

From: Payroll
To: EPS.MailList
Subject: FEBRUARY 2024 HR/PY Monthly Message
Date: Thursday, February 29, 2024 7:01:30 AM
Attachments: image002.png
image003.png
image001.png



Upcoming Dates

- ★ **February 29**
Paydate for February
- ★ **March 4**
Business Systems (Employee Online and Timecard Online) outage
- ★ **March 29**
Paydate for March
- ★ **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

How to time your retirement: Is it better to retire at the beginning of summer or at the end?

When it comes to retirement for teachers and school employees, a few months can have a big impact. Your decision will be affected by two things: Cost-of-Living Adjustments (COLA) and healthcare with the Public Employees Benefits Board (PEBB).

Find out more about these two important pieces and see examples of a July or September retirement at the following Department of Retirement website at: <https://www.drs.wa.gov/school-employees-time-newsfeed/>

SLAM THE SCAM! On March 7, 2024, the Social Security Administration and the Office of the Inspector General are promoting **#SlamTheScam** for the fifth annual National Slam the Scam Day in an effort to bring public awareness of government imposter scams that continue to happen nationwide.

Do you know what to do if you receive a scam call, text message, letter, or email? Follow these simple steps to **#SlamTheScam**: ssa.gov/scam

Avoid becoming the victim of fraud and know what to do if your Social Security information is compromised. Scammers pretend to be government employees. They may threaten you and demand immediate payment. Don't be fooled! HANG UP! Report the scam at: <https://oig.ssa.gov/>.

An online newsletter for the staff of Everett Public Schools

Human Resources and Payroll Monthly Message

February 2024

IN THIS ISSUE:

[Planned Employee Online Outage](#)
[September Accrual Payroll](#)
[1095-C Forms](#)
[Annual Sick Leave Buy Back](#)
[Certificated Voluntary Transfers – 2024-2025](#)
[Summer Academy Positions Available Now](#)
[Use It or Lose It: Deadline for FSA Funds](#)
[Tax Assistance for 2023](#)

PLANNED EMPLOYEE ONLINE OUTAGE

Planned maintenance will be performed on the district's BusinessPlus system beginning Monday, March 4, starting at 4:30 pm. Employee Online and Timecard Online portals will also be offline during this outage window. All systems are expected to be back in service on Tuesday morning, March 5, at 7:00 am. Staff should log in prior to 4:30 on Monday to download tax or pay stub information, or to enter time in Timecard Online, otherwise wait to access Employee Online until Tuesday.

SEPTEMBER ACCRUAL PAYROLL

We shouldn't be talking about SEPTEMBER already – but we are! Many departments are beginning to look ahead at programs that begin to take place over the summer and into the new school year. During the development of the 2024-25 school and payroll calendars, the payroll office is moving forward with the elimination of the mid-September accrual pay date. Historically, the payroll office will pursue and collect any additional time worked, including workshop pay that takes place prior to August 31, within the first week of September so that these hours can be paid and accrued into the correct budget year in which they were worked. This "accrual pay date" resulted in this accrued time being paid out to employees in mid-September.

What is changing? **There will not be a mid-September payroll pay date.** Any additional accrued pay will be deposited into employee accounts on the regular September pay date, which, this year is Monday, September 30, 2024.

What is staying the same? The accounting guidelines remain the same, in that time worked August 31 and earlier must be accrued back into the budget year in which it was incurred. The payroll office will still be pursuing those timecards and workshop pay hours taking place in August (and prior) for collection no later than the regular payroll office timesheet deadlines, as posted in the 2024-25 payroll calendar.

Please take note of this change as September will come quicker than we think!

1095-C FORMS

Paper 1095-C forms were mailed out this week to those of you who did not provide Electronic Consent. **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](#).

If you did not submit an Electronic Consent please consider doing so in the future.

FAQ: I've covered my dependents on my health insurance plan – why aren't they listed on the 1095? For Kaiser and Premiera 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

Eligible employees who submitted the Annual Buy Back of Accumulated Sick Leave online form to the payroll office by the January 31 deadline, will see the SICK LV BUY BACK value on your paycheck stub this month. *(Only those employees that have accumulated 60 or more sick days as of December 31 were eligible and received notices in January.)* As a reminder, any days redeemed under the buy back program are paid at a rate of one (1) day paid for each four (4) days cashed out (or 25%), in accordance with WAC 392-136-015.

CERTIFICATED VOLUNTARY TRANSFERS – 2024-2025

Per Section 5.11 – Assignment and Transfer, Paragraph D.4.a, the District shall solicit interest and preferences for voluntary transfers for all employees. If you would like to provide Human Resources with your interests and preferences, complete the [Transfer Interest and Preferences](#). Please submit the form to

<p>SEBB Information</p> <p>SEBB 24/7</p> <p>SEBB Intercom Newsletters</p>	<p>Contact Information</p> <p>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</p> <p>Benefits (425) 385-4115 benefits@everettsd.org</p> <p>Payroll (425) 385-4160 payroll@everettsd.org</p> <p>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.</p> <p>The following employees have been designated to handle questions and complaints of alleged discrimination:</p> <p>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</p> <p>Address: PO Box 2098, Everett, WA 98213</p> <p>Translated versions of this statement can be accessed at: https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection:4128</p>
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Human Resources by March 31, 2024.

Please note, completing the Transfer Interest and Preferences form does not assure a voluntary transfer. Per Section 5.11 – Assignment and Transfer, Paragraph D.4.b, Employees seeking a voluntary transfer for the following school year shall submit a transfer request in response to an internal or external posting.

If you are considering seeking a voluntary transfer for the 2024-2025 school year and are interested in specific schools, watch for any possible vacancies to be posted on the Everett Public Schools website and apply for an internal transfer through the on-line application process at the time the opening is posted. To access the vacancy postings and online application process, visit our website at <http://www.everettsd.org/jobs>. You can view the vacancy postings as well as apply on-line from this site. Certificated positions are posted to this site on Tuesdays and are posted for five days.

If you have any questions regarding the transfer process, please call Mary O'Brien, Human Resources Director, at (425) 385-4106.

More Important News

SUMMER ACADEMY POSITIONS AVAILABLE NOW

Everett Public Schools is hosting [Summer Academy](#) for middle and high school students from July 8 – July 26. There are certificated and classified postings for summer programming through [Frontline](#). Support students grow as readers, writers, mathematicians, and learners during the month of July – and grow your own practice! If you have questions, please email summerschool@everettsd.org. We look forward to having you join us!

USE IT OR LOSE IT: DEADLINE FOR FSA FUNDS

If you were enrolled in a Medical Flexible Spending Arrangement (FSA) last year, you have a deadline to spend your 2023 funds. You must submit all eligible 2023 Medical FSA claims for reimbursement to Navia Benefit Solutions by March 31, 2024. Per IRS regulations, up to \$570 unclaimed funds can be rolled over if you have a) re-enrolled in an FSA for the 2024 tax year, and b) have at least \$120 remaining at the end of March 31. Outside of those parameters the IRS requires any unused funds in your account be forfeited after March 31. Forfeited funds are returned to the plan administrator, the Health Care Authority, and once returned, you cannot reclaim those funds.

How to submit claims and supporting documentation:

- Online: Log in to your [Navia account](#)
- Email: claims@naviabenefits.com
- Mail: Navia Benefit Solutions, PO Box 53250, Bellevue, WA 98015
- Fax: 1-425-451-7002 or toll-free 1-866-535-9227

TAX ASSISTANCE FOR 2023

Navigating the tax return preparation process can be intimidating if you're filing for the first time. [IRS Free File](#) can help. This program provides free tax preparation, free electronic filing and free direct deposit for eligible taxpayers.

The IRS Free File income limit for tax year 2023 is \$79,000 for families and individuals. Read the full article on IRS Free File at <https://www.irs.gov/newsroom/first-time-tax-filers-irs-free-file-can-make-filing-easier>.

The IRS's Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE) programs offer free basic tax return preparation and more personalized service to a different set of qualified individuals as listed below. The VITA program has operated for over 50 years. VITA sites offer free tax help to people who need assistance in preparing their own tax returns, including:

- People who generally make \$60,000 or less
- Persons with disabilities; and
- Limited English-speaking taxpayers

In addition to VITA, the TCE program offers free tax help, particularly for those who are 60 years of age and older, specializing in questions about pensions and retirement-related issues unique to seniors.

While the IRS manages the VITA and TCE programs, the VITA/TCE sites are operated by IRS partners and staffed by volunteers who want to make a difference in their communities. The IRS-certified volunteers who provide tax counseling are often retired individuals associated with non-profit organizations that receive grants from the IRS.

Before going to a VITA or TCE site, see [Publication 3676-B](#) for services provided and check out [What to Bring](#) to ensure you have all the required documents and information our volunteers will need to help you. Find a VITA or TCE site near you using the [VITA/TCE Locator Tool](#) or call 1-800-906-9887.

Prepare yourself for **next year's** tax return by reviewing the following options to adjust your taxable income:

- Update your W4 Filing Status. As of January 1, 2020, the tax form for withholding allowance has had a dramatic makeover. Knowing how to adjust is more complicated, but can be done. The IRS has provided worksheets to help you calculate where your tax payment should be. In general, higher amounts in boxes 3 and 4b will reduce taxes withheld from your paycheck – lower amounts will increase taxes withheld from your paycheck*. Log into [Employee Online](#) to make your changes electronically. You can change these values any time throughout the year.

- The IRS encourages taxpayers to utilize their [Withholding Estimator](#) to perform a quick “paycheck checkup.” Enter your wage totals either from your pay check stub or your tax return. This tool is more accurate for uncomplicated tax situations. Read more about using the Tax Estimator here: <https://www.irs.gov/newsroom/this-irs-online-tool-simplifies-estimating-2023-tax-withholding>
- If you'd rather pay yourself instead of the government, consider signing up for, or increasing your contributions to one of our [Tax Sheltered Annuity \(TSA\) plans](#), or a [Deferred Compensation Plan \(DCP\)](#). If you are not already enrolled in a [Flexible Spending Account \(FSA\)](#), when open enrollment comes around later this year, consider enrolling in one of the two flexible spending account plans offered. Most, if not all, can benefit from a Health Care FSA, while some can also utilize a Day Care FSA. All the above options are before-tax deductions, which will reduce your taxable income.

You might be surprised to see how an additional \$100 pre-tax payment into a TSA (for example) will reduce your net paycheck by only \$70 – and you will be putting yourself in a better tax position come next April!

** Please do your homework and/or seek a tax professional's assistance to discuss the best tax solution for you.*