# PAYROLL SERVICES
## PROGRAM ASSIGNMENTS

**Laurie Susbilla**  
Payroll Manager  
408-453-6783  

Email *correspondence/timesheets* to payroll@sccoe.org  
Fax *verification of employment* to 408-453-6751  

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>ASSIGNMENT BY EMPLOYEE LAST NAME (ALPHA)</th>
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</table>
| Elvira Manuel  
Payroll Specialist - Lead  
408-453-6782 | COE Leadership Staff only  
A - Z |
| Teresa Vaiasicca  
Payroll Specialist  
408-453-6865 | Special Education  
A - Den  |
|       | Substitutes - Classified  
A - C |
| Tina Buan  
Payroll Specialist  
408-453-6830 | Special Education  
Di - Lan  |
|       | Substitutes - Classified  
D - He |
| Jasmine Garcia  
Payroll Specialist  
408-453-6829 | Special Education  
Lar - P  |
|       | Substitutes - Classified  
Hi - M |
| Kaylyn Dang  
Payroll Specialist  
408-453-6827 | Special Education  
Q - Z  |
|       | Alternative Education  
A - Z  |
|       | Opportunity Youth Academy  
A - Z  |
|       | Substitutes - Classified  
N - S |
| Nikki Luong  
Payroll Specialist  
408-453-6796 | Head Start  
A - Z  |
|       | Migrant Education  
A - Z  |
|       | State Preschool  
A - Z  |
|       | Substitutes – Classified  
T - Z |
| Araceli Jaramilla  
Payroll Specialist  
408-453-6575 | Ridder Park COE  
A - Z  |
|       | - Bargaining Unit Staff Only  
- Transportation  |
|       | - Walden West  |
|       | Substitutes - Certificated  
A - Z |

EFFECTIVE 09/09/19