

From: Payroll
To: EPS.MailList
Subject: JANUARY 2024 HR/PY Monthly Message
Date: Wednesday, January 31, 2024 7:01:55 AM
Attachments: image002.png
image001.png



Upcoming Dates

- ★ **January 31**
Paydate for January
- ★ **February 19-20**
Presidents' Day/Mid-Winter Break
- ★ **February 29**
Paydate for February
- ★ **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

What is vesting? Vesting is your right to the money contributed to your pension plan by your employer. Once you become vested, you're entitled to receive a pension benefit when you retire. You'll receive a monthly check for the rest of your life, even if you leave public employment. In Washington state this benefit is considered a contractual right.

Are you vested? [Vesting](#) means you've earned the minimum amount of service credit you need to be eligible to retire with a lifetime monthly pension from your plan. For Plan 2, this is 5 years. For Plan 3, you need 10 years or 5 years if at least one year is earned over age 44. The service credit you earn toward vesting is cumulative. This means if you separate but later return to public service, you can continue to earn service credit toward your vested status even if you didn't yet qualify when you separated.

More information on vesting and transitions that may impact your retirement, please visit the Department of Retirement Systems [career transitions webpage](#).

SEBB Information

An online newsletter for the staff of Everett Public Schools

Human Resources and Payroll Monthly Message

January 2024

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W-2 AND 1095-C FORMS

Your 2023 W-2 and 1095-C forms can be viewed in [Employee Online](#). **All employees have access to view their Federal Tax Forms electronically** by logging into [Employee Online](#) using your employee ID number and password. Once you are logged in, select the menu option entitled Payroll Information.

If you elected to receive either your W-2 or 1095-C electronically, this will be the only copy you receive.

If you did not submit an Electronic Consent please consider doing so in the future. Paper copies of the W-2 tax form were mailed out on Monday, January 29. We are mailing to the address on file in Human Resources pulled on January 17.

Paper 1095-C forms are expected to be mailed in February. **It is not necessary to wait for form 1095-C in order to file your 2023 taxes.** Taxpayers can prepare and file their returns using other information about their health insurance as these forms are not submitted in the return process.

FAQ: I've covered my dependents on my health insurance plan – why aren't they listed on the 1095? For Kaiser and Premera plans only, these coverages are not "self-insured". As such, the district does not complete Part III. The health insurance carriers, however, fall under a different category. You will find your dependent coverages on the form you receive directly from your medical provider. For UMP plans only, dependents will be listed on your 1095 from the district.

ANNUAL SICK LEAVE BUY BACK

Any employee who carried a sick leave balance of 60 days or more into January received an email notice on January 5 for this year's eligibility for buy back. There are several rules to consider if you plan to submit your [application form](#). **TODAY, January 31, is the deadline date to complete the online form and submit.** The form is electronic – paper forms will not be collected. **If you planned to and haven't yet submitted your request, please take this opportunity to do so without delay.**

SEBB 24/7 AND OPEN ENROLLMENT BENEFIT CHANGES

SEBB medical premium changes for 2024 are effective in this month's paycheck for your January 2024 coverage. Please review your new deductions on your paystub. If you made a change this year through SEBB's open enrollment process, new plan cards were mailed over the winter break. If you enrolled in either a health or dependent flexible spending account, the new 2024 deduction will also begin this month.

Some Everett Public School employees may qualify for health care coverage through the Washington Apple Health (Medicaid) program at no cost. If you would like to see if you or your dependents qualify for coverage, you may apply online at wahealthplanfinder.org, or by contacting the Health Benefit Exchange Customer Support Center at 1-855-923-4633.

On January 16, 2024, the Health Care Authority (HCA) introduced a new online enrollment system called [Benefits 24/7](#), replacing their older platform. Benefits 24/7 will integrate online account access for subscribers from the School Employees Benefits Board (SEBB) and Public Employees Benefits Board (PEBB) programs into one platform to allow for streamlined support and maintenance. This modernized web-based enrollment system will have a new look and expanded capabilities, providing self-service options such as managing benefits for yourself and your dependents, attest to premium surcharges, enroll in

[SEBB 24/7](#)

[SEBB Intercom Newsletters](#)

Contact Information

Compensation & Certification

(425) 385-4120 – Region 3 Schools
snorth@everettsd.org
(425) 385-4107 – Region 2 Schools
lodell@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>

PEBB retiree coverage, and get your statement of insurance. **What's New?** The name. Benefits 24/7 replaces SEBB My Account but looks and works very similarly. You'll be able to do more in Benefits 24/7, like enrolling in PEBB retiree coverage or SEBB Continuation Coverage when applicable.

If you need help accessing Benefits 24/7, including resetting your security questions and answers:

- Visit the [Help with Benefits 24/7](#) webpage.
- Employees: Contact your benefits office at x4115.
- Retirees and continuation coverage subscribers: Contact us through HCA Support.

Tip: Use the preferred browser, Google Chrome, for best results.

More Important News

W-4 EXEMPTION EXPIRATION

Under IRS regulations, any employee claiming "Exempt" from Federal Income Tax in 2023 will need to submit a new W-4 form for Tax Year 2024. Tax year 2023 exempt status will expire on February 15, 2024. If a new W-4 form is not received in the payroll office by February 15, the withholding tax will be calculated as if the employee is single.

IRS WEBSITE RESOURCES FOR TAXPAYERS

The Internal Revenue Service encourages taxpayers to check out [IRS.gov](#) for tips, tools and resources to help them get ready to file their 2023 federal income tax return.

- The [Interactive Tax Assistant](#) is a tool on IRS.gov that can help taxpayers with various tax law questions, including:
 - Who needs to file a tax return.
 - What is the best filing status to use.
 - Who can claim a dependent.
 - Who is eligible to claim a credit or deduct certain expenses.
- The [Earned Income Tax Credit](#) (EITC) helps low- to moderate-income workers and families get a tax break. EITC can reduce taxes owed and may give taxpayers a larger refund. Taxpayers can use the [EITC Assistant](#) to determine:
 - If they are eligible to claim EITC.
 - If they have any qualifying children or relatives.
 - The estimated amount of their credit.
 - The filing status they should use.
- Most refunds are issued in less than 21 calendar days. Taxpayers can use "[Where's My Refund?](#)" to check the status of their 2023 income tax refund within 24 hours of e-filing. Refund information is normally available after four weeks for taxpayers that filed a paper return. Information on "Where's My Refund?" will update overnight so there is no need to check the tool more than once a day.
- Taxpayers should make IRS.gov their first stop when looking for options to file their 2023 federal income tax return.
 - **IRS Free File.** Almost everyone can file electronically for free by using [IRS Free File](#). Those who are comfortable preparing their own taxes can use [IRS Free File Fillable Forms](#), regardless of their income, to file their tax return either online or by mail.
 - **Volunteer Income Tax Assistance/Tax Counseling for the Elderly.** Taxpayers can find organizations in their community with IRS certified volunteers that provide [free tax help](#) for eligible taxpayers including working families, the elderly, the disabled and people who speak limited English.
 - **MilTax.** A Department of Defense program, [MilTax](#) generally offers free return preparation and electronic filing software for federal income tax returns and up to three state income tax returns for all military members, and some veterans, with no income limit.
 - **Direct File pilot.** The IRS is piloting a new tax filing service during the upcoming filing season called Direct File that gives eligible taxpayers a new choice to file their 2023 federal tax returns online, for free, directly with the IRS. Find more information on [Direct File](#) about pilot eligibility, scope and the participating states.
- Most tax return preparers provide outstanding and professional tax service. However, choosing the wrong tax return preparer hurts taxpayers financially every year. Be sure

to check [tips for choosing a tax preparer](#) and how to [avoid unethical "ghost" return preparers](#). Taxpayers can use the [IRS Directory of Federal Tax Return Preparers with Credentials and Select Qualifications](#).

LEARNING OPPORTUNITIES – Tuesday Lunch & Learn

The *Tuesday Lunch & Learn* classes for all staff continue this month in the CRC Lunch Room, 10:30 am – 11:30 am!

During the *Tuesday Lunch & Learn* sessions, staff will not only learn a new skill, but also be provided with time to share and engage with colleagues. Participation will be limited to 20 per class and advanced registration in Frontline Professional Growth is recommended. Search for courses in the Frontline Catalog by using the Search Term *Tuesday Lunch & Learn*.

Staff should seek supervisor permission prior to registration.

February - March schedule:

DATE	TITLE	OBJECTIVES	INSTRUCTORS	DEPARTMENT
01/30/2024	Basic Pivot Tables Frontline 24010254	Using recommended pivot tables, selections made easy	Anne LaRue	Professional Learning
02/06/2024	Custom Pivot Tables Frontline 24010254	Creating custom Pivot Tables	Annalise Schiessl, Quiana Hennigan	Assessment
02/13/2024	Merging with Ablebits Frontline 24010256	Basic merging of two excel worksheets, worksheet setup, troubleshooting	Anne LaRue	Professional Learning
02/27/2024	Excel Tips & Tricks Frontline 24010350	Ablebits Ultimate Suite – Merge Cells, Merge Duplicates, Split Text, Split Names	Anne LaRue	Professional Learning
03/05/2024	Website Tips & Tricks Frontline TBD	Website – navigation, layout, editing your pages	Dennis Moton	Learning & Information Technology Services
03/12/2024	Canvas Frontline TBD	Introduction, tools, staff uses	Camlynn Tafa Jennifer Russell	Learning & Information Technology Services
03/19/2024	Introduction to Panels Frontline TBD	Introduction, setup, connecting, using in your role	Camlynn Tafa Jennifer Russell	Learning & Information Technology Services

WELLNESS WEBINARS

The Kaiser Permanente team is offering the following set of webinars below as resources and reminders **for all staff at Everett Public Schools**. See below for the next set of webinar opportunities, which will be February 8, 14, and 21 – please be sure to register in advance! These are at no cost, and are open to anyone interested in learning.

[Enhancing Safe Learning Environments Webinar Series](#) webinar series:

- This three-part professional learning series aims to address school safety at the intersection of health and wellbeing from January – March. Access to the recorded version of the first webinar in the series is accessible to anyone who registers for the remaining series
- Be sure to register in advance for our next discussion on [February 14, 2024](#):
 - The Role of School Administrators in Enhancing School Safety Efforts: School Administrators play an important role in creating safe, orderly, and welcoming schools. Join us as we review proactive measures school administrators can take to promote school safety and prevent violence.

The [Way to Staff Well-being in Schools](#) webinar series – **Clock Hours Available :**)

- This workshop series explores resources and tips to strengthen staff well-being at the individual, collective, and policy level.
 - Our foundational course, *The Way to Staff Well-being in Schools – Creating a Culture of Well-being*, will be offered at 3:30 pm - 5:00 pm PST on a bi-monthly basis (repeat)
 - Deep-Dive Way to Staff Well-being in Schools. Presented by Kaiser Permanente subject matter experts, offered 4:00 pm - 5:00 pm PST
- Be sure to register in advance of our next presentation on [February 21, 2024](#)

The [Here's to Your Health](#) webinar series:

- Each 30-minute session will focus on how to optimize your personal health. Learning sessions will be held quarterly on Wednesdays.
- Our next Here's to Your Health webinar on [February 8](#), from 12:30 pm - 1:00 pm PST,

which will focus on how to optimize your personal health. Entitled "*A Heart to Love*", Dr. Rachael Wyman will join us to celebrate American Heart Month and share tips and resources for keeping your heart healthy. Dr. Wyman is a board-certified cardiologist at Kaiser Permanente. Her practice includes general and preventive cardiology care. Dr. Wyman earned her medical degree at the University of Washington and completed residency and fellowship at the University of Wisconsin in Madison. She practices out of the Capitol Hill medical center.

- [Register now!](#)