

From: Payroll
To: EPS.Maillist
Subject: SEPTEMBER 2023 HR/PY Monthly Message
Date: Friday, September 29, 2023 7:01:06 AM
Attachments: [image002.png](#)
[image003.png](#)
[image001.png](#)



Upcoming Dates

- ★ **September 29**
Paydate for September
- ★ **October 10**
Transcripts and Clock Hour forms due for certificated salary advancement
- ★ **October 30**
SEBB Open Enrollment begins
- ★ **October 31**
Paydate for October
- ★ **2023-24 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

An online newsletter for the staff of Everett Public Schools

Human Resources and Payroll Monthly Message

September 2023

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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 STAFF – SALARY SCHEDULE ADVANCEMENT

To advance on the salary schedule for 2023-24 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 Tuesday, October 10, 2023**.

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, 2023**. 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, 2023.

Paperwork needs to be received in Human Resources completed and ready to process. Completed paperwork consists of:

page of the DRS website at www.drs.wa.gov/choice.

If no selection has been made, you will be assigned to Plan 2, and you have 90 days from your hire date to submit your plan choice paperwork to the payroll office. After 90 days, you will be permanently assigned Plan 2 and will no longer have the option to switch plans for the duration of your employment.

Medicare 101 – a [Medicare 101 webinar](#) is available for you to view on-demand, any time you'd like. This webinar is offered by Kaiser Foundation Health Plan of Washington (KPWA) to **those currently covered under the School Employee Benefits Board (SEBB) Program** as active employees or dependents who are aging into Medicare, as well as those who may be considering retirement.

SEBB Information

[SEBB MyAccount](#)

[SEBB Intercom Newsletters](#)

Contact Information

Compensation & Certification
(425) 385-4120 – Region 3 Schools
snorth@everettsd.org
(425) 385-4107 – Region 2 Schools
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 – Chad Golden,
425-385-4100, cgolden@everettsd.org
Section 504 Coordinator – Dave Peters, 425-385-4063
dpeters@everettsd.org
ADA Coordinator – Chad Golden 425-385-4100,
cgolden@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>

- 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>

UPDATES FOR RECORDING ABSENCES

There have been some recent updates to reporting more detail related to taking absences via Frontline or a paper Payroll Absence Verification form. All employee absences must be reported in [Frontline](#). Any other absence update is submitted to the payroll office via a Payroll Absence Verification Form, which has also been revised. The new form has been posted and replaces the older form on the district website links. <https://www.everettsd.org/Page/4777>

- The biggest “work-process” change is around the use of Leave Without Pay. The paper form now directs employees to obtain Human Resources approval and an explanation for the request. They do not need Supervisor signature, but you may wish to discuss your absence with your supervisor anyway. Please know that when these forms arrive in the payroll department, they will be reviewed by the HR Directors.
- This change will also apply to Frontline entries. Frontline has been reconfigured to route Leave Without Pay requests for approval – while still allowing for a substitute to be assigned to the job. Additionally, the following reasons for absence **will now require additional notes**: Bereavement, Emergency, Leave Without Pay. By making this configuration change, employees **do not additionally need to complete the paper form for back up, as long as it has been entered in Frontline.**

Please refer to your bargaining agreement (or district policies) if you have questions about appropriate use of leave.

More Important News

NEW DCP ROTH OPTION

Starting October 1, 2023, DCP customers will be able to choose between Roth or pretax retirement savings options. On and after October 1, the DRS/DCP employee portal will be updated to reflect the new Roth option for DCP investments.

The Deferred Compensation Program (DCP) is a supplemental retirement savings program you control. The Washington State Department of Retirement Systems (DRS) administers this 457(b) plan, which is similar to a 401(k) or 403(b) that many other employers

offer. Over 100,000 Washington public employees have saved with DCP. With DCP, you can:

- Save more for retirement
- Choose your contribution amount
- Make Roth or pretax contributions
- Start or stop saving anytime
- Change investment options
- Manage your account online or by phone

It's never too early (or too late) to save with DCP! Get started today at www.drs.wa.gov/dcp.

VECTOR TRAINING REMINDER

Each year all employees are required to completed Vector trainings, **which must be completed by the October 31**. New employees will have 90 days from their start date to complete the training. Using your web browser, go to the Vector Training website for Everett Public Schools: <https://everett-wa.safeschools.com>

Additional information regarding Vector is available at: <https://www.everettsd.org/Page/12149>

WELLNESS – SMARTHEALTH UPDATE

Have you heard? In January 2024, SmartHealth will move from the current vendor, Limeade, to WebMD.

Many things will stay the same.

- **SmartHealth name and branding:** The program will still be SmartHealth, and the branding is still ours, so the overall look will be very familiar.
- **SmartHealth activities and challenges:** You will continue to engage in individual activities or group challenges, earning points for each one you complete.
- **Incentives:** The incentive amount, deadline, and requirements won't change. To qualify for the \$125 incentive, main subscribers must complete the Well-being Assessment and other activities to earn a total of 2,000 points by the deadline.
- **Security:** The WA State Office of Cybersecurity will still require that SmartHealth be accessed through Secure Access Washington (SAW).
- **Privacy:** SmartHealth will continue to adhere to strict privacy standards. More details are available in the [SmartHealth FAQ's](#).

Some things will change.

- SmartHealth will move from Limeade's web-based platform and mobile app to WebMD's web-based platform and mobile app.
- There will be many new features including a daily habits builder, health trackers, podcasts, videos, articles, and more.

More details are coming later this year.

Participate in the SmartHealth Giving Campaign before November 30.

Helping others has been shown to improve our mental health and well-being. It can provide a sense of purpose and promote a happier and healthier lifestyle. When you give back and help others, you can make a difference at home, at work, and in your community.

Earn 200 SmartHealth points by completing the activity *Give to others for your well-being* before November 30, 2023.

Don't miss your opportunity to [qualify](#) for the \$125 wellness incentive. Each year, complete the well-being assessment (worth 800 points) and reach a total of 2,000 SmartHealth points by November 30.

Learn more

- Visit [SmartHealth \(SEBB\)](#).
- Watch the [SmartHealth Overview](#) video.
- Review the [Accessing SmartHealth guide](#) for step-by-step log on instructions.
- When you're ready, log into [SmartHealth](#).