

From: [Payroll](#)
To: [EPS.MailList](#)
Subject: MAY 2024 HR/PY Monthly Message
Date: Friday, May 31, 2024 7:01:53 AM
Attachments: [image002.png](#)
[image001.png](#)



Upcoming Dates



May 31

Paydate for May



June 19

Juneteenth Holiday



June 20

Last Day of School



June 28

Paydate for June



[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

An online newsletter for the staff of
Everett Public Schools

Human Resources and Payroll Monthly Message May 2024

IN THIS ISSUE:

[EEA Receiving Electronic Contracts](#)
[Last Day for Expiring Certificates](#)
[Personal Day Cash Out / Carry Over](#)
[Important Updates About Public Service Loan Forgiveness](#)
[Paraeducator Records – End of Year Deadline](#)
[Paraeducator Fundamental Course of Study Resources](#)
[Lunch and Learn: Nutrition Made Easier](#)
[Stay Well During Summer Break](#)

EEA RECEIVING ELECTRONIC CONTRACTS

Beginning May 29 and continuing through the end of the work day on May 31, 2024, emails are being delivered to EEA district email and personal email (if we have them on record) accounts notifying staff that contracts are available and authorizations will be collected electronically using [Employee Online](#). When you receive this email, it will include another link to Employee Online and instructions on how to review and approve your contracts (both Base and Supplemental). Keep in mind that if you connect from home you will be required to provide additional authentication into our secured network.

After your approval is accepted and

To view the eligible list of employees qualified for shared leave donations, [click here](#).

Retirement Corner

DCP Roth and Roth IRA? Washington's Deferred Compensation Program (DCP) offers a Roth option in addition to the traditional pretax option many customers contribute to. While DCP is available only through the Department of Retirement Systems (DRS), an IRA, or Individual Retirement Account, is a type of account you can set up on your own through the OMNI group. More information and a handy chart of comparison can be found in [a recent post](#) from DRS.

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
kdroullard@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>

recorded, the contract documents will remain on Employee Online in your profile, so you can access or print them for your files whenever it is convenient for you. HR will NOT need you to print and send a copy of the contract.

Once issued, you have 10 calendar days to accept your contracts. Contracts will be held for any individual whose certificate/permit is pending or has not yet been submitted to the [HR Records](#) office. Once HR Records has received confirmation of a completed certificate/permit, you will be issued your electronic contract.

If you experience any challenges accessing your document or you did not receive any district or personal emails "Pending Employee Contract Notification" by May 31, 2024, and feel you should have, please send a message to snorth@everettsd.org (Region 3) or todell@everettsd.org (Region 2) or kdroullard@everettsd.org (Region 1 and departments) where the HR team will be monitoring and answering questions.

LAST CALL FOR EXPIRING CERTIFICATES

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.

PERSONAL DAY CASH OUT / CARRY OVER and ADMINISTRATOR / 260-DAY

PROFESSIONAL TECHNICAL VACATION BUY BACK

Earlier this month, staff who still carry a personal day balance were emailed notification of the option to carry unused days into the next contract year (2023-24). Please refer to the Personal Leave sections of the respective Collective Bargaining Agreements for details. Completion of the applicable form is required for application of this option. You need to be logged into your IDNumber@apps.everettsd.org browser window in order to authorize entry to these forms.

TEACHERS (EEA)	PARAEDUCATORS (EAP)
EEA Personal Day Carry Over Google Form	EAP Personal Day Cash Out/Carry Over Google Form

NURSES (EHSA)	OFFICE PROFESSIONALS (EAEOP)
EHSA Personal Day Cash Out/Carry Over Google Form	EAEOP Personal Day Carry Over Google Form

Your entries need to be submitted no later than June 30.

Likewise, certificated and classified administrators and 260-day professional technical staff who meet eligibility requirements, received notice of their annual opportunity for vacation buy backs on May 13. Submission for these buy back days is collected through [Timecard Online](#) only, and **is due no later than June 25**. Vacation hours elected for buy back will be posted, and payment will be included, on your July 31 paycheck.

More Important News

IMPORTANT UPDATES ABOUT PUBLIC SERVICE LOAN FORGIVENESS

Public Service Loan Forgiveness (PSLF) is a federal program that forgives the remaining balance on Direct loans for public service employees after they have made 120 qualifying monthly payments (approximately 10 years) under a qualifying repayment plan while working full time for an eligible public employer, **such as Everett Public Schools**. The PSLF program is a key benefit of public service employment.

Recently, the Office of Financial Management issued information related to the PSLF program, and updates including the following information:

- The Department of Education Federal Student Aid program is taking over form processing for the PSLF program from MOHELA. There is a new [manual PSLF form](#) that includes the updated contact information and mailing address to send manual forms to.
 - Mail to: U.S. Department of Education P.O. Box 300010, Greenville, TX 75403.
 - Fax to: 540-212-2415.
- **There is not a phone number for employers to contact FSA regarding issues on PSLF forms.** To limit issues, you are encouraged to use the PSLF Help Tool. Escalate issues with the PSLF form to the Office of the Student Loan Advocate at loanadvocate@wsac.wa.gov. If borrowers are having issues with their PSLF form, submit a complaint to the [Washington State Student Complaint Portal](#).
- The Income Driven Repayment (IDR) Account Adjustment deadline

has been extended to June 30, 2024. Learn more [here](#).

- IDR Payment Adjustment webinar on **June 5, 2024**, 12:00-1:30pm (one hour webinar followed by 30 min Q&A). [Register today!](#)
- PSLF Q&A Session on **June 27** from 12-1:30pm. This link will be posted shortly to the Student Loan Advocate's [PSLF webpage](#).

More information and a direct connection to a student loan advocate service can be found [here](#).

PARAEDUCATOR RECORDS - END OF THE YEAR DEADLINE

It is hard to believe, but the 2023-24 school year is quickly coming to a close. All professional development and Certificate records used to assess paraeducator salary premiums are due no later than **Friday, June 28, 2024**. All Certificate requests with OSPI should allow time for review and corrections in case of errors. Records may be submitted electronically or by in-district mail to Human Resources, Community Resource Center (CRC) c/o Anne LaRue, alarue@everettsd.org.

Helpful links for paraeducators:

- [FCS Continuing Ed clock hour form](#)
- [Paraeducator Certificate Program](#)
- [Education Data System eCertification portal](#)
- [Paraeducator eCertification User Guide](#)
- OSPI eCertification office for account or portal support: cert@k12.wa.us or 360-725-6400

PARAEDUCATOR FUNDAMENTAL COURSE OF STUDY RESOURCES

Everett Public School's [paraeducator](#)

[professional development website](#)

contains a variety of resources, including:

- Paraeducator Certificate Program Overview
- Steps for completing the 28-hour Fundamental Course of Study (FCS) curriculum
- Certificate options and OSPI certification tools
- Frontline Classified Transcript support
- Optional Professional Learning

LUNCH AND LEARN: NUTRITION MADE EASIER

Join WebMD for the Nutrition Made Easier lunch and learn webinar.

Objectives:

- Describe the impact of eating habits
- Identify the parts of the Nutrition Facts label
- List foods that make up a healthy diet
- Choose 3-5 tips to make healthier choices
- Learn about the Five to Thrive Challenge

When and where

Wednesday, June 5, 2024

Noon to 12:30 p.m.

GoTo Webinar

How can I sign up?

[Register](#) to join the webinar on June 5.

A recording will be available on [HCA's website](#) by June 12.

Live captioning available:

Communication Access Real-time Transcription (CART) services, or live closed captioning, are available for this event, on demand. To request this accommodation, please submit a request to [Kristen Stoimenoff](#) as soon as possible. If you make your request less than a week

in advance of the event, our language access manager cannot guarantee that a CART writer will be available.

STAY WELL DURING SUMMER BREAK

As the end of the school year nears, we encourage you to make the most of your summer break by prioritizing your well-being. Take time to recharge, practice self-care, build resilience, and focus on yourself. Below are some SmartHealth activities and challenges you might enjoy over the summer:

Fun in the sun - Learn about precautions to stay safe and healthy in the sun. Summer is a great time to get outdoors and spend time with your friends and loved ones, but it's also important to stay safe and healthy while outdoors during the summer.

Body scan meditation - Experience the transformative power of the body scan meditation as you cultivate a deeper connection with yourself and the moment. Whether you're new to meditation or seeking to deepen your practice, this guided journey offers a gentle and nourishing way to nurture your body, mind, and spirit.

Mix it up at the grocery store - Challenge yourself to mix it up at the grocery store and try a fruit or vegetable you've never had before. There's a world of flavors waiting for you to explore.

Plan a summer staycation - Explore tips on how to plan the perfect summer vacation at home! Create unforgettable summer memories without ever having to leave your home.

Qualify for a \$125 wellness incentive in 2025!

Eligible subscribers can qualify for a \$125

reduction off their SEBB medical plan deductible or a one-time \$125 deposit into their health savings account (HSA) if they have a high-deductible health plan (HDHP). Complete the well-being assessment and other activities to earn a total of 2,000 points by November 30, 2024.

Learn more about SmartHealth on [HCA's website](#). Visit [Accessing SmartHealth](#) for help logging on.

Thank you for all you do!
The SmartHealth Team
Supporting you on your journey toward living well

