

For more information about the
Department of People & Culture, visit:

[http://www.waysideyouth.org/WorkWithUs/
EmployeeIntranet/Departmentof
PeopleCulture.aspx](http://www.waysideyouth.org/WorkWithUs/EmployeeIntranet/DepartmentofPeopleCulture.aspx)

Your Quick Guide to Who's Who in the Department of People & Culture

We know that there times you would like
to communicate your concerns in a
confidential way. That's why we've created
Wayside's Virtual Open Door:

[https://form.jotform.us/WaysidePeopleAnd
Culture/wayside-virtual-open-door](https://form.jotform.us/WaysidePeopleAndCulture/wayside-virtual-open-door)

Need help with your paycheck?
Ask Kevin or Janine!



Kevin Barry, Payroll Manager
kevin_barry@waysideyouth.org // 508-270-1256
Janine Avery, Payroll Specialist
janine_avery@waysideyouth.org // 508-270-1255

**Got questions on performance
evaluations or new hires?**
Ask Alyssa!



Alyssa Robinson
Human Resources Representative
alyssa_robinson@waysideyouth.org
508-270-1349

Got questions about benefits?
Ask Susan!



Susan Kironde
Benefits Manager
susan_kironde@waysideyouth.org
508-270-1236

Hurt on the job emotionally or physically?
Talk to Guimel!



Guimel DeCarvalho
Director of People & Culture
guimel_decarvalho@waysideyouth.org
508-270-1234

Forgot your Ceridian password? Ask all of us! :)

peopleandculture@waysideyouth.org

May I request some petty cash to care for a client?

Ask Joena!

Your Quick Guide to Who's Who in Finance

Joena Robo
Cash Accountant
joena_rob@waysideyouth.org
508-270-1225

Did I fulfill the obligations in my contract?

Ask Debbie!

Debbie Brooks
Contracts Manager
debbie_brooks@waysideyouth.org
508-270-1290

When will I receive payment for travel and expense reimbursement?

Ask Volha!

Volha Rabchuk
Accounts Payable Specialist
volha_rabchuk@waysideyouth.org
508-270-1250

How much money can I spend on my contract?

Ask Suzanne!

Suzanne Bibeault
Senior Accountant & Billing Coordinator
suzanne_bibeault@waysideyouth.org
508-270-1392

What transactions are on my financial statement?

Ask Christine!

Christine Gathii
Accounting Manager
christine_gathii@waysideyouth.org
508-270-1240

How do I generate reliable financial reports for my program?

Ask David!

David Simmons
CFO & VP of Operations
david_simmons@waysideyouth.org // 508-270-1230