

Website Mini Tour



After logging in, you can go to the “Access My Info” page to change your password or add more information.

The log in and Access My Info links are both located on the top right-hand side of the website.

Home About Us Employment Human Resources Programs & Services Special Education Bond Project Contact Calendar

Kalamazoo RESA
Enhancing your school and community

Kalamazoo RESA

SIGN OUT ACCESS MY INFO

My Profile

Please update your information in the form below.

* = Required Field

First Name: Anne *

Last Name: Goodrich *

Title: Communications Specialist

Address 1: 3555 West Wembley Lane

Address 2:

City: Kalamazoo

State: MI

Zip Code: 49009

Phone: 2693889655

Fax: 2693880156

Email Address: agoodrich@kresa.org *

Sign-In Name: agoodrich *

Password: ***** *

Confirm Password: ***** *

My E-Alerts & Subscriptions

Your E-Alerts are ☒ on ☐ off [Edit Subscriptions](#)



Your handiest link? Use the big green Staff button on the left-hand side of our main page.

The Staff section is chock full of useful links for employees.

Go

SHORTCUTS...

Families & Visitors

Educators

Staff

Kalamazoo County Common Calendars

CONTENTS...

- Staff Section
- Administration Forms & Resources
- Advisory Committee
- Staff Calendars
- Staff Forms

Staff section
Welcome, Anne!

Outlook Email
Email Accounts

Employee Portal

IT Direct

Maintenance Direct

Employee Email Search

Safe Schools Required Employee Training

Meeting Room Manager

Kalamazoo County
05/03/2022

Public Information
Communication Tips & Tools
Submit a Request
Request for Publicity
News & Events
Visual Identity

REMC12

K12 MC Printing
Order Printing Online
Media Bookings

Business Office Forms & Resources

Human Resources Forms & Resources
Employee Handbook

Advisory Committee Information

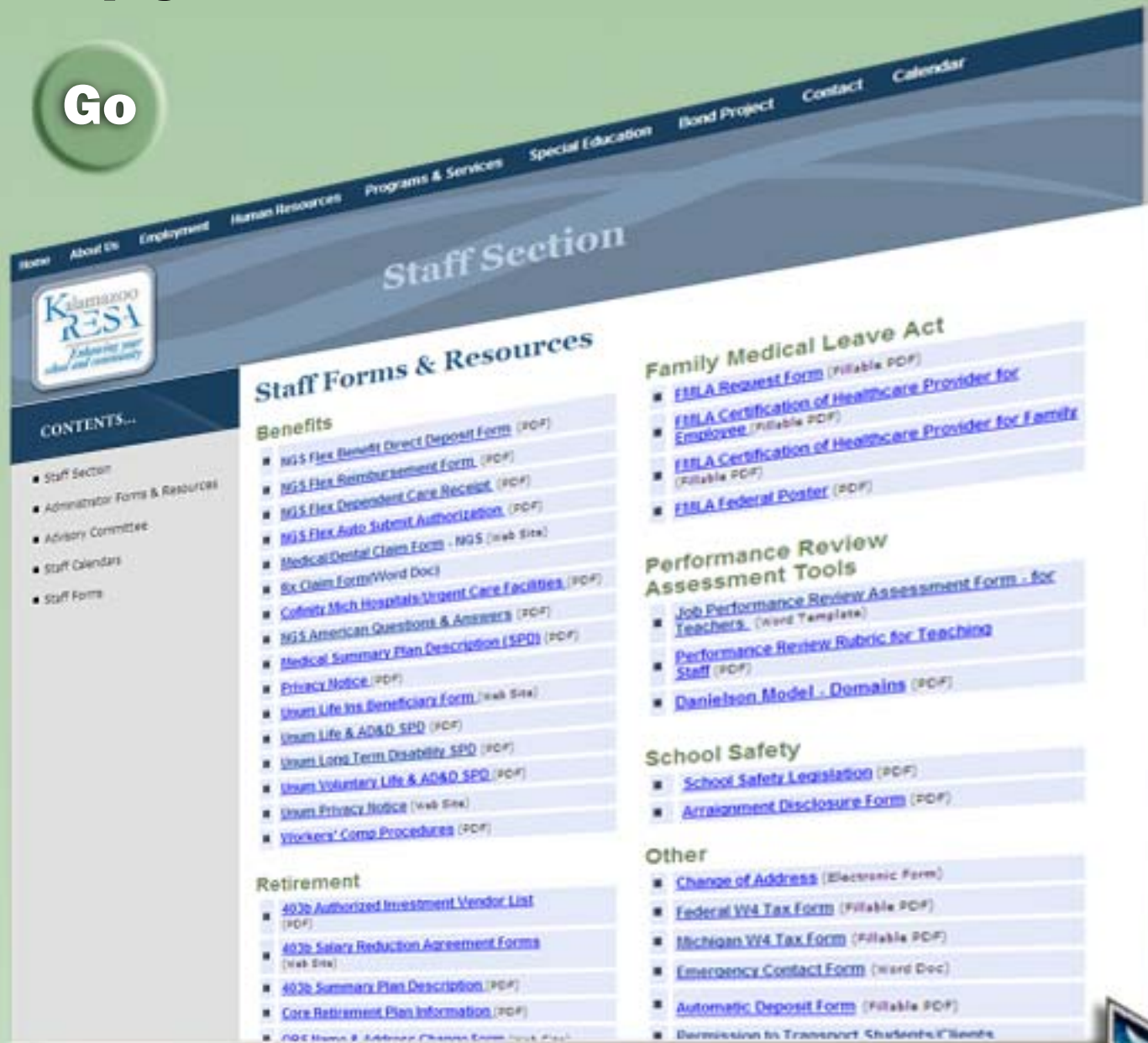
Inclusion & Diversity

For Teachers



Employee forms from the Human Resources department can be found under “Staff Forms” on the left-hand side of the page in the Staff Section.

Go



The screenshot shows the 'Staff Section' of the Kalamazoo RESA website. The navigation bar at the top includes links for Home, About Us, Employment, Human Resources, Programs & Services, Special Education, Bond Project, Contact, and Calendar. The main heading is 'Staff Section'. On the left, a 'CONTENTS...' sidebar lists: Staff Section, Administrator Forms & Resources, Advisory Committee, Staff Calendars, and Staff Forms. The main content area is titled 'Staff Forms & Resources' and is organized into several categories:

- Benefits**
 - NGS Flex Benefits Direct Deposit Form (PDF)
 - NGS Flex Reimbursement Form (PDF)
 - NGS Flex Dependent Care Receipt (PDF)
 - NGS Flex Auto Submit Authorization (PDF)
 - Medical/Dental Claims Form - NGS (Web Site)
 - Six Claim Form (Word Doc)
 - Cofinity Mich Hospitals/Volunt Care Facilities (PDF)
 - NGS American Questions & Answers (PDF)
 - Medical Summary Plan Description (SPD) (PDF)
 - Privacy Notice (PDF)
 - Unum Life Ins. Beneficiary Form (Web Site)
 - Unum Life & AD&D SPD (PDF)
 - Unum Long Term Disability SPD (PDF)
 - Unum Voluntary Life & AD&D SPD (PDF)
 - Unum Privacy Notice (Web Site)
 - Workers' Comp Procedures (PDF)
- Retirement**
 - 402b Authorized Investment Vendor List (PDF)
 - 402b Salary Reduction Agreement Forms (Web Site)
 - 402b Summary Plan Description (PDF)
 - Core Retirement Plan Information (PDF)
 - 404 Name & Address Change Form (Web Site)
- Family Medical Leave Act**
 - FMLA Request Form (Fillable PDF)
 - FMLA Certification of Healthcare Provider for Employee (Fillable PDF)
 - FMLA Certification of Healthcare Provider for Family (Fillable PDF)
 - FMLA Federal Poster (PDF)
- Performance Review Assessment Tools**
 - Job Performance Review Assessment Form - for Teachers (Word Template)
 - Performance Review Rubric for Teaching Staff (PDF)
 - Danielson Model - Domains (PDF)
- School Safety**
 - School Safety Legislation (PDF)
 - Arrestment Disclosure Form (PDF)
- Other**
 - Change of Address (Electronic Form)
 - Federal W4 Tax Form (Fillable PDF)
 - Michigan W4 Tax Form (Fillable PDF)
 - Emergency Contact Form (Word Doc)
 - Automatic Deposit Form (Fillable PDF)
 - Permission to Transmitt Student's Records

You can access the **business forms** from the Staff section or by going to About Us > Business Office. The link is in the left-hand side navigation.

Go

The screenshot shows the Kalamazoo RESA website. The header includes a navigation menu with links: Home, About Us, Employment, Human Resources, Programs & Services, Special Education, Bond Project, Contact, and Calendar. The Kalamazoo RESA logo is on the left, with the tagline "Enhancing your school and community". The main heading is "Business Office". Below this is a "CONTENTS..." sidebar with a list of links: Overview, Kalamazoo RESA Financial Reports, Employee Forms & Resources, Business Update Newsletter, Pupil Accounting, Bids and Proposals, Staff Directory, Frequently Asked Questions, and Contact. The main content area is titled "Employee Forms and Resources" and is divided into two columns: "General Forms" and "Payroll Forms".

General Forms	Payroll Forms
Request for New Vendor (Fillable PDF)	Online Payroll Account Setup (PDF)
W-9 Request for Taxpayer ID Number (Fillable PDF)	Online Payroll Password Information (PDF)
Purchasing Card Reconciliation Form (Excel)	Employee Expense Voucher (Excel)
Request for Disbursement (Fillable PDF)	Conference or Meeting Expense Voucher Summary (Word 2007 Doc)
Petty Cash Voucher (Fillable PDF)	Automatic Deposit Form (Fillable PDF)
Personal Property Damage Reimbursement (Fillable PDF)	W-4 III Withholding Exemption Form (Fillable PDF)
Purchasing Card Request (Fillable PDF)	W-4 Federal Withholding Form (Fillable PDF)
Request for Billing	407b Salary Reduction Agreement Form (Web Site)
	Request for Duplicate W-2 (Electronic Form)
	Daily Time Record (Excel)

Need to brush up on your tech skills or learn something new?
Our tech department has a number of short training videos
on our site, and a link to *thousands* more from our training
partner, Atomic Learning.

Go



Keep up on all the goings on at Kalamazoo RESA by visiting the Public Information News & Events section.

You'll also find links there to forms, tips and tools. Need a Kalamazoo RESA logo? You'll find them on the Visual Identity page.

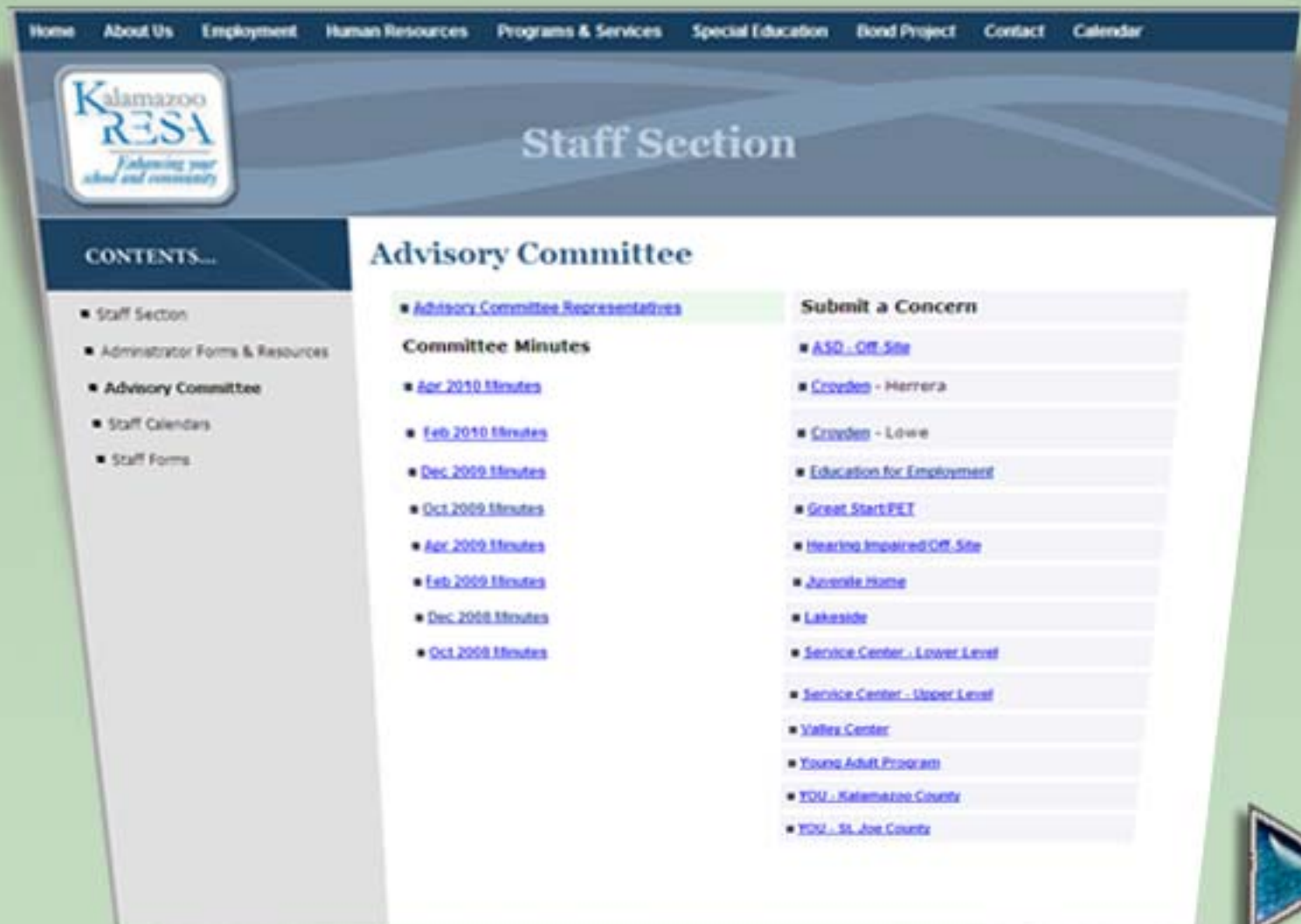
Go



Our Advisory Committee meets regularly with the superintendent to discuss and problem solve organization issues submitted by employees.

The Advisory page has current meeting minutes and online forms to submit a concern, as well as a current list of committee representatives.

Go



Register to order printing and promotional items online, and explore all the other resources available in the REMC Media Services section.

Go



**Any questions about
our site or your website
access?**

We'd be glad to help!

Send email

