From: Payroll
To: EPS.MailList
Subject: OCTOBER 2023 HR/PY Monthly Message
Date: Tuesday, October 31, 2023 7:02:18 AM
Attachments: image003.png
image004.png
image001.png
image002.png

Upcoming Dates

★ **October 30**
SEBB Open Enrollment begins

★ **October 31**
Paydate for October

★ **November 10**
Veteran's Day holiday

★ **November 20**
SEBB Open Enrollment ends

★ **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

An online newsletter for the staff of Everett Public Schools

Human Resources and Payroll Monthly Message

October 2023

IN THIS ISSUE:

SEBB OPEN ENROLLMENT

The SEBB Program's annual open enrollment begins October 30

The School Employees Benefits Board (SEBB) Program's annual open enrollment begins Monday, October 30, 2023, and ends Monday, November 20, 2023, at 11:59 p.m.

Open enrollment is your opportunity to make changes to your health plan benefits. All changes made during open enrollment are effective **January** for shared leave donations, click here.

Retirement Corner

TRS Rate Update 9/1/2023 – Many of you have noticed and asked about the decrease in the amount of employer contribution made towards the TRS plans that are detailed on your check stub. It is confirmed that the Department of Retirement Systems (DRS) issued a rate ***decrease*** for all employ-ER contributions, from 14.69% to 9.7%. That does not mean that your personal account will be funded any less. Rate changes are a result of several bills that were passed in the 2023 legislative session. The calculation of personal pension payments has not changed.

DRS has issued a recent Scam Alert targeting TRS and SERS employees. Those who have been affected report that a scammer presents themselves through email as a retirement planning professional who offers to set up an appointment for a Zoom consultation. During the Zoom appointment, the scammer gains the employee's trust and asks for personal identifying information, such as a Social Security number, and appears to have knowledge about the employee's DRS retirement account.

DRS never sends email requesting to set up a Zoom consultation.

Employees must reach out directly to DRS for assistance with their retirement accounts. If you are age 40+ and haven't yet retired, you can schedule a Zoom or phone appointment through your online accounts.

DRS has published an article about email scams and what everyone should know, on the DRS website. Please review this notice for more information.

SEBB Information

SEBB MyAccount

SEBB Intercom Newsletters

1, 2024.

Premiums for many plans are increasing significantly: You are not required to stay in the same plan each year.

If you are happy with your current medical, dental and vision plans you do not need to take any action to those plans. Your medical, dental, vision and any additional plans will remain in place.

Open enrollment is your chance to:

- **Change your medical, dental, or vision plans**.
- **Add or remove a dependent** from your coverage. If you enroll a dependent, you must provide proof of your dependent's eligibility with your enrollment form before we can enroll them. Check the **list of acceptable documents**.
- **Re-attest** to the **spouse or state-registered domestic partner coverage premium surcharge**.
- **Enroll in** a **Medical Flexible Spending Arrangement (FSA)**, **Limited Purpose FSA**, and the **Dependent Care Assistance Program (DCAP)** through **Navia Benefit Solutions**. **You must enroll again in these benefits every year you want to participate.**
- **Waive your enrollment** in medical coverage, if you have other employer-based group medical coverage, a TRICARE plan, or Medicare. **Note:** You may waive enrollment in SEBB medical to enroll in PEBB medical only if you are also enrolled in PEBB dental. By

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
kdroullard@everettsd.org

Benefits
(425) 385-4115
benefits@everettsd.org

Payroll
(425) 385-4160
payroll@everettsd.org

doing so, you also waive enrollment in SEBB dental and vision.

- **Enroll in medical coverage**, if you previously waived SEBB medical for other employer-based group medical, a TRICARE plan, or Medicare. (employees only)

Attend an in-person Open Enrollment Lab: **Monday, November 13th 3:00 pm - 5:30 pm. Board Room B**

Resources

- **View premiums**.
- **Compare medical plan benefits**.
- **Contact the plans**.
- **Visit the virtual benefits fair.**
- **Attend an in-person benefits fair**.
- **Attend a webinar**.

If you have questions about your benefits or account, please contact the Benefits Office at benefits@everettsd.org or at 425-385-4115.

CERTIFICATED STAFF – SALARY SCHEDULE ADVANCEMENT

Thank you to all staff who submitted their transcripts, completed clock hour forms and approval forms by the October 10, 2023 deadline for 2023-24 salary advancement. Staff members who submitted completed paperwork on or before the deadline of October 10 will see their salary advancements on their October 31 pay stub.

For more information regarding credits, clock hours, certification and contracts, please review the [Key Points for Certificated Employees](#).

More Important News

DCP CUSTOMERS NOW HAVE A ROTH OPTION

If you've been a public employee for a few years now, you've probably been contributing to a Department of Retirement Deferred Compensation Plan (DCP) account and may have quite a balance saved up.

DCP now has a Roth option, and new and existing DCP customers can contribute to either or both.

Advantages of Roth: Your taxes might be higher in retirement because you'll no longer have tax deductions for dependents or mortgage interest. For this reason, you might choose the DCP Roth option. When it comes time to retire, you can take money out tax-free from your DCP Roth.

Advantages of pretax: However, you may appreciate the tax advantages you're receiving with DCP pretax. The pretax money in your DCP account can be used to buy an annuity when you retire. For that reason, you may want to contribute to DCP pretax.

Find out more about your Roth options: Mid-career? Attend a Q&A this Wednesday, Oct. 11, for mid-career customers. Over 50? Attend a Q&A next Wednesday, Oct. 18, for those who are near retirement.

See the Q&A schedule

No matter which option you choose, know that saving consistently with DCP is a great way to set yourself up for a successful retirement.

Savings options for your age

NEW EMPLOYEES – MAKING YOUR RETIREMENT PLAN CHOICE

If you are a new employee, working in a retirement-eligible position, you have the opportunity to choose between two retirement plans (Plan 2 or Plan 3). Enrollment information was sent via email to your district email address. The email includes a letter of understanding with your 90-day deadline period from your date of hire and the Plan Choice Guide. The booklet provides a thorough understanding of each plan and what factors to consider in selecting the plan best suited for you. The enrollment form can be found at the end of the Plan Choice Guide, please be sure to complete and return the forms required before your 90-day deadline. If you do not choose Plan 2 or Plan 3 within 90 days of your hire date, you will automatically default to Plan 2 with a contribution rate set by the Department of Retirement Systems (DRS). You can check your October pay stub (deduction and contribution totals) to determine if your plan choice has been activated. Please contact our Retirement Specialist should you have any follow up questions.

TAKING A LEAVE OF ABSENCE – WHAT DOES THAT MEAN?

Now, more than ever, when we feel under the weather we are staying home to prevent the spread of germs. Most companies, the state, and our own organization recognize the need and provide paid leave benefits for all district employees. What happens if we experience a need for more than a few days away from work responsibilities? Any circumstance that leads to an absence for six (6) or more days will require an official Leave of Absence authorization submitted to the Benefits office. This could be planned, or unplanned…consecutive work days, or intermittently for the same reason. If you are covered under a Collective Bargaining Agreement or Handbook, your group has detailed leave benefits available to you under different absence categories such as: illness, personal, maternity/paternity, or vacation. The first thing you want to do is to review these options available as it will be important to know how these might apply to your situation. For the benefit of your students and work team, reaching out to the Benefits office is imperative to get this process going for you. Coordination and communication from medical providers may also add extra complexity. Thirty (30) days advanced notice for items such as surgeries, new baby, or other planned situations can help your co-workers plan for your absence and avoid any possible payroll overpayment.

GET ENROLLMENT OPENS NOVEMBER 1

The 2023-24 GET enrollment period begins on November 1. The unit purchase price for the 2022-23 GET enrollment period has been set at $120.16 through June 25, 2024. You may open a new lump sum account until May 31, 2024, and add units to an existing account until June 25, 2024 at this year’s purchase price. Enrollment online is free, but you may also use a paper enrollment process for an additional $50 fee.

GET is Washington state's 529 prepaid college tuition program. It is governed by federal IRS rules and Washington State law (RCW 28B.95).

With GET, you save money by prepaying part or all of your child's college tuition costs now, to avoid paying higher costs in the future. The State of Washington guarantees that the value of your account will keep pace with the cost of resident undergraduate tuition and state-mandated fees at the most expensive public university in Washington (typically the University of Washington or Washington State University). Although the value of your account is determined by tuition costs at UW or WSU, you can use your account nationwide at practically any public or private college, university or vocational school, and the monetary value remains the same. **Everett Public Schools participates in GET's payroll deduction program.** When you are ready to start contributing, please follow the steps below:

- First, if you don't already have a GET account, you must open one between November 1 and May 31 annually.
- Once your GET account is established, complete the Employee Payroll Deduction Authorization form and return it to the Payroll department. Contributions can be as little as $20/month, though most choose to contribute more.
- If you ever need to make changes to your payroll deduction amounts, use the same Payroll Deduction Authorization Form.
- GET payroll deductions are after-tax deductions, as required under Section 529 of the Internal Revenue Code.

For more details visit this information page on the GET website or reach out to the GET Contact Center at 800.955.2318, or by email at getinfo@wsac.wa.gov.

WELLNESS – SMARTHEALTH INCENTIVE DEADLINE APPROACHING

Don't miss your chance to qualify for the SmartHealth $125 wellness incentive. The deadline is quickly approaching.

Each year, complete the SmartHealth well-being assessment (worth 800 points) and reach a total of 2,000 SmartHealth points by the deadline. Only employees who are enrolled in a SEBB medical plan are eligible.

The deadline is **November 30** for most employees. For new employees whose benefits begin between October 1 and December 31, the deadline is December 31.

Learn more about SmartHealth

- Visit SmartHealth (SEBB)
- Get activity ideas on the Reward yourself with SmartHealth flyer.
- Review the Accessing SmartHealth guide for step-by-step log on instructions.
- Watch the SmartHealth Overview video.

Questions?

- SmartHealth support: Call Limeade at 1-855-750-8866 (Monday through Friday, 7 a.m. to 7 p.m.) or email support@limeade.com.
- SEBB wellness benefits: Email Washington Wellness at wawellness@hca.wa.gov or call 360-725-1700.