

From: Payroll
To: EPS.MailList
Subject: SEPTEMBER 2022 HR/PY Monthly Message
Date: Friday, September 30, 2022 7:30:58 AM
Attachments: [image002.png](#)
[image001.png](#)
[image003.png](#)



Upcoming Dates

- ★ **September 30**
Paydate for September
- ★ **October 9**
Transcripts and Clock Hour forms due for certificated salary advancement
- ★ **October 31**
SEBB Open Enrollment begins
- ★ **October 31**
Paydate for October
- ★ **2022-23 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

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, please visit the Plan Choice page of the DRS website at www.drs.wa.gov/choice.

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

An online newsletter for the staff of Everett Public Schools

Human Resources and Payroll Monthly Message

September 2022

IN THIS ISSUE:

[Double-Check Your New Assignments](#)
[Timecard Online Tips](#)
[Certificated Staff – Salary Schedule Advancement](#)
[Pathways to Wellness](#)
[Wellbeing Workshop](#)
[Flu Shot Clinic](#)

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.

Certificated non-supervisory staff will see a new wage description on their paycheck stub this month. The description, "TEACHER PROF LRNG DAY" will include wages for the three professional learning days, August 30, August 31, and October 14. Prior to this year, these wages were reflected within the "TEACHER" description. **Neither the pay or the schedule for this pay is changing, just the way it is reflected on your paycheck stub.** Pay for these professional learning days is paid over the 12 months and the monthly amount will be reflected on each paycheck stub with this description.

TIMECARD ONLINE TIPS

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.

As an annual 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

choice paperwork to the payroll office. After 90 days, you will be permanently assigned Plan 3 and will no longer have the option to switch plans for the duration of your employment.

****DRS NOTICE OF PUBLIC RECORDS REQUEST****

The Department of Retirement Systems is sending notification of a forthcoming release of information in response to a public records request submitted to DRS.

The Department of Retirement Systems (DRS) has received a public records request from E.H. Baxter for a copy of [The Seattle Times' public records request](#) of July 1, 2022, and a complete copy of all records provided.

Mr. Baxter provided a Declaration of Non-Commercial Purpose, and DRS has determined that the records are subject to disclosure under the state's [Public Records Act](#).

Read the full article [here](#).

Contact Information

Compensation & Certification

(425) 385-4120 – Region 3 Schools
snorth@everettsd.org
(425) 385-4107 – Region 2 Schools (EVA)
todell@everettsd.org
(425) 385-4105 – Region 1 Schools and Departments
kdrouillard@everettsd.org

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>

payroll.

CERTIFICATED STAFF – SALARY SCHEDULE ADVANCEMENT

To advance on the salary schedule for 2022-23 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 Monday, October 10, 2022.**

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, 2022.** 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 processed 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, but must be received in the human resources department no later than midnight on October 10, 2022.

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.

Staff should send their completed paperwork to the appropriate regional support C&C staff member:

- Region 1, Kylie Drouillard kdrouillard@everettsd.org
- Region 2, Terri Odell todell@everettsd.org
- Region 3, Stephanie North snorth@everettsd.org

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

PATHWAYS TO WELLNESS – WELLBEING WORKSHOP

Healthy staff and teachers are our most valuable resource for creating safe and supportive learning environments. The [Way to Staff Well-being in Schools](#) workshop series, sponsored by Kaiser Permanente, explores resources and tips to strengthen staff well-being at the individual, collective and policy level.

- Foundational course: Creating a Culture of Well-Being (offered bi-monthly)
- Deep Dive Series (5 courses): Secondary Trauma, Active Living, Mental Health, Stress Management, & Health Habits

These free webinars are open to all school or district staff, free and offered from 3:30-5 pm.

More information can be found on the following flyer:

[https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-126067/The%20Way%20to%20Staff%20Well-being%20In%20Schools%20Webinars_2022-23%20all%20links%20\(002\).pdf](https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-126067/The%20Way%20to%20Staff%20Well-being%20In%20Schools%20Webinars_2022-23%20all%20links%20(002).pdf)

Register today!

PATHWAYS TO WELLNESS – FLU SHOT CLINIC

Seattle Visiting Nurses will be holding a Flu Shot clinic on **Tuesday, November 1 from 2-6 pm** at the Community Resource Center, Gedney Island Room.

A registration link will be emailed to all staff the week of October 17. **Prior registration is strongly encouraged.** Walk-ins will be accepted but will be required to complete the registration on their phone prior to receiving their flu shot. No paper registrations will be available.

The flu shot clinic is open to all employees of Everett Public Schools and their families, whether or not you hold benefits through SEBB. Each family member must be registered for an appointment.

Most insurance plans are accepted including Apple Health. If you have insurance, you will not be charged a co-pay or deductible. There is no out-of-pocket expense for insured employees and their covered family members. Uninsured individuals can still receive the flu shot and will be billed \$50 per vaccination. Please note that Seattle Visiting Nurses are unable to accept Cigna, TriCare and Blue Cross Blue Shield insurance plans. You will enter your insurance information during the registration process.

Please register via the email link coming soon. Be well!