

From: [Payroll](#)
To: [EPS.MailList](#)
Subject: DECEMBER 2022 HR/PY Monthly Message
Date: Friday, December 30, 2022 7:01:06 AM
Attachments: [image002.png](#)
[image003.png](#)
[image005.png](#)
[image001.png](#)
[image008.png](#)



An online newsletter for the staff of Everett
Public Schools

Human Resources and Payroll Monthly Message

December 2022

Upcoming Dates

- ★ **December 30**
Paydate for December
- ★ **January 16**
Martin Luther King Jr. Holiday
- ★ **January 31**
Paydate for January
- ★ **[2022-23 Payroll Calendar](#)**

IN THIS ISSUE:

[CRC Building Closure for
Winter Break](#)
[Regence Contract Negotiations](#)
[Getting Ready for 2022 Tax
Returns](#)
[What to Expect from
SmartHealth in 2023](#)
[Tips for a Health Holiday
Season](#)

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](#).

CRC BUILDING CLOSURE FOR WINTER BREAK

The CRC building will be closed to visitors between December 19 and including payday, December 30. Phone and email replies to employee questions will resume on Tuesday, January 3, 2022. Enjoy and have a restful break!

REGENCE CONTRACT NEGOTIATIONS

On December 22, 2022, Regence and The Everett Clinic and The Polyclinic reached a new multi-year network agreement. Regence will mail letters in the coming days to notify affected Uniform Medical Plan members that they may

Retirement Corner

'Fund Your Future with DRS' is a new podcast, available on all major platforms. It's created by DRS customers, for DRS customers. The podcast provides information you can apply to your finances today!

The latest episodes look at two important factors when it comes to your finances: having an emergency fund and tackling debt.

Ep. 4 — The importance of an emergency fund

There are so many "What ifs" when it comes to managing your money. What if your car breaks down? What if you need to go to the hospital?

An emergency fund can help you prepare for the unexpected. So, how much should you save and where do you start? We offer some tips on how to master this crucial piece of budgeting.

Ep. 5 — How to reduce your debt

If you're feeling overwhelmed by debt, you may have some questions about where to start. How do you decide which debt to pay first? Does the interest rate matter? What is APR?

[Check out this podcast](#) to look at some of the best tools and strategies for paying down your debt and what to do after it's paid off.

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

continue to receive care from The Everett Clinic and The Polyclinic at the preferred provider network rate.

The new agreement applies to all employees, non-Medicare retirees, and Medicare retirees enrolled in any UMP offering under both the PEBB and SEBB Programs.

For more information about the network status, see the Health Care Authority updated [announcement](#).

If you still have questions after reading the announcement, please contact UMP Customer Service at 1 (800) 628-3481 (TRS: 711).

More Important News

ELECTRONIC DELIVERY OF 2022 TAX RETURNS

If you haven't already taken this action, 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 – *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:

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 (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.

WHAT TO EXPECT FROM SMARTHEALTH IN 2023

[SmartHealth](#) is Washington State's voluntary wellness program that supports you on your journey toward living well. It is included in your SEBB benefits at no cost to you. Use SmartHealth to enhance your well-being in 2023.

Here are a few things to expect:

- SmartHealth will be unavailable January 1 through 4, 2023 while it is being reset for the new year.
- After January 4, you can complete the SmartHealth well-being assessment. You will self-report how well you are doing in several life areas. SmartHealth will then customize your experience by

offering activities that align with your assessment results.

- If you met the requirements to qualify for the incentive in 2022, your incentive will be applied by the end of January 2023. Look for the “How do I find my \$125” activity in SmartHealth.
- Subscribers enrolled in a SEBB medical plan can [qualify](#) for a \$125 wellness incentive in 2023. Complete the well-being assessment (worth 800 points) and reach 2,000 points by the November 30, 2023 deadline.
- If you waived SEBB medical coverage or are a spouse or state-registered domestic partner of a SEBB or PEBB subscriber, you can access SmartHealth, but you cannot qualify for the wellness incentive.

Learn more about SmartHealth

- Visit the [SmartHealth webpage](#).
- Review the [basic steps to log on to SmartHealth](#) or [Accessing SmartHealth guide](#).
- Watch the [SmartHealth Stories](#) video and [SmartHealth Overview](#) video.

Questions?

Call Limeade at 1-855-750-8866 (Monday through Friday, 7 a.m. to 7 p.m.) or email support@limeade.com.

TIPS FOR A HEALTHY HOLIDAY SEASON

If the holidays sometimes leave you feeling overwhelmed and out of control, you're not alone. And if the Grinch has stolen your spirit and good intentions, try some of these tips to reclaim your ho-ho-ho and stay happy and healthy.

1. Keep up healthy habits.

Make a pact with yourself during the holidays. For example, decide that you'll move more and do something [active every day](#) over the next three weeks. Take it a step further, and pledge to start the day with a [healthy breakfast](#), limit the sweets and get at least seven hours of sleep each night. If you don't completely give up your healthy habits, you won't feel like you have to start over once the holidays are over.

2. Beware of seasonal sweets.

The holidays often dish up extra helpings of less-than-healthy treats. Try preparing [healthy snacks](#) that are ready to eat when the urge to snack strikes. If you're hosting a holiday party, challenge yourself to make delicious and healthier options using our [recipes and cooking tips](#).

3. Stay active.

Instead of beating yourself up about missing a workout, sprinkle some healthy activities into your daily routine. For example, if the weather isn't too frightful and you're working from home, ride your bike around your neighborhood during a lunch break. If dinner is going to be a feast, opt for a light lunch, then take a vigorous walk. And [keep the family moving](#). When the kids are home from school, squeeze in some active chores and trips to the park.

4. But not too active.

Give yourself the gift of peace. If you need some down time to recharge, declare a "me-treat" and do something that relaxes you. Try [yoga, meditation](#) or [spending time in nature](#).

5. Make a plan for the new year.

Your poinsettia's pooped and the gifts are all gone. Now what? It's a great time to reset for the new year – but don't go dashing through your to-do list too fast, or you might not stick to your plan. Lay out realistic, sustainable steps for the months ahead. For example, start a [daily walking routine](#) and sign up for a [virtual Heart Walk](#) before you set your sights on that

marathon.