



Human Resources and Payroll Monthly Message

March 2021

Upcoming Dates

★ **March 31**
Paydate for March

★ **April 5 - 9**
Spring Break!

★ **April 30**
Paydate for April

★ **[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

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EEA TRANSFER REQUESTS

If you are considering seeking a voluntary transfer for the 2021-2022 school year and are interested in specific schools, it is time to start watching for postings on the Everett Public Schools website in Frontline and apply for an internal transfer through the on-line application process at the time the opening is posted. To access the postings and online application process, visit our website at <http://www.everettsd.org/jobs>. You can view the postings as well as apply on-line from this site. Certificated positions are posted to this site on Tuesdays and are posted for five days.

If you have any questions regarding the transfer process, please call Mary O'Brien, Human Resources Certificated Director, at 425 385-4106.

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

Don't wait until something bad happens to you! Updating your **retirement or optional deferred compensation** beneficiary is easy from the [DRS online account](#). After you log into your account, you will see the words "My Account" on the left-hand menu. Select this link to find a list of items you can view or edit. Select "Beneficiary" to view and update your current designation. Once finished, select "Submit."

That's it! Your beneficiary information will stay in your online account. You can update it at any time.

Beneficiary changes for any optional **tax sheltered annuity (TSAs)** should be made directly through your TSA provider.

Beneficiary changes for both **life insurance** and **AD&D insurance** should be submitted using the [MetLife MyBenefits portal](#). You can also call MetLife at 1-833-854-9624 to request a Group Term Life Beneficiary Designation form.

Contact Information

Compensation & Certification – Certificated

(425) 385-4107

cmcercer@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

hire high quality staff for our students. Once you've made your decision, the linked [retirement/resignation form](#) should be completed, signed and returned to Jean Hanson at jhanson@everettsd.org.

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

A common question when it comes to retirement planning, **teachers and school employees in Plans 2 and 3** often ask whether it's better to retire at the end of June (when they stop working) or in September (when their contract ends). Most choose a July 1 retirement date if the last day worked is in June. Why? It all has to do with what's gained from an earlier start to benefits and COLAs (cost-of-living adjustments) compared with what's earned from two extra months of service. Keep in mind, however, your School Employee Benefits Board (SEBB) benefits are affected by this decision as well.

These two scenarios illustrate the differences:

July retirement scenario – Let's say you decide your last working day is the last day of school (June 21). The termination date to report to Everett Public Schools (EPS) is June 30. Your first day of retirement to the Department of Retirement Systems (DRS) is July 1. In this circumstance, you'll receive your pension benefits beginning July 1, plus any EPS earned salary for July and August. In addition, your COLA will start July 1 of the following year. What you won't receive is DRS service credit for July and August, and your SEBB benefit coverage will end June 30.

September retirement scenario – If your retirement date with DRS starts September 1, your termination date to report to EPS is August 31. Prior to your retirement date, you will earn service credit for July and August, your EPS earned salary payable in each month of July and August, and will continue to receive SEBB health care coverage for the months of July and August. Your COLA won't go into effect until one year and 10 months after your retirement. This is because you must be retired for an entire year before receiving your first COLA payment. And since COLAs only go into effect on July 1, you must wait for the next July 1 after being in a retired status for 12 months.

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

So what's best? The fact is, this is a personal decision that involves a number of different factors, including the cost of your current employer-supported benefits versus the cost of retiree health care coverage during the last two months of your contract.

In your preparation for retirement, **Department of Retirement Systems** offer [many online seminar opportunities](#) including April 6 through April 8 during Spring Break. In addition, the **Washington State School Retirees' Association** holds [annual evening retirement seminars](#), which will take place this year on April 29 and May 6. Pre-registration for these events can be found [here](#).

Whichever you decide, be sure to communicate with the Human Resources Department, DRS, and the Health Care Authority (HCA) on whether you are resigning effective June 30 or August 31.

If you have any questions about **PEBB retiree insurance**, please call HCA at 1-800-200-1004 and select menu option 6.

If you have any questions about your retirement date or COLAs, please contact the [Department of Retirement office](#).

IS YOUR CERTIFICATE EXPIRING SOON?

Many administrative, teaching, and ESA certificates expire on June 30 of each year. Please check your certificate expiration and apply early for renewals. **If you are planning on working during summer school, your certificate must be renewed and be valid before the start of summer school.**

For questions regarding certification issues, contact OSPI's certification office at (360) 725-6400 or access their recently updated website at: www.k12.wa.us/certification/default.aspx.

More Important News

USING INVERIFY FOR EMPLOYMENT VERIFICATIONS

Since introducing this new service on March 1, there have been more than 80 requests for employment verifications! This is truly a very busy financing time. Please remember what this new service means to you if you plan on entering into any new bank loans for vehicles, homes or refinancing.

In order to provide faster, 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).

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. The Income Key replaces a signed Authorization to Release Information form.

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>

TAX DAY EXTENDED TO MAY 17

The Treasury Department and Internal Revenue Service announced earlier this month that the federal income tax filing due date for individuals for the 2020 tax year will be automatically extended from April 15, 2021 to May 17, 2021. Individual taxpayers can also postpone federal income tax payments for the 2020 tax year due on April 15, 2021, to May 17, 2021, without penalties and interest, regardless of the amount owed. Penalties, interest and additions to tax will begin to accrue on any remaining unpaid balances as of May 17, 2021. Individual taxpayers will automatically avoid interest and penalties on the taxes paid by May 17.

Individual taxpayers do not need to file any forms or call the IRS to qualify for this automatic federal tax filing and payment relief. Individual taxpayers who need additional time to file beyond the May 17 deadline can request a filing extension until Oct. 15 by filing Form [4868](#) through their tax professional, tax software or using the [Free File](#) link on IRS.gov. Filing Form 4868 gives taxpayers until Oct. 15 to file their 2020 tax return but does not grant an extension of time to pay taxes due. Taxpayers should pay their federal income tax due by May 17, 2021, to avoid interest and penalties.

The IRS urges taxpayers who are due a refund to file as soon as possible. Most tax refunds associated with e-filed returns are issued within 21 days.

SAFESCHOOLS STAFF TRAINING SYSTEM HAS A NEW NAME



The SafeSchools Training product that Everett Public Schools uses for our online staff training is getting a new name. The new product name will be **Vector Training, K-12 Edition**.

Your current process for logging in to complete your assigned training will not change. You will continue to login as you

always have at <https://everett-wa.safeschools.com/login> or through the Training section of Employee Online. There will be no disruptions to any current training assignments or reporting of your completed training.

Please email pd@everettsd.org if you have questions about your trainings or VectorSolutions formerly SafeSchools.

LIVE A LIFE WITH MEANING



You have a purpose—the reason you get up in the morning. You also have unique gifts to share. And finding out how to do that is achievable and worth achieving. Knowing your purpose can give you a sense of direction and create meaning in your life. It motivates you to do and be your best.

Adapt to changes

Your purpose can shift in response to the changes you experience throughout life. We all experience bumps in the road. It's natural to hit challenges and times of confusion along the way. Many people find themselves on a path in life that isn't quite what they expected. Where did you assume your life would be at this stage in your story? How is it different from reality? How would you like the story to evolve from here?

Find your purpose

We continue to grow and be engaged late into life. It's your story that truly matters.

Join the [How to Live a Life with Meaning](#) activity in [SmartHealth](#) to explore your purpose more.

What is SmartHealth?

[SmartHealth](#) is included in your benefits and is a voluntary wellness program that supports your whole person well-being. It helps you manage stress, build resiliency, and adapt

to change. As you progress on your wellness journey, you can qualify for the SmartHealth wellness incentives.

Be well,

The SmartHealth Team

Supporting you on your journey toward living well