

From: [Payroll](#)
To: [EPS.MailList](#)
Subject: NOVEMBER 2023 HR/PY Monthly Message
Date: Thursday, November 30, 2023 7:23:29 AM
Attachments: [image002.png](#)
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[EPS Inclement Weather.pdf](#)



An online newsletter for the staff of Everett
Public Schools

Human Resources and Payroll Monthly Message

November 2023

Upcoming Dates

- ★ **November 30**
Paydate for November
- ★ **December 18-January 1**
Winter Break – CRC offices are closed
- ★ **December 29**
Paydate for December
- ★ **[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](#).

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INCLEMENT WEATHER REMINDER

In October, the annual communication was issued relating to the District's Inclement Weather policies and procedures and is also attached to this communication.

Please review the attached document summarizing leave options for each employee group. 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.

GETTING READY FOR 2023 TAX RETURNS

Retirement Corner

The IRS has recently announced the 2024 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 \$23,000. 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 \$30,500.

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 high-deductible health insurance plan, qualify to enroll in a Health Savings Account (HSA). The HSA contribution limit will increase in 2024 to \$4,150 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..

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

Please review your consent to receive your W-2 Wage and Tax Statement and/or 1095-C Affordable Care Act (ACA) form electronically via Employee Online. 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.

☒ Opt-Out of receiving paper W-2 forms

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)  and save your record prior to December 31, 2023, to guarantee its effectiveness for this tax year. **IRS rules stipulate that each form must be**

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>

separately authorized. Without consent recorded, the documents will be mailed separately and may be delivered on different dates.

The IRS deadline to provide both the W2 and 1095 forms to individuals is January 31, 2024. 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.

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 2022 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](#). Taxpayers should gather Forms W-2, Wage and Tax Statement, Forms 1099-MISC, Miscellaneous Income, and other income documents before filing their return.

The IRS cautions taxpayers not to rely on receiving a 2023 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. Taxpayers requesting a paper check are much more likely to report an issue getting their refund because of non-receipt, forgery, theft or checks returned for a bad address, compared to taxpayers using direct deposit.

Need a bank account? Taxpayers without a bank account can learn how to open an account at an [FDIC-Insured bank](#) or with a credit union through the [National Credit Union Locator tool](#). Veterans can use the [Veterans Benefits Banking Program](#) to find participating banks and credit unions that offer free accounts.

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.

More Important News

RATE CHANGES BEGINNING JANUARY 1, 2024

The **Washington State minimum wage rate will be increasing** to \$16.28 per hour. Workers who are 14 or 15 years old may be paid 85% of the adult minimum wage, or \$13.84 per hour. More information regarding workplace rights can be found on the [Washington State Department of Labor & Industries](#) website.

Paid Family & Medical Leave premiums will decrease in 2024. Starting Jan. 1, 2024, employee rates will reduce from a rate of .0058208% of gross wages, to .00528582% of gross wages – or 58¢ per \$100 of gross wages **to 53¢ per \$100 of gross wages.**

The program is funded by premiums collected from employees and employers in Washington state. By law, the Employment Security Department (ESD) recalculates the premium rate annually in October based on program usage and premiums collected the previous year.

PROPER FOOTWEAR AND WINTER WALKING

There is never a more important time of year to pay attention to what you have on your feet. Winter is a time when you occasionally have to ditch your favorite stylish boots to make sure you have footwear with proper grip that is designed to provide better traction on icy surfaces. Your feet are your last line of defense to prevent a slip or fall on snow, ice, and wet surfaces. Making sure you have proper footwear is one of the most important things to consider, and possibly one of the best ways to stay safe. Here are a few tips you can consider when choosing footwear.

Selecting the Proper Footwear

- Tread - Rubber soles are best for avoiding slips on icy surfaces. Avoid leather soles, high heels, and shoes with open backs. Proper non-slip shoes typically have durable, anti-skid soles, and patterned or grooved tread for added friction on snow, ice, and wet surfaces.
- Lining - Choose fabric that increases insulation to keep feet warm and dry.
- Size and fit – Your shoes need enough room to allow for thick socks and be tall enough to protect ankles from the cold. If needed, wear winter boots to work and change to dress shoes once you are safely indoors.
- Ice Cleats - Although seldom needed, pull-on ice cleats are easy to use and light weight and greatly enhance traction in the snow.

Winter Walking – Tips to Remember

- ★ Wear a heavy, bulky coat that will provide cushion should you fall.
- ★ Wear bright-colored or reflective clothing to ensure drivers can identify you while walking.
- ★ Always use handrails when walking on stairs or any type of angled surface.
- ★ Keep your hands out of your pockets
- ★ Determine the safest path to get to your destination and take it. Do not attempt a short cut to save time.
- ★ Shuffle your feet and take short steps – it reduces your chances of falling.
- ★ Walk like a penguin – knees bent slightly, and feet pointed out slightly.
- ★ Use the wipe off mats at entrances to remove moisture from

your shoes.

★ Report potentially hazardous areas/unsafe conditions immediately so action can be taken to correct the issue or keep pedestrians out of the area (i.e., slick areas, wet floors, etc.)