



Human Resources and Payroll Monthly Message

December 2020

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WASHINGTON APPLE HEALTH FOR ADULTS AND CHILDREN

Some Everett School District employees may qualify for health care coverage through the Washington Apple Health (Medicaid) program at no cost. If you would like to see if you or your dependents qualify for coverage, you may apply online at wahealthplanfinder.org, or by contacting the Health Benefit Exchange Customer Support Center at 1-855-923-4633 (TTY: 1-855-627-9604). If you want to take advantage of this opportunity, you are urged to seek additional information as quickly as possible. If you or your dependents qualify for no-cost Apple Health, you will have a choice of available managed care plans depending on the county you live in. There are no premiums, copays, or deductibles. If you or your dependents qualify for no-cost Apple Health, you may also keep your employer-based insurance and receive help with the cost of your health insurance premiums. Call toll free, 1-800-562-3022, ext. 15473, or visit the [Premium Payment](#) page on the Health Care Authority's website for more information. The site includes general information and an application form for your convenience. Additional information is available at the [U.S. Department of Labor's](#) website.

MILEAGE RATE CHANGE BEGINNING JANUARY 1, 2021

Effective January 1, 2021, the Internal Revenue Service announced the annual change in the **standard mileage rate**. The mileage reimbursement rate for miles driven while conducting official district business has DECREASED to 56 cents per mile. This is a 1.5 cent decrease from the prior rate. Miles traveled within the district will be calculated based on the mileage charge, when filling out the paper form. When submitting paper mileage claims, please separate by year so the separate rates are on a separate

Upcoming Dates

- ★ **December 21-January 1**
Winter break – CRC offices are closed
- ★ **December 31**
Paydate for December
- ★ **January 18**
MLK Holiday
- ★ **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).

For the month of December, because the district building will be locked, employees with no direct deposit information on file will be issued paper checks which will be mailed via US Postal Service on pay day.

Shared Leave

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

Retirement Corner

Your annual retirement statement for school year 2020-21 is now available through your online account at www.drs.wa.gov/oa.

You are encouraged to view your statement online which shows your service credits and defined contributions. If you have questions about your online account access or do not have access to the internet, you can contact the Department of Retirement Systems at (360) 664-7000.

The Fourth Quarter OMNI newsletter related to available district 403B accounts can be viewed [here](#).

Contact Information

Compensation & Certification – Certificated

(425) 385-4107

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(425) 385-4120

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Compensation & Certification – Classified

(425) 385-4121

jcarrell@everettsd.org

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HR Benefits

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Payroll

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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

Section 504 Coordinator – Dave Peters, 425-385-
4063 dpeters@everettsd.org

ADA Coordinator – Randi Seaberg, 425-385-
4104, rseaberg@everettsd.org

form. **Online webform mileage reimbursements will automatically calculate the new rates.**

More Important News

GETTING READY FOR 2020 TAX RETURNS

Mostly a repeat from the November message, with a new notice from the IRS regarding charitable contributions, 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 Premera, dependent information will come from the health carrier itself.

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.

Charitable deduction changes

New this year, taxpayers who don't itemize deductions may take a [charitable deduction](#) of up to \$300 for cash contributions made in 2020 to [qualifying organizations](#). For more information, read [Publication 526, Charitable Contributions](#).

A NEW YEAR OF SMARTHEALTH (SEBB)

A new year brings fresh opportunities to enhance your well-being journey.

SmartHealth supports all of you

In 2021, you'll find new activities designed to support all of you—including ones to help you manage stress and anxiety, improve sleep, increase your energy levels, build resilience, and more.

What to expect in 2021

You will not be able to access SmartHealth January 1 through 6, 2021. We will refresh activities during this time. You can access SmartHealth starting January 7, 2021. Your points will reset to zero.

Qualify for the \$125 wellness incentive

Here are the steps to qualify for the wellness incentive:

1. Log into [SmartHealth](#).
2. Complete the well-being assessment to earn 800 points and get customized activity recommendations.
3. Participate in activities and earn points for each one you complete.
Reach a total of 2,000 points by the deadline to qualify for a \$125 wellness incentive; [learn more about the deadline](#).

How to find your \$125

If you qualified for the incentive in 2020, look for the "How do I find my \$125" activity in SmartHealth. It shows how your incentive is applied. You will receive your incentive by February 1, 2021.