



Human Resources and Payroll Monthly Message

September 2021

Upcoming Dates

- ★ **September 30**
Paydate for
September
- ★ **October 10**
Transcripts and
Clock Hour forms
due for certificated
salary advancement
- ★ **October 25**
SEBB Open
Enrollment begins
- ★ **October 29**
Paydate for October
- ★ **[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 <https://everettsd.servic-e-now.com/>.

Didn't get a payment? Be sure

IN THIS ISSUE:

[Double-Check Your New Assignments](#)

[Checking Your Timecard Pay](#)

[Certificated Staff - Salary Schedule Advancement](#)

[Retirement Rate Changes](#)

[Optional Long Term Care \(LTC\) Exemption Application](#)

[Washington Paid Family and Medical Leave Benefit Deduction](#)

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

[SmartHealth Message](#)

DOUBLE-CHECK YOUR NEW ASSIGNMENTS

Each year we include a reminder to review your assignments, location, positions and hours assigned for you in the [Frontline Absence Management](#) absence reporting system. Schedules for assignments are often pre-populated with defaulted start and end times and may not reflect your actual on-site hours. Please review your assignment schedules here and contact your office manager with the correct information before you need to report an absence.

CHECKING YOUR TIMECARD PAY

Timecard pay for additional hours – outside of your normal contracted salaried hours – should be submitted electronically using Timecard Online. Please see the [payroll calendar](#) with the deadline dates for timecard pay. The upgrade to our Employee Online system in July brought an exciting feature to our pay stub which will allow you to see the dates recorded for any additional timecard pay! This puts more information at your fingertips when you have a question about hours that were paid out on your paycheck. If you have timecard pay on your pay stub, you can click on the “Wage Detail” link at the bottom of the Wages section and it will open a detail panel with timecard record information. We hope you love this feature as much as we do! ❤️

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

New to DRS? If you are a new school district employee hired for the first time into a SERS or TRS eligible position, you have an important decision to make about your retirement. If you haven't made your plan decision yet, we invite you to watch the [Plan Choice video](#) (access passcode: .9C1vpGa) at a time that's convenient for you.

If no selection has been made, you will be assigned to Plan 3, and you have 90 days from your hire date to submit your plan choice paperwork to the payroll office. After 90 days, you will be permanently assigned Plan 3 and will no

Wages			
Description	Hours	Rate	Current Earnings
WORKSHOP PAY	26.00	37.35	971.01
TOTAL			971.01
← Wage Detail			
Date	Description	Hours	Rate
08/23/21	3455 - WORKSHOP PAY	7.50	37.35
08/24/21	3455 - WORKSHOP PAY	7.50	37.35
08/25/21	3455 - WORKSHOP PAY	7.50	37.35
08/26/21	3455 - WORKSHOP PAY	3.50	37.35

As a reminder, here are some Timecard Online tips:

- ★ Include an Activity Description in the detail pop up window – your comment should describe the activity you performed that generated the timecard request. This information is critical to coding and paying for your time and is a required element of your submission.
- ★ Be sure you have obtained prior authorization for the additional work from program or budget administrators, when necessary.
- ★ Click the SUBMIT button only at the end of the payroll timecard period. Refer to the Pay Period End Date in the [Payroll Calendar](#).
- ★ If your online timecard is returned to you for more information, and it is past the Pay Period Close date, your submission will need to happen via the paper process.
- ★ Look for the workflow confirmation email when all approvals are complete. This is your record of receipt to be assured that the payroll office will be processing your additional time in that month's payroll.

CERTIFICATED STAFF – SALARY SCHEDULE ADVANCEMENT

To advance on the salary schedule for 2021-22 an official transcript or completed clock hour form must be submitted for each class not taken through Everett Public Schools and for all courses taken through Everett Public Schools prior to June 2, 2014. Courses must be completed by October 1, and the clock hours and transcripts must be submitted and be on file in Human Resources **no later than Sunday, October 10, 2021**.

Courses completed through Everett Public Schools after June 2, 2014, will be included on the Everett Public Schools clock hour transcripts available through the [Frontline Professional Growth](#) system. Human Resources will be printing these transcripts and processing the courses, **but it is your responsibility to review the transcripts to ensure accuracy prior to October 10, 2021**. A separate clock hour approval form is not required for courses listed on these transcripts. You may also view the credits and clock hours that have been

longer have the option to switch plans for the duration of your employment. You can also visit the Plan Choice page of the DRS website at www.drs.wa.gov/choice.

Contact Information

Compensation & Certification – Certificated

(425) 385-4107 –
Region 1

TBD

(425) 385-4120 –
Region 2

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

process through human resources via employee online (under training and courses).

Human Resources is located in the Community Resource Center at 3900 Broadway, in Everett. Any paperwork must be delivered to Human Resources during the office hours of 7:30 am – 4:30 pm, Monday through Friday. Documentation can also be mailed or delivered electronically to snorth@everettsd.org, but must be received in the human resources department no later than midnight on October 10, 2021.

Paperwork needs to be received in Human Resources completed and ready to process. Completed paperwork consists of:

- ★ Official transcripts, clock hour forms, and inservice forms with all sections completed (including signatures of the employee, instructor, and supervisor)

Clock hour forms must be completed and have all the appropriate signatures (transcripts must be official). Incomplete clock hour and credit paperwork cannot be processed for salary adjustments and will be returned to you.

For more information regarding credits, clock hours, certification and contracts, please review the Key Points for Certificated Employees located on our website at <https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-4109/Key%20Points%202020-21-1.pdf>

More Important News

RETIREMENT RATE CHANGE

The member contribution retirement rates change for SERS Plan 2 and TRS Plan 2 members effective 9/1/2021. Please reference these changes below.

	Old Rate	New Rate Effective 9/1/21
SERS Plan 2	8.25%	7.76%
TRS Plan 2	7.77%	8.05%

OPTIONAL LONG TERM CARE (LTC) EXEMPTION APPLICATION

The Washington State mandatory state sponsored long-term care (LTC) program allows for a one-time application for a permanent exemption of the upcoming payroll tax for long-term care. The qualifications and application is managed **entirely** by the Employment Security Department and is governed by [WAC 195-](#)

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

905. Effective **tomorrow, October 1**, the Employment Security Department will make the exemption application form available for completion and submission. If you intend to apply for the exemption, please access the following website: <http://www.wacaresfund.wa.gov/private-insurance/>

The Employment Security Department has stated that they have worked to hire, train and plan for the opt out process and are confident they can process applications in a timely manner. Once you have received your approved exemption letter from the Employment Security Department, please submit a copy to the payroll office **no later than the 15th of the month** in order to provide us time to apply the exemption to your paycheck for that month.

WASHINGTON PAID FAMILY AND MEDICAL LEAVE BENEFIT DEDUCTION

Back in January 1, 2019, Washington state legislated a new state tax deduction and employer contribution, roughly equating to .0025% and .0015%, respectively, of your gross wages. At the time, not all employees were affected initially because of a dependency on collective bargaining agreement effective dates. Beginning September 1, 2021, all but one bargaining group have opened and negotiated new agreements; therefore, **more employees may notice** this additional tax on their September paycheck.

As a reminder, by paying into this tax you will be able to apply for leave when you experience a qualifying event **and have paid into the account by working a minimum of 820 hours (about 16 hours a week, on average) in the year leading up to your date of leave**. This isn't the same as district-paid sick leave; you will file your claim with the Employment Security Department (ESD), and your payment will come from them. You cannot be receiving other wages for the same time period as your claim. Typically, you'll have access to up to 12 weeks of paid leave. You can learn more at www.paidleave.wa.gov/individuals-and-families.

EARN \$125 OFF YOUR MEDICAL PLAN DEDUCTIBLE – act now to earn your wellness incentive for 2022!

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



Join SmartHealth's "Give a little, help a lot" event

When we give back and help others, we can make a difference at home, at work, and in our communities. Whether you help a neighbor, donate to an organization, volunteer your time, or simply show acts of kindness, it all matters. By giving back, we help others and ourselves.

Give back

Join the *Give a little, help a lot* event in [SmartHealth](#). The event runs from October 1 through November 30, 2021. You can earn 200 SmartHealth points by participating.

Don't miss out

You still have time to qualify for the \$125 wellness incentive by completing your well-being assessment and earning 2,000 SmartHealth points by November 30, 2021. [Learn more about SmartHealth for details.](#)

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 incentive.

Be well,

The SmartHealth Team

Supporting you on your journey toward living well