-8003
Castleberry, Heather	heather@iiaweb.com	1228	865-481-8003
Dickerson, Elizabeth	edickerson@iiaweb.com	1225	865-481-8003
Dupes, Susanne	sdupes@iiaweb.com	1244	865-481-0390
Hebert, Jewel	jhebert@iiaweb.com	1230	865-481-8003
Samuels, Charles	csamuels@iiaweb.com	1243	865-481-8003
Sexton, Johnnie	jsexton@iiaweb.com	1232	865-481-8003
Vanek, Patricia	pvanek@iiaweb.com	1241	865-481-0390
Wallus, Martha	mwallus@iiaweb.com	1236	865-481-0390
Wolfenbarger, Mendy	mendy@iiaweb.com	1237	865-481-0390