

From: Payroll
To: EPS Mail List
Subject: NOVEMBER 2022 HR/PY Monthly Message
Date: Wednesday, November 30, 2022 7:02:00 AM
Attachments: image002.png
image003.png
image006.png
PP 11.04.22 REMINDER Inclement Weather.pdf
image009.png
image001.png
image008.png



Upcoming Dates

- ★ **November 30**
Paydate for November
- ★ **December 19-January 2**
Winter Break – CRC offices are closed
- ★ **December 30**
Paydate for December
- ★ **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

The IRS has recently announced the 2023 Maximum Allowable Contribution limits for 403(b) (TSA) and 457(b) (DCP) plans. The maximum that can be contributed to either your TSA or DCP plans will increase to \$22,500. Employees age 50 and over will continue to be entitled to contribute an additional \$7,500 to either fund, thereby increasing the annual individual plan maximum to \$30,000.

Updating your elected contribution to your TSA account can be done through OMNI [here](#).

Updating your elected contribution to your DCP account can be done by logging into the DRS portal [here](#) and selecting the "Change Monthly Contribution Transaction" page.

Employees enrolled in the SEBB UMP

An online newsletter for the staff of Everett Public Schools

Human Resources and Payroll Monthly Message November 2022

IN THIS ISSUE:

[Employees Covered by SEBB Uniform Medical Plans \(UMP\)](#)
[Inclement Weather Reminder](#)
[Introducing Frontline Central](#)
[Getting Ready for 2022 Tax Returns](#)
[Rate Changes Beginning January 1, 2023](#)
[Check Out the EPS Staff Wellness Website](#)

EMPLOYEES COVERED BY SEBB UNIFORM MEDICAL PLANS (UMP)

The Everett Public Schools benefits office is aware of a letter that started arriving to some homes just before the break, sent to you directly from Regence Blue Shield, regarding their active negotiations with The Everett Clinic and The Polyclinic, which are set to expire December 19, 2022. This was a surprise to us as well, since SEBB has not proactively communicated any concern with school districts regarding these developments. Through our collaboration with other districts, it has come to our attention that Optum, a parent company of The Everett Clinic, The Polyclinic and several others, is currently in contract negotiations with Regence Blue Shield regarding insurance reimbursements for services provided under the UMP plans. While insurance contract negotiations happen regularly, they are not usually as impactful as this one threatens to be. At this point, SEBB has no plans to extend the current open enrollment period that ended on November 21. Once the district receives formal communication from SEBB regarding this issue we will pass the information along to all impacted employees and assist you in determining what options are available. For more information, please reference the [fact sheet](#) or contact UMP at [SEBB \(regence.com\)](#) or (800) 628-3481.

INCLEMENT WEATHER REMINDER

Please refer to the message attached to this communication, issued to principals and administrators earlier this month, relating to the District's Inclement Weather policies and procedures. **Please review the attached document** summarizing leave options for each employee group and highlighting recent updates. Each employee group may have different expected requirements during inclement weather or other related disruptions to building operations. Remember to electronically record your absence using the [Frontline Absence Management](#) system when you are unable to report to work.

INTRODUCING FRONTLINE CENTRAL

Frontline Central is a place to manage employee-related forms and information.

Central's staff directory keeps track of your position & demographic information, all in one place. You will be able to submit paperless employee-related forms to human resources, payroll, your department, or school.

Forms available in Central

- Retirement and Resignation
- Substitute Feedback

Your login Information has not changed; continue to use the managed bookmark in Google Chrome.

high-deductible health insurance plan, qualify to enroll in a Health Savings Account (HSA). The HSA contribution limit will increase in 2023 to \$3,850 annually. Employees who wish to make changes to their HSA deduction amount may do so at any time throughout the year by completing the [SEBB Authorization for Payroll Deduction form](#) and returning it to the payroll department..

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>

Frontline for Employees

Want to know more? Check out these helpful documents.

o [Employee QuickStart Guide](#)

o [Accessing and Completing a Form](#)

o [Popular Questions for Employees](#)

Must be logged into Frontline to watch video's

o ["My Forms" Walkthrough \[Video\]](#) (2 min)

o [Getting Started for Employees \[Video\]](#) (Start at 1 min)

Please contact [Ingrid Stafford](#) in Human Resources if you have any questions at extension 4114.

More Important News

GETTING READY FOR 2022 TAX RETURNS

To make sure tax forms make it to you on time, please confirm now that the school district, other wage earner employers, banks, and investment companies have your correct mailing address. Taxpayers who have moved should enter address changes in [Employee Online](#), tell the US Postal service, and the IRS. To notify the IRS, mail IRS [Form 8822](#), Change of Address, to the address listed on the form's instructions. If you purchase health insurance through the [Health Insurance Marketplace](#), you should also notify the Marketplace when you move out of the area covered by their current Marketplace plan.

For name changes due to marriage or divorce, notify the [Social Security Administration \(SSA\)](#) so the new name will match IRS and SSA records. Also notify the SSA if a dependent's name changed. A mismatch between the name shown on your tax return and the SSA records can cause problems in the processing of your return and may even delay your refund.

The IRS deadline to provide both the W2 and 1095 forms to individuals is January 31, 2023. Employees enrolled in the Uniform Medical Plan (UMP) will additionally have Part III (with dependent coverages) supplied from the district. Employees enrolled in either Kaiser or Premera, dependent information will come from the health carrier itself.

This is a good time to 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 – *if not already in place*. **As a reminder, with electronic consent, you are not mailed the subject forms, but they are available for download and printing through Employee Online.** This provides a layer of security from mail theft and provides quicker access to the completed forms when available.

We may already have your consent on file. **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:

Tax Forms

1095-C Affordable Care Act (ACA)

W-2

If we have previously received consent, the Opt-Out box (top right side of screen) **will be checked**
A renewed consent is not required.

If we **have not** received previous consent, the Opt-Out box (top right side of screen) **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, 2022**, 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.

Gather tax documents and keep them for at least three years

Everyone should come up with a recordkeeping system. Whether it's electronic or paper, you should use a system to keep all important information in one place. Having all needed documents on hand before preparing your return helps to file a complete and accurate tax return. This includes:

- Your 2021 tax return.
- Form W-2 from employers.
- Form 1099 from banks and other payers.
- [Forms 1095-A](#) from the marketplace for those claiming the premium tax credit.
- [Form 1099-NEC](#), Nonemployee Compensation

Most income is taxable, including [unemployment compensation](#), refund interest and income from the [gig economy](#) and [digital assets](#). Therefore, you should also gather any documents from these types of earnings. The IRS recommends keeping copies of tax returns and all supporting documents for at least three years.

The IRS cautions taxpayers not to rely on receiving a 2022 federal tax refund by a certain date, especially when making major purchases or paying bills. Some returns may require additional review and may take longer. Taxpayers should prepare to file electronically and [choose Direct Deposit](#) for their tax refund – it's the fastest and safest way to file and get a refund. Even when filing a paper return, choosing a direct deposit refund can save time. For those who do not have a bank account, the [FDIC website](#) offers information to help people open an account online.

RATE CHANGES BEGINNING JANUARY 1, 2023

The Washington State minimum wage rate will be increasing to \$15.74 per hour. Workers who are 14 or 15 years old may be paid 85% of the adult minimum wage, or \$13.38 per hour. More information regarding workplace rights can be found on the [Washington State Department of Labor & Industries](#) website.

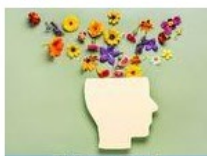
CHECK OUT THE EPS STAFF WELLNESS WEBSITE

The [EPS Staff Wellness Website](#) is a growing resource of well-being resources for you and your family. Your EPS Staff Wellness Committee has been hard at work curating and creating a site that is full of resources, ideas and well-being supports. Log on today to explore financial wellness and mental wellness resources. You'll also find healthy eating recipes and ideas as well as information on diabetes care, tobacco cessation programming resources to support an active lifestyle. Check back often for engaging new content including courses in personal safety, random acts of kindness ideas and opportunities to give back to our community.

Resources & Supports



**Financial
Wellness**



**Mental
Wellness**



**Staying
Active**



**Healthy
Eating**



**Living
Tobacco Free**



**Diabetes
Prevention**