



Upcoming Dates

- ★ **June 30**
Paydate for June
- ★ **July 5**
Independence Day holiday
- ★ **July 6-9**
Employee Online maintenance
- ★ **July 30**
Paydate for July
- ★ **[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

Human Resources and Payroll Monthly Message

June 2021

IN THIS ISSUE:

[New Look for Employee Online](#)

[Summer Visits to the Community Resource Center](#)

[EEA Personal Day Carry Over/Administrator and Prof Tech Vacation Buy Back](#)

[Stay Well During Summer Break](#)

NEW LOOK FOR EMPLOYEE ONLINE

Employee Online will be offline beginning **TUESDAY, JULY 6 through the remainder of the week** as the system will be upgraded to a new software version that redesigns the screen and menu that you are currently used to.

The district bookmarks will remain the same: <https://employeeonline.everett.k12.wa.us/lfas7/EmpOnline>

The difference will be in the menu design and where you will find the information you are looking for (like your pay stub). **Please review the attached document** for a preview of these menus and where you will be able to find the options under the new menu structure.

Your attention and review to minimize support calls during the summer is greatly appreciated.

SUMMER VISITS TO THE COMMUNITY RESOURCE CENTER

Like you, there are many CRC staff that are out of the office enjoying their summer vacation. We highly recommend calling ahead and making an appointment to be sure we can provide you the best assistance at this time.

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

Retirement Corner

Congratulations to the recent retirees across the District! Most retiring school term staff will receive final payouts either on the July or August pay date, depending on your choice of retirement date. Most retiring administrators or professional technical staff will receive final payouts on the July pay date.

The Department of Retirement Systems' Education & Outreach team has updated the webinar schedule for July - September, 2021. To review the schedule and how to join a live DRS Zoom webinar, please visit the DRS website at www.drs.wa.gov and select [Webinars](#) under popular links.

If you are unable to attend a live webinar, the following webinar video recordings can be viewed at your convenience:

[Deferred Compensation Program \(Washington State DCP\)](#)

[DCP Distributions](#)

[Plan 1 PERS](#)

[Plan 1 TRS](#)

[Plan 2 PERS, SERS, TRS](#)

[Plan 3 PERS, SERS, TRS](#)

[Plan 3 Distributions](#)

[Benefit payment options](#) (survivorship options)

[Early Retirement](#) (PERS, SERS, TRS)

[Dual Membership](#) **New!**

[Online Tools & Resources](#)

[Plan Choice](#) (PERS, SERS, TRS)

[Purchasing an additional benefit](#) (annuities)

[Investment Basics](#) **New!**

[Returning to work after retirement](#) (PERS, SERS, TRS)

[Nearing Retirement Seminar](#)

As a reminder, building hours are 7:30 a.m. – 4:00 p.m. through August 13, 2021.

EEA CERTIFICATED PERSONAL DAY CASH OUT / CARRY OVER and ADMINISTRATOR / 260-DAY PROFESSIONAL TECHNICAL VACATION BUY BACK

Last month, in May, EEA staff who still carry a personal day balance were emailed notification of the option to carry over up to two (2) unused days into the next contract year (2020-21). Please refer to Section 7.02 of the EEA Collective Bargaining Agreement for details. **Any balance remaining on the books after the June payroll will be cashed out unless you choose to carry over those days indicated in your completion of the [EEA Personal Day Carry Over Google Form](#) and your entries are submitted no later than TODAY, June 30.**

Likewise, certificated and classified administrators and 260-day professional technical staff were notified of the annual opportunity for vacation buy backs. Submission for these buy back days is collected through [Timecard Online](#) only, and is **due no later than July 10**. Vacation hours elected for buy back will be reduced and the payment will be included on your July 31 paycheck.

More Important News

STAY WELL DURING SUMMER BREAK



Make this a self-care summer, a time to recharge, a time to build resiliency and focus on your well-being. Use your free SEBB wellness benefits to support you.

- ★ Get started or keep earning points at <http://smarthealth.hca.wa.gov>
- ★ Complete the Well-being Assessment and earn 800 points. SmartHealth offers activities that align with your assessment outcomes.

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 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

- ★ Continue to earn points for each activity completed. Earn 2,000 points by November 30, 2021 to qualify for a \$125 wellness incentive.

Available through July 2:

Getting more and better sleep: Consistently getting good sleep is critical to your health, productivity and relationships. Learn about lifestyle shifts you can make to get more and better sleep.

Cultivate your green thumb: Connecting with nature is a great way to reduce stress, and planting a garden is a great way to exercise your body, too.

Available starting July 6:

Compassion – little acts with big impact: Compassion has some very real benefits that can even improve your stress levels and relationships.

Cultivating joy in times of pain: We often focus on our negative feelings, but learning to cultivate joy can be just as important. Learn about a simple strategy for finding joy in even the most difficult of times.

Find your sweet spot of stress: There are two sides to every coin, including stress. Good stress keeps you on your toes. Bad stress, and our response, can lead to many health problems like overeating or headaches.

More free wellness benefits from your SEBB medical plan:

- ★ Programs to reduce the risks of type 2 diabetes at <http://hca.wa.gov/sebb-dpp>
- ★ Programs to help you live tobacco free at <http://hca.wa.gov/tobacco-free-sebb>

Be well, and thank you for all you do!

Learn more about SmartHealth on [HCA's website](#) and then visit [SmartHealth](#) to get started!