



Human Resources and Payroll Monthly Message

December 2021

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Upcoming Dates

- ★ **December 31**
Paydate for December
- ★ **January 17**
Martin Luther King Jr. Holiday
- ★ **January 31**
Paydate for January
- ★ [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.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. **December checks will be available for pick up at the CRC on Monday, January 3.**

Shared Leave

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

Retirement Corner

CRC BUILDING CLOSURE FOR WINTER BREAK

The CRC building will be closed to visitors between December 20 and including payday, December 31. Phone and email replies to employee questions will resume on Monday, January 3, 2022. Enjoy and have a restful break!

ELECTRONIC DELIVERY OF 2021 TAX FORMS

If you haven't taken this action already, please consider a **consent to receive your W-2 Wage and Tax Statement and/or 1095-C Affordable Care Act (ACA) form electronically** via Employee Online. As a reminder, with electronic consent, you are not mailed the subject forms, but they are available for download and printing through Employee Online. The IRS deadline to provide the W2 form to individuals is January 31, 2022 and the deadline for the 1095-C (medical coverage) form is March 2, 2022. The IRS form 1095-C is not required to submit with your tax return and is for your information and filing only. Save costs, paper, and time by taking the following steps below to opt out of the mailed delivery.

Please check your consent by going to [Employee Online](#) and clicking on "Payroll Information" in the menu, and look for the "Tax Forms" links in the window:

Contact Information

Compensation & Certification – Certificated

(425) 385-4107 – Region 1

todell@everettsd.org

(425) 385-4120 – Region 2

snorth@everettsd.org

Compensation & Certification – Classified

(425) 385-4121

icarrell@everettsd.org

(425) 385-4105

kdrouillard@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 – Kevin Allen,

425-385-4100, kallen@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

Translated versions of this statement can be accessed at:

<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-4736>

Tax Forms

1095-C Affordable Care Act (ACA)

W-2

If we have previously received consent, the Opt-Out box **will be checked**

A renewed consent is not required.

If we **have not** received previous consent, the Opt-Out box **will not be checked**

☐ Opt-Out of receiving paper W-2 forms

To consent, please check the Opt-Out box on **BOTH** the W-2 Wage and Tax Statement and/or 1095-C Affordable Care Act (ACA) **prior to December 31, 2021**, to guarantee its effectiveness for this tax year. **IRS rules stipulate that each form must be separately authorized.** Without consent recorded, the documents will be mailed separately and may be delivered on different dates.

EMPLOYMENT AND INCOME VERIFICATION SERVICES

Earlier this year, the district began using a third party employment verification service called InVerify. On December 15, InVerify converted to a service called TheWorkNumber by Equifax. [TheWorkNumber](#) provides the same secure online access 24/7 to employment and income information to organizations you authorize to gather verification information needed to apply for loans (such as home mortgage, refinancing, job searches, or rental qualification) or Social Service benefits (such as food stamps, housing assistance, child support, or nutrition assistance).

If you had previously created an account in the InVerify product and would like to access the self-service employment verification letters or create a more secure Salary Key, you will need to create a new account in [TheWorkNumber](#).

From now on when asked for proof of employment or income, just send them to:

- ★ www.theworknumber.com
- ★ 877-442-9963 M-F 8:00 am to 8:00 pm (ET)
- ★ verifiersolutionssupport@equifax.com

More Important News

A NEW YEAR OF SMARTHEALTH IN 2022

A new year brings fresh opportunities to enhance your well-being journey.

SmartHealth supports all of you

In 2022, you'll find new activities designed to support all of you—including ones to help you manage stress and anxiety, improve sleep, increase your energy levels, build resilience, and more.

What to expect in 2022

You will not be able to access SmartHealth January 1 through 5, 2022. We will refresh activities during this time. You can access SmartHealth starting January 6, 2022. Your points will reset to zero.

Qualify for the \$125 wellness incentive

Here are the steps to qualify for the wellness incentive:

1. Log into [SmartHealth](#).
2. Complete the well-being assessment to earn 800 points and get customized activity recommendations.
3. Participate in activities and earn points for each one you complete.
Reach a total of 2,000 points by the deadline to qualify for a \$125 wellness incentive.

How to find your \$125

If you qualified for the incentive in 2021, look for the "How do I find my \$125" activity in SmartHealth. It shows how your incentive is applied. You will receive your incentive by February 1, 2022