



Human Resources and Payroll Monthly Message

February 2021

Upcoming Dates

★ **February 26**
Paydate for February

★ **March 31**
Paydate for March

★ **[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

What happens to my sick leave when I retire? A common question with a varied

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1095-C FORMS

Your 2020 1095-C Affordable Health Care form can be viewed in [Employee Online](#). **All employees have access to view their Federal Tax Forms electronically** by logging into [Employee Online](#) using your employee ID number and password. Once you are logged in, select the menu option entitled **Federal IRS Forms**.

Forms were mailed on February 22 and mailed to the current address we have on file in the Human Resources office, as of February 18, 2021.

The 1095-C form information is used in conjunction with your 2020 taxes, but is not submitted in the return process.

FAQ: I've covered my dependents on my health insurance plan – why aren't they listed on the 1095? For Kaiser and Premera plans only, these coverages are not "self-insured". As such, the district does not complete Part III. The health insurance carriers, however, fall under a different category. You will find your dependent coverages on the form you receive

answer. Here are some common scenario answers:

Over Age 55

If you have indicated your choice to **retire** from EPS, and you have met your Plan's retirement eligibility requirements, you are eligible to cash out your sick leave balance at a rate of 4/1. You will receive the monies in the month following your retirement date, either via a deposit to your bank account on file, or directly to your VEBA account, if your group elected in favor of this option.

If you have indicated your choice to **separate** from EPS, you are ineligible to cash out your sick leave balance. The unused balance will remain in EPS records. You may request a transfer of this balance to your subsequent public employer. After 5 years from your separation date, the balance is cleared.

Under Age 55

You are ineligible to cash out your sick leave balance. The unused balance will remain in EPS records. You may request a transfer of this balance to your subsequent public employer. After 5 years from your separation date, the balance is cleared.

If an employee passes away while employed and prior to meeting the age and retirement eligibility rules, unused sick leave will be cashed out at a 4/1 rate and paid out to the beneficiary.

These rules are governed by WAC 392-136-020; WAC 357-31-160; WAC 357-31-150; RCW 28A.400.300

Contact Information

directly from your medical provider. For UMP plans only, dependents will be listed on your 1095 from the district.

What's the difference between the district's 1095-C form and the 1095-B form? You may have already received a 1095-B from directly mailed from your medical health provider (Kaiser or Premera). These carriers are not self-insured and are required to file a separate 1095-B form. Between the two forms, they confirm your medical coverage and any dependents covered under your plan. Specifically, the 1095-C form is referenced in your annual federal tax return.

INTRODUCING INVERIFY FOR EMPLOYMENT VERIFICATIONS

With interest rates at historic lows, the surge to refinance has also been historic. Your payroll and human resource staff have been flooded with lender verification requests, employment requests for new housing situations, unemployment verifications, etc. Working remotely has added to the challenges of responding in a timely manner to these requests.

In order to provide better, and more consistent customer service for these critical requests, Everett Public Schools has now partnered with InVerify (a division of Equifax) to provide secure online access to employment and income information. This service will help with gathering verification information needed to apply for loans (such as home mortgage, new job, or rental qualification) or Social Service benefits (such as temporary assistance, housing assistance, child support, or nutrition assistance).

Please refer your verifiers (loan agencies, banks, etc.) to www.inverify.net or (866) 295-7363 to get started. Loan agencies will need authorization from you (the employee) to obtain salary information. This will now require you to create an Income Key – which you will provide to your lender to allow them access to this information.

As an active (or inactive) employee, you can register for this service **with the Everett School District Agency Code of ESD333**. You have self-service options to generate an employment verification letter or immigration letter at any time.

Compensation & Certification – Certificated

(425) 385-4107

cmercer@everettsd.org

(425) 385-4120

snorth@everettsd.org

Compensation & Certification – Classified

(425) 385-4121

jcarrell@everettsd.org

(425) 385-4105

dwisniewski@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

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

There are no charges for employee (past or present) or government agency access. Below are some additional links to get you familiar with this new and important service for your next financial commitment:

- ★ Everett Public Schools district website for reference: <https://www.everettsd.org/Page/38824>
- ★ Self-Service tools for employees: <https://inverify.net/our-services/employee-self-service.aspx>
- ★ Employee FAQs: <https://inverify.net/about-us/verifier-faq/employee-faq.aspx>
- ★ Safe and Secure Verification: <https://inverify.net/about-us/security.aspx>

EARLY NOTIFICATION TO RETIRE OR RESIGN

As we look ahead to the **2021-22** school year, an important aspect of our planning is staffing.

If your intention is to retire or resign at the end of the school year, please consider early notification to your supervisor and Human Resources. This will assist Human Resources in planning for 2021-22 staffing and to ensure we are able to hire high quality staff for our students. For your convenience, attached is a retirement/resignation form for you to complete and return to Jean Hanson at jhanson@everettsd.org.

We sincerely appreciate your consideration. Thank you for all the good work you do for our students!

In your preparation for retirement, **Department of Retirement Systems** offer many online seminar opportunities that you can review and sign up for here: <https://www.drs.wa.gov/retirement-planning/seminar/>

The **VEBA Plan** is discussed as part of the Department of Retirement seminar mentioned above. However, Gallagher is holding separate information sessions specific to VEBA benefits. You are invited to read the [VEBA Plan Benefits Guide 2021](#). Then, pick a date and time that works for you. Click on the link or use your phone to join the VEBA

Retirement Readiness Presentation. Note: To view the presentation registration will be required (Name & Email), which you can do ahead of time to get a save-the-date to put on your calendar. When you register WebEx will likely default to Central Time Zone time however the calendar invite you receive will be in Pacific Time Zone.

- ★ [Monday, 3/15; 12:00-12:30 PM](#) Password: VEBA or
Dial: 877-312-2531; enter access code 187 065 5652
- ★ [Wednesday, 3/17; 4:30-5:00 PM](#) Password: VEBA
or
Dial: 877-312-2531; enter access code 187 126 1093
- ★ [Monday, 3/22; 4:00-4:30 PM](#) Password: VEBA or
Dial: 877-312-2531; enter access code 187 393 2907

ANNUAL SICK LEAVE BUY BACK

Eligible employees who submitted the Annual Buy Back of Accumulated Sick Leave form to the payroll office prior to January 31, will see the SICK LV BUY BACK value on your paycheck stub this month. (Only those employees that have accumulated 60 or more sick days as of December 31 were eligible and received notices in January.) As a reminder, any days redeemed under the buy back program are paid at a rate of one (1) day paid for each four (4) days cashed out (or 25%), in accordance with WAC 392-136-015.

More Important News

CHANGES TO FLEX ACCOUNT RULES DUE TO COVID-19 FOR 2021

2020 probably didn't go as many people planned. That's why the SEBB Program is offering employees extra flexibility with their 2020 Medical Flexible Spending Arrangement (FSA) and Dependent Care Assistance Program (DCAP) funds. These changes are allowed under the federal COVID-19 relief bill that

passed in December 2020. They apply through December 31, 2021. A summary of the changes is outlined below.

More detailed information has been mailed to you in the upcoming SEBB newsletter that mailed on February 17.

2021 Election Changes with no Qualifying Event

- ★ If you enrolled in a Medical FSA or DCAP for 2021 **you will be allowed to change your election without a qualifying event three times in 2021:** in March, June, and September. To make an election change, you must submit the [SEBB Change in Status](#) form to the payroll office during these months. Payroll deduction changes are effective the following month.
- ★ Only changes to an existing enrollment would be allowed under this exception.
- ★ Making a change to your enrollment outside of the months of March, June and September will require a qualifying event.

Medical Flexible Spending Arrangements

- ★ Expenses must be incurred by **December 31, 2020** and claims must be received by Navia no later than **March 31, 2021**.
- ★ While SEBB will not officially roll over any unused balance, **if you enrolled in a Medical FSA for 2021**, claims processed between now and March 15, 2021 will be applied to any unused 2020 balance. Unclaimed funds for 2020 as of March 31 will be forfeited.

Dependent Care Flexible Spending Arrangements

- ★ Employees can incur expenses and submit claims against 2020 DCAP funds through **December 31, 2021** — giving them an extra 12 months to spend their funds.
- ★ Employees can also spend 2020 funds on children up to when they turn age 14. (The normal limit is children up to age 13.)

- ★ While SEBB will not officially roll over any unused balance, **if you enrolled in a Dependent Care FSA for 2021**, claims processed between now and December 31, 2021 will be applied to any unused 2020 balance. Unclaimed funds for 2020 as of December 31 will be forfeited.

Changing or Ending Employment

- ★ Employees can continue their Medical FSA or DCAP election when moving to another SEBB organization if the time between jobs is 30 days or less and within the current plan year. Submit the [School Employment Transfer](#) form to your new employer's payroll or benefits office **no later than 31 days** after your first day of work.
- ★ If ending employment or retiring during the year, you should submit the [SEBB Medical FSA Termination](#) form to your payroll or benefits office.

DO YOU OWE TAXES FOR 2020?

Prepare yourself for 2021 tax season by reviewing the following options to adjust your taxable income:

- ★ Update your W4 Filing Status. As January 1, 2020, the tax form for withholding allowance has had a dramatic makeover. Knowing how to adjust is more complicated, but can be done. The IRS has provided worksheets to help you calculate where your tax payment should be. In general, higher amounts in boxes 3 and 4b will **reduce** taxes withheld from your paycheck – lower amounts will **increase** taxes withheld from your paycheck*. Log into [Employee Online](#) to make your changes electronically. You can change these values any time throughout the year.
- ★ The IRS encourages taxpayers to utilize their [Withholding Calculator](#) to perform a quick “paycheck checkup.” Enter your wage totals either from your pay check stub or your tax return. This

tool is more accurate for uncomplicated tax situations.

- ★ If you'd rather pay yourself instead of the government, consider signing up for, or increasing your contributions to one of our [Tax Sheltered Annuity \(TSA\) plans](#), or a [Deferred Compensation Plan \(DCP\)](#). If you are not already enrolled in a [Flexible Spending Account \(FSA\)](#), when open enrollment comes around later this year, consider enrolling in one of the two flexible spending account plans offered. Most, if not all, can benefit from a Health Care FSA, while some can also utilize a Day Care FSA. All the above options are before-tax deductions, which will reduce your taxable income.
- ★ Finally, you can use our Paycheck Estimator in [Employee Online](#) to run through calculations on your paycheck to see how changing some of these options will affect your bottom line. (You can find the Paycheck Estimator link as the last option under "Pay Check" in the left side-bar menu.) You might be surprised to see how an additional \$100 pre-tax payment into a TSA (for example) will reduce your net paycheck by only \$70 – and you will be putting yourself in a better tax position come next April!

** Please do your homework and/or seek a tax professional's assistance to discuss the best tax solution for you.*

EDUCATORS CAN NOW DEDUCT OUT-OF-POCKET EXPENSES FOR COVID-19 PROTECTIVE ITEMS

The following is an excerpt from a recent IRS notification. Out-of-Pocket expenses means expenses you incurred that were not reimbursed by your employer.

Eligible educators can deduct unreimbursed expenses for COVID-19 protective items to stop the spread of COVID-19 in the classroom. COVID-19 protective items include, but are not limited to:

- ★ face masks;
- ★ disinfectant for use against COVID-19;

- ★ hand soap;
- ★ hand sanitizer;
- ★ disposable gloves;
- ★ tape, paint or chalk to guide social distancing;
- ★ physical barriers (for example, clear plexiglass);
- ★ air purifiers; and
- ★ other items recommended by the Centers for Disease Control and Prevention (CDC) to be used for the prevention of the spread of COVID-19.

[Rev. Proc. 2021-15](#) provides guidance related to educators and their expenses under the COVID-related Tax Relief Act of 2020, which was enacted as part of the Consolidated Appropriations Act, 2021. The new law clarifies that unreimbursed expenses paid or incurred after March 12, 2020, by eligible educators for protective items used to stop the spread of COVID-19 in the classroom qualify for the educator expense deduction.

The educator expense deduction rules permit eligible educators to deduct up to \$250 of qualifying expenses per year (\$500 if married filing jointly and both spouses are eligible educators, but not more than \$250 each).

Eligible educators include any individual who is a kindergarten through grade 12 teacher, instructor, counselor, principal, or aide in a school for at least 900 hours during a school year.

This deduction is for expenses paid or incurred during the tax year. Taxpayers claim the deduction on Form 1040, Form 1040-SR or Form 1040-NR (attached Schedule 1 (Form 1040)).