



Human Resources and Payroll Monthly Message

August 2021

Upcoming Dates

- ★ **August 31**
Paydate for August
- ★ **September 6**
Labor Day Holiday
- ★ **September 7**
Deadline for paper timesheets for the 2020-21 school year
- ★ **September 8**
First Day of School
- ★ **September 17**
Fiscal Year 2021-22
Accrual Paydate
- ★ **September 30**
Paydate for September
- ★ **[2021-22 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

IN THIS ISSUE:

[Welcome to the New School Year](#)

[EEA Contract Ratified - New Salary Schedules](#)

[Timesheet Submittals](#)

[Accounting Office Reimbursements](#)

[Human Resource Re-Organization Structure](#)

[Optional Long Term Care \(LTC\) Deadline Approaching](#)

[Final Opportunity to Modify Flexible Spending Account](#)

[Deductions](#)

[Earn \\$125 off your Medical Plan Deductible – Act Now!](#)

WELCOME TO THE NEW SCHOOL YEAR

Welcome to all approximately 200 new staff who enter into our building sites this week. There are a lot of new faces to learn and new information to share for use inside the classroom and out. There is also a large amount of paperwork to be completed and collected from our newly hired staff. If you are new to the district and haven't yet made your retirement plan choice, the Department of Retirement Systems (DRS) has published the following link to a pre-recorded webinar on making your plan

choice: https://us02web.zoom.us/rec/share/JO3DIaz7QkLTGq512WVP9Cv4Tm9baYe3wAfJizPfNS-MYtweNk3lhdd_ggBVKAjE2.cJJCEqYK99tF-fK Access Passcode: .9C1vpGa

New employee benefit selections are accepted through SEBB My Account up to 31 days past hire date. Unless you experience a Section 125 Qualifying Event, no benefit changes can be made until our annual Open Enrollment period, under the SEBB program, which will begin on **October 25**.

EEA CONTRACT RATIFIED – NEW SALARY SCHEDULES

Now that the EEA contract has been ratified, salary schedules and adjustments to pay are under development. When this process is complete, staff will be able to view adjustments in Employee Online. Please be patient.

<https://everettsd.service-now.com/>.

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

Investment participation in a 403(b) retirement program is an optional benefit for [any district employee](#). The OMNI group administers enrollment for all our plan options. Visit their webpage at www.omni403b.com/plandetail/7632 for provider information and instructions on signing up.

Contact Information

Compensation & Certification – Certificated
(425) 385-4107 – Region 1
TBA
(425) 385-4120 – Region 2
snorth@everettsd.org

Compensation & Certification – Classified
(425) 385-4121

Staff in Human Resources or Payroll will be unable to answer questions as this is in process. When complete staff can view salary information in Employee Online. Thank you!

TIMESHEET SUBMITTALS

The payroll office will be processing the last of the timesheets reported for additional hours worked **through August 31, 2021**. Please be aware that the deadline to receive these documents in the payroll office is **Tuesday, September 7**.

As you log additional time in the new school year, **please submit your time to your supervisor promptly**. The longer you wait, the harder it is to remember details which increase the risk of multiple submissions throughout the year. Additionally, the timeliness of payment is of concern to state auditors. **Do not** hold on to paper timesheets for submission until the end of the school year. While electronic timesheets are submitted once per month, paper timesheet submissions should be turned in weekly to your supervisor or budget authority for payment.

More Important News

ACCOUNTING OFFICE REIMBURSEMENTS

September 10 is the deadline to turn in accounting related requests for the 2020-21 year. **This includes webforms and paper forms related to travel, mileage, employee reimbursements, account code changes (journal entries), interfund transfers, invoicing, or revenue refunds.**

HUMAN RESOURCE RE-ORGANIZATION STRUCTURE

Earlier this summer Urban Schools Human Capital Academy (USHCA) was tasked with completing an assessment of the Human Resources department. This included a survey of key stakeholders and interviews to get a sense of what is working well and opportunities for improvement.

In USHCA's assessment report, findings and recommendations were provided. One of these recommendations was to redesign and realign the HR team structure and roles to better support schools and internal departments. This includes ensuring principals have a single point of contact and support in an HR partner role, creating a similar type role for central office and other departments.

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HR Benefits

(425) 385-4115
benefits@everettsd.org

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

Address: PO Box 2098, Everett, WA 98213

With this in mind, HR is re-organizing to create a single point of contact to better support schools and departments.

HR Director Re-Organization Structure

Executive Director				
Director HR Partner Region 1	Director HR Partner Region 2	Director HR Partner Departments	Director HR Operations	Director Diversity, Equity & Inclusion
Kevin Allen	Mary O'Brien	Randi Seaberg	Mandy Shinn	Joi Grant

What is an HR Partner?

The HR partner works as a part of the team assigned to groups of schools or departments to provide high quality human resources and talent management services to principals/directors and school-based/department staff. The HR partner is the customer service point of contact for administrators for talent management including screening, selection, onboarding, transfers, placements, separations, performance management, data collection and reporting, and other HR functions and effectiveness measures for all staff.

OPTIONAL LONG TERM CARE (LTC) DEADLINE APPROACHING

As a reminder to earlier articles related to new legislation around the Washington State mandatory state sponsored long-term care (LTC) program, the deadline to privately enroll in a long-term care program in order to qualify for a one-time, permanent exemption is quickly approaching.

What does this mean for you?

- ★ This deduction applies to all employees
- ★ The deduction will be 58 cents for every \$100 earned
- ★ The typical Washington earner making \$57,075 annually will contribute \$25.17 per month
- ★ You may request an exemption but must have private long-term care insurance in place by November 1, 2021 to qualify

Please reference the [district flyer](#) or www.wacaresfund.wa.gov for more detailed information about the program, the payroll tax, and the optional exemption opportunity.

It is important to note that Everett Public Schools does not provide long-term care private plan options. While SEBB does offer long-term disability insurance, they do not offer long-term care insurance.

If you do not take action or fail to qualify for a requested exemption by November 1, 2021, your payroll deduction will begin January 2022.

FINAL OPPORTUNITY TO MODIFY FLEXIBLE ACCOUNT DEDUCTIONS

For the final time in this tax year, employees can submit changes to their Flexible Spending Account / Dependent Care Assistance Program (FSA/DCAP) without a qualifying status change. In September, employees who are currently enrolled in a Medical FSA or DCAP have a [special opportunity to change](#) their elections without a qualifying event. A [change in status form](#) must be received in the payroll office **by September 30th**. **For security purposes, if you choose to submit your change in status form via email, please do not put your social security number on the form.** We can add that for you before we send it securely to Navia.

Changes will be reflected beginning with your October paycheck.

EARN \$125 OFF YOUR MEDICAL PLAN DEDUCTIBLE - ACT NOW!

SmartHealth is a voluntary wellness program offered as a benefit through the Public Employee Benefits Board (PEBB) and the School Employees Benefits Board (SEBB). The Health Care Authority (HCA) has contracted with a vendor, Limeade, to administer and provide the SmartHealth program to eligible PEBB and SEBB members

SmartHealth offers a \$125 wellness incentive. To get your \$125 incentive, you must be enrolled in a SEBB medical plan as a subscriber in 2022.

Complete these steps by the deadline (November 30, 2021) described below to qualify for the \$125 wellness incentive.

★ Sign in to [SmartHealth](#).

- ★ Complete the SmartHealth well-being assessment. This step earns 800 points.
- ★ Join and track activities to earn at least 2,000 points.