



Human Resources and Payroll Monthly Message

November 2020

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Upcoming Dates



December 31

Paydate for December



December 21-January 1

Winter break – CRC offices are closed



January 29

Paydate for January



[2020-21 Payroll Calendar](#)

Today is Payday!

To view or print your paycheck stub, please log into [Employee Online](#) using your 5-digit Employee ID number and password.

Problems? Contact the help desk at <https://everettsd.service-now.com/> (only works through the Chrome browser).

Didn't get a payment? Be sure you have an active direct deposit bank account submitted to the payroll office. If a paper check has been issued, please visit the CRC to pick up your check.

Shared Leave

To view the eligible list of employees qualified for shared leave donations, [click here](#).

Retirement Corner

The Department of Retirement Systems (DRS) in conjunction with the Social Security

GETTING READY FOR 2020 TAX RETURNS

To make sure tax forms make it to you on time, please confirm now that the school district, other wage earner employers, banks, and investment companies have your correct mailing address. Taxpayers who have moved should enter address changes in [Employee Online](#), tell the US Postal service, and the IRS. To notify the IRS, mail IRS [Form 8822](#), Change of Address, to the address listed on the form's instructions. For taxpayers who purchase health insurance through the [Health Insurance Marketplace](#), they should also notify the Marketplace when they move out of the area covered by their current Marketplace plan.

For name changes due to marriage or divorce, notify the [Social Security Administration \(SSA\)](#) so the new name will match IRS and SSA records. Also notify the SSA if a dependent's name changed. A mismatch between the name shown on your tax return and the SSA records can cause problems in the processing of your return and may even delay your refund.

The IRS has again extended the deadline to provide the 1095 forms to individuals from January 31, 2021 to March 2, 2021. **The IRS has changed both the W-2 and 1095-C forms for 2020.** You may notice some changes to the format of the forms. Employees enrolled in the Uniform Medical Plan (UMP) will additionally have Part III (with dependent coverages) supplied from the district. Employees enrolled in either Kaiser or Premiera, dependent information will come from the health carrier itself. This is a good time to consider a consent to receive your W-2 Wage and Tax Statement and/or 1095-C Affordable Care Act (ACA) form electronically via Employee Online – **if not already in place**. As a reminder, with electronic consent, you are not mailed the subject forms, but they are available for download and printing through Employee Online. This provides a layer of security from

Administration, will be hosting a webinar discussing the "Basics of Social Security" on **Thursday, December 3rd at 10:00am.**

You can access this webinar at <https://www.drs.wa.gov/education/webinar/>. Information on the Windfall Elimination Provision will not be included in this webinar.

You are encouraged to join 15 minutes before the start of the webinar to manage any technology issues. In the event of technology issues, here is a link that may prove helpful, <https://help.webex.com/en-us/kwmj5eb/Join-a-Cisco-Webex-Event>.

It is also recommended that you set up online access to your Social Security account at <https://www.ssa.gov/>, select "my Social Security", and print off a copy of your statement.

Contact Information

Compensation & Certification – Certificated

(425) 385-4107
cmracer@everettsd.org
(425) 385-4120
snorth@everettsd.org

Compensation & Certification – Classified

(425) 385-4121
jcarrell@everettsd.org
(425) 385-4105
dwnisniewski@everettsd.org

HR Benefits

(425) 385-4115
benefits@everettsd.org

Payroll

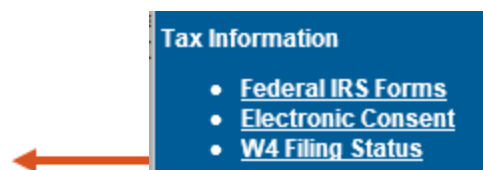
(425) 385-4160
payroll@everettsd.org

Everett Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX/Civil Rights Compliance Officer – Mary O'Brien,
425-385-4106, mo'brien@everettsd.org

mail theft and provides quicker access to the completed forms when available.

We may already have your consent on file. Please check your consent by going to [Employee Online](#) and clicking on "Electronic Consent" in the menu:



If we **have** one or more consent forms on file, your screen will read: *Electronic Consent Form Received for Year Beginning XXXX* (year consent received)
A renewed consent is not required.

If we **do not** have either consent form on file, your screen will read: *No data available*
To consent, please complete the electronic [W2 consent form](#) or [1095 consent form](#) (or both) and mail to the payroll office **prior to December 31, 2020**, to guarantee its effectiveness for this tax year. **IRS rules stipulate that each form must be separately authorized.** Without a consent form on file, the documents will be mailed separately and may be delivered on different dates.

Gather tax documents and keep them for at least three years

Everyone should come up with a recordkeeping system. Whether it's electronic or paper, they should use a system to keep all important information in one place. Having all needed documents on hand before they prepare their return helps them file a complete and accurate tax return. This includes:

- Their 2019 tax return.
- Form W-2 from employers.
- Form 1099 from banks and other payers.
- [Forms 1095-A](#) from the marketplace for those claiming the premium tax credit.
- [Form 1099-NEC](#), Nonemployee Compensation
- [Notice 1444](#), Your Economic Impact Payment.

Most income is taxable, including [unemployment compensation](#). Therefore, taxpayers should also gather any documents from these types of earnings. People should keep copies of tax returns and all supporting documents for at least three years.

More Important News

Section 504 Coordinator – Dave Peters, 425-385-

4063 dpeters@everettsd.org

ADA Coordinator – Randi Seaberg, 425-385-

4104, rseaberg@everettsd.org

Address: PO Box 2098, Everett, WA 98213

RATE CHANGES BEGINNING JANUARY 1, 2021

Washington minimum wage rate will be increasing to \$13.69 per hour. Workers who are 14 or 15 years old may be paid 85% of the adult minimum wage, or \$11.64 per hour. More information regarding workplace rights can be found on the [Washington State Department of Labor & Industries](#) website.

IRS TAX DEFERRED CONTRIBUTION LIMITS FOR 2021

The IRS has recently announced the 2021 Maximum Allowable Contribution (MAC) limits for 403(b) and 457(b) plans. The elective deferral limit for 403(b)/457(b) (DCP) plans **will remain** at \$19,500. Employees age 50 and over will continue to be entitled to contribute an additional \$6,500 to their 403(b) or 457(b) plan(s), thereby increasing the elective deferral limit to \$26,000.

Employees enrolled in the SEBB high-deductible health insurance plan, qualify to enroll in a Health Savings Account (HSA). The HSA contribution limit will increase in 2021 to \$3,600 annually (up from \$3,550). Employees who wish to make changes to their HSA deduction amount may do so at any time throughout the year by completing the [SEBB Authorization for Payroll Deduction form](#) and returning it to the payroll department.

The contribution limits for Health Care Flexible Spending Account (FSA), Dependent Care FSA **remain unchanged** from the 2020 limit of \$2,750.