



## Human Resources and Payroll Monthly Message

February 2022

### Upcoming Dates

★ **February 28**  
Paydate for February

★ **March 31**  
Paydate for March

★ **[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.

### Shared Leave

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

### Retirement Corner

If you're back with us as a recent retiree – **welcome back!** And, if it's been a while since you've visited [drs.wa.gov](https://drs.wa.gov), take some time to explore the updated "[Retiree Resources](#)" page.

Sign in to your [online account](#) to access tax statements, proof of income or beneficiary information. You can also update your

### IN THIS ISSUE:

[1095-C Forms](#)

[Certificated Voluntary Transfers](#)

[Annual Sick Leave Buy Back](#)

[Professional Learning Opportunity: Basic ASL for Paraeducators](#)

[Use It or Lose It: Deadlines for FSA Funds](#)

[Do You Owe Taxes for 2021?](#)

[The Season of Heart Health](#)

[Take the Well Being Assessment](#)

### 1095-C FORMS

Your 2021 1095-C Affordable Health Care form can be viewed in [Employee Online](#). **All employees have access to view their Federal Tax Forms electronically** by logging into [Employee Online](#) using your employee ID number and password. Once you are logged in, select the menu option entitled **Federal IRS Forms**.

For anyone not choosing electronic delivery, paper forms were mailed on February 17 and addressed according to the SEBB record on file.

The 1095-C form information is used in conjunction with your 2021 taxes, but is 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.

address, direct deposit information, or **track return-to-work hours**. Additionally, you can track your Plan 3 investments or access your DCP account.

On the [Retiree Resources](#) page, view the 2022 pension payment schedule. The last business day of the month is your pension payday.

## Contact Information

### Compensation & Certification

(425) 385-4107 – North Schools

[todell@everettsd.org](mailto:todell@everettsd.org)

(425) 385-4120 – South Schools

[snorth@everettsd.org](mailto:snorth@everettsd.org)

(425) 385-4105 – EVA, Departments

[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>

**What's the difference between the district's 1095-C form and the 1095-B form?** You may have already received a 1095-B form directly from your medical health provider (Kaiser or Premera). These carriers are not self-insured and are required to file a separate 1095-B form. Between the two forms, they confirm your medical coverage and any dependents covered under your plan. Specifically, the 1095-C form is referenced in your annual federal tax return.

**My 1095-C appears to be missing?** According to IRS rule, forms are only required to be issued for any employee who averaged more than 30 worked hours per week, in any given month in the tax year. If your hours worked during the previous tax year was under this threshold, forms were not produced.

## CERTIFICATED VOLUNTARY TRANSFERS

Staffing for the 2022-2023 school year is underway!

Per Section 5.11 – Assignment and Transfer, Paragraph D.4.a, the District shall solicit interest and preferences for voluntary transfers for all employees. If you would like to provide Human Resources with your interests and preferences, **complete the attached form**, Transfer Interest and Preferences. Please submit the form to Human Resources, attention Debbie Pennell by March 31, 2022.

Please note, completing the Transfer Interest and Preferences form does not assure a voluntary transfer. Per Section 5.11 – Assignment and Transfer, Paragraph D.4.b, Employees seeking a voluntary transfer for the following school year shall submit a transfer request in response to an internal or external posting.

If you are considering seeking a voluntary transfer for the 2022-2023 school year and are interested in specific schools, it is time to start watching for vacancy postings on the Everett Public Schools website and apply for an internal transfer through the on-line application process at the time the opening is posted. To access the vacancy postings and online application process, visit our website at <http://www.everettsd.org/jobs>. You can view the vacancy postings as well as apply on-line from this site. Certificated

positions are posted to this site on Tuesdays and are posted for five days.

If you have any questions regarding the transfer process, please call Mary O'Brien, Human Resources Certificated Director, at 425 385-4106.

## **ANNUAL SICK LEAVE BUY BACK**

Eligible employees who submitted the Annual Buy Back of Accumulated Sick Leave online form to the payroll office by the January 31 deadline, will see the SICK LV BUY BACK value on your paycheck stub this month. (Only those employees that have accumulated 60 or more sick days as of December 31 were eligible and received notices in January.) As a reminder, any days redeemed under the buy back program are paid at a rate of one (1) day paid for each four (4) days cashed out (or 25%), in accordance with WAC 392-136-015.

## **PROFESSIONAL LEARNING OPPORTUNITY: BASIC ASL FOR PARAEDUCATORS**

Special Education paraeducators and paraeducator substitutes working with non-verbal or hard-of-hearing students are invited to register for one (1) of three (3) in-person Basic American Sign Language courses. Learn basic ASL words and phrases the focus on daily classroom schedules, feelings, toiletry needs and transportation. Space is limited, and registration in Frontline is required. See the [linked flyer](#) for available dates, times and Frontline course codes.

## **More Important News**

### **USE IT OR LOSE IT: DEADLINES FOR FSA FUNDS**

If you were enrolled in a Medical Flexible Spending Arrangement (FSA) last year, you have deadlines to spend your 2021 funds. The Medical FSA grace period is **January 1 through March 15, 2022**. This grace period

allows you to continue to incur eligible Medical FSA expenses and use your 2021 funds through March 15, 2022.

**You must submit all eligible 2021 Medical FSA claims for reimbursement to Navia Benefit Solutions by March 31, 2022.** The IRS requires any unused funds in your account be forfeited after March 31. Forfeited funds are returned to the plan administrator, the Health Care Authority. Once returned, you cannot reclaim those funds.

How to submit claims and supporting documentation

- ★ Online: Log in to your [Navia account](#)
- ★ Email: [claims@naviabenefits.com](mailto:claims@naviabenefits.com)
- ★ Mail: Navia Benefit Solutions, PO Box 53250, Bellevue, WA 98015-325
- ★ Fax: 1-425-451-7002 or toll-free 1-866-535-9227

## DO YOU OWE TAXES FOR 2021?

Prepare yourself for next year's tax return by reviewing the following options to adjust your taxable income:

- ★ Update your W4 Filing Status. As of January 1, 2020, the tax form for withholding allowance has had a dramatic makeover. Knowing how to adjust is more complicated, but can be done. The IRS has provided worksheets to help you calculate where your tax payment should be. In general, higher amounts in boxes 3 and 4b will **reduce** taxes withheld from your paycheck – lower amounts will **increase** taxes withheld from your paycheck\*. Log into [Employee Online](#) to make your changes electronically. You can change these values any time throughout the year.
- ★ The IRS encourages taxpayers to utilize their [Withholding Calculator](#) to perform a quick “paycheck checkup.” Enter your wage totals either from your pay check stub or your tax return. This tool is more accurate for uncomplicated tax situations. Read more about using the Tax Estimator here: <https://go.usa.gov/xtF4M>

- ★ If you'd rather pay yourself instead of the government, consider signing up for, or increasing your contributions to one of our [Tax Sheltered Annuity \(TSA\) plans](#), or a [Deferred Compensation Plan \(DCP\)](#). If you are not already enrolled in a [Flexible Spending Account \(FSA\)](#), when open enrollment comes around later this year, consider enrolling in one of the two flexible spending account plans offered. Most, if not all, can benefit from a Health Care FSA, while some can also utilize a Day Care FSA. All the above options are before-tax deductions, which will reduce your taxable income.

You might be surprised to see how an additional \$100 pre-tax payment into a TSA (for example) will reduce your net paycheck by only \$70 – and you will be putting yourself in a better tax position come next April!

*\* Please do your homework and/or seek a tax professional's assistance to discuss the best tax solution for you.*

## THE SEASON OF HEART HEALTH

The following **heart healthy** message comes to you from the Diabetes Prevention Program powered by Omada raising awareness about the serious dangers of heart disease and work to reduce your risk of heart attack, stroke, and other related complications. It helps you lose weight, gain energy, and improve your overall health, all with a simple app. We'll match you with a health coach you can message anytime, anywhere — and you'll never pay a dime.

It only takes a few minutes to get started. Learn more about the program [here](#).

The SEBB Diabetes Prevention Program is available to SEBB members enrolled in Kaiser Permanente or UMP plans. Premiera Blue Cross members have a different program available. Visit the SEBB [Diabetes Prevention](#) web page to learn more.

Join us online for a presentation that will cover:

- ★ How chronic diseases affect your heart.
- ★ How to know if you are at risk.

**Webinar:** Improve your health and prevent heart disease

**Date:** Tuesday, March 8

**Time:** 4 to 5 p.m.

**Register** for the webinar [here](#).

## TAKE THE WELL BEING ASSESSMENT

### What is it?

The well-being assessment:

- ★ Asks you to score how you feel about each statement. It's not a quiz. There are no right or wrong answers.
- ★ Takes about 15 minutes to finish. If you are unable to finish all at once, it will save your answers and later, you can pick up where you left off.
- ★ Gives you a complete picture of your physical, emotional, work/life, and financial well-being. You'll become aware of your habits along with areas in need of improvement.

### Three reasons to take your assessment each year:

- ★ Taking it is required to qualify for the \$125 wellness incentive. It takes about 15 minutes, and you'll earn 800 points when it's complete.
- ★ You'll discover your strengths and areas to work on.
- ★ The results will customize your SmartHealth experience with activities that match your interests.

### What is SmartHealth?

SmartHealth is a voluntary wellness program that supports your whole person well-being. It's included in your benefits. 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](#).

**Prefer mobile?**

Download the Limeade mobile app ([iOS](#) or [Android](#)) and enter the code SmartHealth.

