



## Human Resources and Payroll Monthly Message

January 2022

### Upcoming Dates

- ★ **January 31**  
Paydate for December
- ★ **February 21-22**  
Presidents' Day/Mid-Winter Break
- ★ **February 28**  
Paydate for February
- ★ **2021-22 Payroll Calendar**

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### 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.

### Shared Leave

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

### Retirement Corner

The [schedule](#) of DRS Nearing Retirement Seminars has been updated. These live, online

### DELAY OF LONG TERM CARE PAYROLL TAX UNTIL 2023

On Friday, December 17, 2021, Governor Jay Inslee announced a decision to **delay the start of a mandatory payroll tax** to fund the state's new Long Term Care program. In recent weeks, two bills have been passing through legislative sessions to formalize a delay for 18 months. **Collection of this tax will not take place in this month's paycheck.** The payroll office will continue to hold and collect exemption letters until more instruction is received.

The fund was originally set to begin January 1, 2022. The state will not collect these funds until the Legislature sorts through a variety of areas the legislators have identified as needing adjustment.

### W-2 AND 1095-C FORMS

Your 2021 W-2 and 1095-C forms can be viewed in [Employee Online](#). **All employees have access to view their Federal Tax Forms electronically by** logging into

seminars are designed for those planning to retire in the next few years. Topics include:

- ★ Preparing and applying for retirement
- ★ Social Security
- ★ Health care
- ★ VEBA (Voluntary Employee Beneficiary Association)

For additional details, including how to join, see the [Nearing Retirement Seminars page](#). These live sessions are now offered through Zoom. See [how to join a webinar](#) for assistance.

Once you have answered the question “When CAN I retire?” then the next question to answer is “When SHOULD I retire?” The Department of Retirement Systems has published a document that answers the questions “June 30 or August 31?” This is very important to understand what impact choosing this date may mean for you – especially as it relates to health benefit coverage. Click on the following link to review the article: [Resignation timing affects health and pension benefits for school employees and teachers - Department of Retirement Systems \(wa.gov\)](#)

Finally, the Health Care Authority is additionally offering an overview of retiree health insurance available through the PEBB program. Through their free [monthly webinar](#), you will learn about eligibility criteria, medical and dental plan availability, monthly premiums, and the enrollment process. While retiree health insurance is not available to continue under the SEBB program, the PEBB benefit programs are available to all eligible school employees.

## Contact Information

**Compensation & Certification – Certificated**  
(425) 385-4107 – Region 1  
[todell@everettsd.org](mailto:todell@everettsd.org)

[Employee Online](#) using your [employee ID number](#) and password. Once you are logged in, select the menu option entitled **Payroll Information**.

**If you elected to receive either your W-2 or 1095-C electronically, this will be the only copy you receive.**

If you did NOT submit an Electronic Consent, paper copies of your W-2 were mailed out on Friday, January 21. We are mailing to the current address SEBB has provided in their data file.

Because of supply chain shipping delays, paper 1095-C forms are expected to be mailed the first week of February. **It is not necessary to wait for form 1095-C in order to file your 2021 taxes.** Taxpayers can prepare and file their returns using other information about their health insurance as these forms are not submitted in the return process.

**FAQ: I’ve covered my dependents on my health insurance plan – why aren’t they listed on the 1095?** For Kaiser and Premera plans only, these coverages are not “self-insured”. As such, the district does not complete Part III. The health insurance carriers, however, fall under a different category. You will find your dependent coverages on the form you receive directly from your medical provider. For UMP plans only, dependents will be listed on your 1095 from the district.

## SEBB OPEN ENROLLMENT BENEFIT CHANGES

SEBB medical premium changes for 2022 are effective in this month’s paycheck for your January 2022 coverage. Please review your new deductions on your paystub. If you made a change this year through SEBB’s open enrollment process, new plan cards were mailed over the winter break. If you enrolled in either a health or dependent flexible spending account, the new 2022 deduction will also begin this month.

## ANNUAL SICK LEAVE BUY BACK

Any employee who carried a sick leave balance of 60 days or more into January received an email notice on January 13 for this year’s eligibility for buy back. There are several rules to consider if you plan to submit your [application](#)

(425) 385-4120 – Region 2  
[snorth@everettsd.org](mailto:snorth@everettsd.org)

#### **Compensation & Certification – Classified**

(425) 385-4121  
[jcarrell@everettsd.org](mailto:jcarrell@everettsd.org)  
(425) 385-4105  
[kdrouillard@everettsd.org](mailto:kdrouillard@everettsd.org)

#### **HR Benefits**

(425) 385-4115  
[benefits@everettsd.org](mailto:benefits@everettsd.org)

#### **Payroll**

(425) 385-4160  
[payroll@everettsd.org](mailto: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](mailto:kallen@everettsd.org)

**Section 504 Coordinator** – Dave Peters, 425-385-4063  
[dpeters@everettsd.org](mailto:dpeters@everettsd.org)

**ADA Coordinator** – Randi Seaberg, 425-385-4104,  
[rseaberg@everettsd.org](mailto: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>

[form](#). **TODAY, January 31, is the deadline** date to complete the online form and submit. The form is electronic this year – paper forms will not be collected. **If you planned to and haven't yet submitted your request, please take this opportunity to do so without delay.**

## **More Important News**

### **EARLY NOTIFICATION TO RETIRE OR RESIGN**

As we look ahead to the 2022-23 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 2022-23 staffing and to ensure we are able to hire high quality staff for our students. For your convenience, linked is a [retirement/resignation form](#) for you to complete and return to Jean Hanson at [jhanson@everettsd.org](mailto:jhanson@everettsd.org).

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

### **W-4 EXEMPTION EXPIRATION**

Under IRS regulations, any employee claiming "Exempt" from Federal Income Tax in 2021 will need to submit a new W-4 form for Tax Year 2022. Tax year 2021 exempt status will expire on February 15, 2022. If a new W-4 form is not received in the payroll office by February 15, the withholding tax will be calculated as if the employee is single.

### **FILING OPTIONS FOR 2021 TAX RETURNS**

Most taxpayers can get an early start on their federal tax returns using [IRS Free File](#) available today on the IRS website for the current tax filing season. Taxpayers whose adjusted gross income was \$73,000 or less in 2021 can do

their taxes now, and the Free File provider will submit the return to the IRS directly.

The IRS also offers Free File Fillable Forms, which is the electronic version of IRS paper forms to any taxpayer regardless of income. Free File Fillable Forms is best for taxpayers who are comfortable doing their own taxes with little assistance. Free File online products will be available from January through October for extension filers. Taxpayers who cannot meet the April 15 deadline, also can use Free File to file extensions regardless of their income.

For direct online service to IRS tools, visit:

<https://www.irs.gov/filing/free-file-do-your-federal-taxes-for-free>

**The IRS kicked off the 2022 tax filing season with an urgent reminder to taxpayers to take extra precautions this year to file an accurate tax return electronically to help speed refunds. Due to staff challenges during this pandemic, the IRS has stated taxpayers “should file electronically with direct deposit if at all possible; filing a paper tax return this year means an extended refund delay.”**

## **WELLNESS COMMITTEE MEMBERS WANTED**

Everett Public Schools is relaunching an employee wellness program. Strategic Initiative F.2.b. seeks to ensure an inclusive work environment that promotes wellness, a sense of belonging, engagement and support.

Employees interested in serving on an emerging district employee wellness committee are encouraged to apply. The district wellness committee will provide input to the wellness strategic initiative action plans and assist in the implementation of wellness initiatives districtwide.

Committee members must be able to commit to four to five one-hour meetings held after the regular work day spring 2022 and monthly meetings during the 2022-23 school year. Committee members will be compensated via stipend

pay. A diverse group of employees is desired; all employee groups are encouraged to apply.

Submit your application via Google form  
(<https://forms.gle/jPh3E4FjhzxVJuA77>) no later than  
February 15, 2022.

Questions may be directed to Randi Seaberg, Director  
Human Resources, [rseaberg@everettsd.org](mailto:rseaberg@everettsd.org).