

From: [Payroll](#)
To: [EPS.MailList](#)
Subject: MARCH 2023 HR/PY Monthly Message
Date: Friday, March 29, 2024 7:38:01 AM
Attachments: [image002.png](#)
[image001.png](#)



Upcoming Dates



March 29

Paydate for March



April 1-5

Spring Break



April 30

Paydate for April



[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](#).

**An online newsletter for the staff of
Everett Public Schools**

Human Resources and Payroll Monthly Message

March 2024

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IS YOUR CERTIFICATE EXPIRING SOON?

Many administrative, teaching, and ESA certificates expire on June 30 of each year. Please check your certificate expiration and apply early for renewals. If you are planning on working during summer school, your certificate must be renewed and be valid before the start of summer school.

For questions regarding certification issues, contact OSPI's certification office at (360) 725-6400 or access their recently updated website at: www.k12.wa.us/certification/default.aspx.

SUPPLEMENTAL DAYS/EXTENDED WORK YEAR VERIFICATION FORMS

(applicable to Counselors, Librarians, Psychologists, Student Advisors, Athletic Directors and CTE Instructors)

If you hold a supplemental contract for

Retirement Corner

Don't wait until something bad happens to you! Updating your **retirement or optional deferred compensation** beneficiary is easy from the [DRS online account](#). After you log into your account, you will see the words "My Account" on the left-hand menu. Select this link to find a list of items you can view or edit. Select "Beneficiary" to view and update your current designation. Once finished, select "Submit."

That's it! Your beneficiary information will stay in your online account. You can update it at any time.

Beneficiary changes for any optional **tax sheltered annuity (TSAs)** should be made directly through your TSA provider.

Beneficiary changes for both **life insurance** and **AD&D insurance** should be submitted using the [MetLife MyBenefits portal](#). You can also call MetLife at 1-833-854-9624 to request a Group Term Life Beneficiary Designation form.

SEBB Information

[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

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

additional days or hours worked, you may submit the verification form of your completed hours to the Human Resource office at any time before August 1, 2023. Forms were sent earlier this year to eligible employees. Equal installments for the supplemental and extended day pay have been included in your monthly payroll warrant. Failure to complete and return this verification form by August 1, 2023, can result in a payroll deduction for the undocumented hours. If you have misplaced your form, please send a request via email to [HR Records](#).

More Important News

COMMUTE TRIP REDUCTION PARTICIPATION

Did you know? Everett Public Schools has recently qualified to participate in the Commute Trip Reduction (CTR) program, established in 1991 as a result of passage of the Clean Air Act. CTR law aims to reduce the number of miles that employees drive alone on their commutes in order to promote a healthy climate and improve traffic congestion.

Everett Transit provides resources and materials to support this program and educate commuters of the transportation options available to you and your family in and around Snohomish County. Public transportation is a reliable, stress-free alternative to driving alone and is often paired with one of the following options-- and makes you a multimodal commuter! Plan your route today.

[Routes & Schedules](#)

Share a ride! Build community, friendships, and trust traveling to and from your workplace. Start or join a vanpool or carpool group, sign up at rideshareonline.com

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>

Enjoy the benefits of an active lifestyle by biking to work, or take it on the bus and bike for the last mile to the office. Learn more about our [bicycle friendly community](#).

Is there any better duo than walking + busing? Leave the driving to the professionals and appreciate the details of your commute while getting some light exercise between stops.

- Transit trips are 10 times safer (per mile) than car trips
- Youth age 18 and under ride for free
- Riding transit is a great way to reduce stress and complete tasks you may ordinarily not have time for, such as: reading, finishing work emails, meditation
- Everett Transit offers free rider training and education

Additional information to plan your commute options are available at the following Everett Transit site: <https://everetttransit.org/326/Planning-a-Trip>

WEBMD HOSTED LUNCH AND LEARN

Join WebMD for a 30-minute Lunch and Learn webinar. The webinar will:

- Highlight benefits of different fitness components for overall health
- Evaluate fitness trends and popularity
- Introduce the SmartHealth Invitational Team Steps Challenge and Washington Moves event

Wednesday, April 3, 2024
Noon to 12:30 p.m.
GoTo Webinar

How can I sign up?

Register to join the webinar on April 3.

The [webinar](#) is recorded and available to watch on YouTube.

Closed Captioning options

To enable closed captioning on a computer, use the Google Chrome browser.

1. Open Chrome.
2. From the top right, select **Settings > Accessibility**.
3. Enable **Live Caption**.
4. While the video is playing, select **Media Control** to turn on captions. If your video is set to autoplay, be sure to turn on the video volume for live captions to work.

To enable closed captioning from a mobile device, search for "closed captioning iPhone" or "closed captioning Android" for instructions.