



Beginning 1886

A.J. KIRKWOOD & ASSOCIATES, INC.™
 CONSTRUCTION • ENGINEERING • SYSTEMS TECHNOLOGIES

HUMAN RESOURCES 2025 DIRECTORY

| WHO TO CONTACT IN HR | | |
|------------------------------------|--|--|
| General HR Inquiries | HR@AJK-A.com | |
| Medical Benefits Questions? | Rosaura Gil | HRSpecialist@AJK-A.com |
| Bamboo HR Questions? | Jaquelyn Durazo | Jaquelyn.Durazo@AJK-A.com |
| Complaints or Issues? | John Engers | John.Engers@AJK-A.com |
| Payroll Questions? | Payroll@AJK-A.com | |
| Safety/Injury Concern? | Steve Dietzel | Steve.Dietzel@AJK-A.com |
| Work Scheduling Issue? | Carlos Bello | Carlos.Bello@AJK-A.com |
| 401(k) Questions? | Lloyd Engleman | Lloyd.Engleman@AccelerateRetirement.com |

| JOHN ENGERS | PAYROLL |
|------------------------------------|---------------------------------------|
| Complaints | Pay Rate Change Forms |
| Laws & Regulations | Direct Deposit |
| ROSAURA GIL | W2/W4 |
| Leave of Absence | WorkMax |
| Short Term Disability | PTO – Time Accrual Tracking |
| FMLA | ComputerEase |
| Medical Benefits | Pay Stubs |
| JAQUELYN DURAZO | Meal Breaks/Time Records/Change Forms |
| Performance Evaluations | ESOP Inquiries |
| Employee Personnel Files | CARLOS BELLO |
| BambooHR Processes | Workforce Representative |
| Recruitment | Low Voltage & Field Employees |
| Onboarding/Offboarding | Career Growth |
| HR Inquiries | LLOYD ENGLEMAN |
| STEVE DIETZEL | 401(k) Enrollment/Inquiries |
| Health & Safety Training/Education | |
| Workers Compensation & Claims | |
| Injury Prevention | |
| Injury Investigation | |