

From: [Payroll](#)
To: [EPS.MailList](#)
Subject: AUGUST 2024 HR/PY Monthly Message
Date: Friday, August 30, 2024 7:01:29 AM
Attachments: [image002.png](#)
[image001.png](#)



Upcoming Dates

- ★ **August 30**
Paydate for August
- ★ **September 4**
First Day of School!
- ★ **September 10**
Deadline for paper timesheets and Accounting reimbursements for the 2023-24 school year
- ★ **September 30**
Paydate for September
- ★ **[2024-25 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

An online newsletter for the staff of Everett Public Schools

Human Resources and Payroll Monthly Message

August 2024

IN THIS ISSUE:

[Welcome to the New School Year](#)
[Wrapping Up the 2023-24 School Year in the Books](#)
[Fall Flu Clinics Near You](#)
[New School Year Reminder for IRS Educator Deduction](#)
[YMCA Special Offer to School District Staff](#)
[Let's Go to the Fair!](#)
[Building Resilience to Manage Stress](#)

WELCOME TO THE NEW SCHOOL YEAR

Welcome to all the new staff who enter into our building sites this week. There are a lot of new faces to learn and new information to share for use inside the classroom and out. There is also a large amount of paperwork to be completed and collected from our newly hired staff. If you are new to the district and haven't yet made your retirement plan choice, the Department of Retirement Systems (DRS) has published the following link to a pre-recorded webinar on making your plan choice: <https://www.drs.wa.gov/choice/>

Related to SEBB benefits, new employee benefit selections are accepted through [Benefits 24/7](#) up to 31 days past hire date. Unless you experience a [Special Qualifying Event](#), no benefit changes can be made until our annual Open Enrollment period, under the SEBB program, which will begin on **October 28**.

WRAPPING UP THE 2023-24 SCHOOL YEAR IN THE BOOKS

The Accounting and Payroll offices have a shared

The start of a new school year and salary schedule is a good time to consider increasing your participation in an investment program. Investment participation in a 403(b) retirement program is an optional benefit for [any district employee](#). The OMNI group administers enrollment for all our plan options. Visit their webpage at www.omni403b.com/plandetail/7632 for provider information and instructions on making updates to your contribution or signing up for a new plan.

The Department of Retirement Systems' Education & Outreach team will provide the following **live webinar presentations** during the week of September 10:

September 10

[Budget & debt management](#) (10am)
[Choosing a plan for new members of PERS, SERS, TRS](#) (12pm)
[Taking the fear out of retirement](#) (2pm)
[Disability & death benefits PERS, SERS, TRS](#) (4pm)

September 11

[Washington State DCP](#) (9am)
[Early retirement for PERS, SERS, TRS](#) (2:30pm)
[Purchasing an annuity or service credit](#) (4pm)

September 12

[Q&A topic: DCP Roth vs traditional](#) (12pm)
[Identity theft & protection](#) (2pm)
[Benefit options \(survivor\)](#) (4pm)

Select the topic link to sign up! We recommend joining the webinar a few minutes in advance to test connection and sound. Please review [Joining a Zoom webinar](#) for tips. Each webinar presentation can last up to 60 minutes. Most will include time for Q&A.

If you're unable to attend a live webinar, check out the [on-demand video library](#).

SEBB Information

deadline this year of **Tuesday, September 10** for the final day to accept timecard, mileage and reimbursement payments for any dates within the 2023-24 school year (through August 31, 2024). **This includes online webforms along with paper forms related to additional work hours, travel, mileage, employee reimbursements, account code changes (journal entries), interfund transfers, invoicing, or revenue refunds.**

As you log additional time in the new school year, **please submit your time to your supervisor promptly.** The longer you wait, the harder it is to remember details which increase the risk of multiple submissions throughout the year. Additionally, the timeliness of payment is of concern to state auditors. **Do not** hold on to paper timesheets for submission until the end of the school year. While electronic timesheets are submitted once per month, paper timesheet submissions should be turned in weekly to your supervisor or budget authority for payment.

As a reminder from our February Monthly Message, there will not be a mid-September accrual pay period. Any additional accrued pay will be deposited into employee accounts on the regular September pay date, which will be Monday, September 30, 2024.

FALL FLU CLINICS NEAR YOU

Up to date vaccinations are crucial for keeping healthy and strong during the flu season. That's why we've made it easy for any staff to schedule their vaccinations in the month of September! Everett Public Schools will host a flu clinic at the Community Resource Center:

**Wednesday, September 11
3-6:00 p.m.**

IMPORTANT REMINDERS

- Sign up online:
<https://www.safeway.com/vaccinations/group-clinic/EverettPublicSchool09112024>
- If unable to sign up online, participants will need to fill out a paper consent [form](#)
- If applicable, please add the last 4 of SSN on the form
- Each participant must bring their medical, prescription and/or Medicare part B card to

[Benefits 24/7](#)

[SEBB Intercom Newsletters](#)

Contact Information

Compensation & Certification

(425) 385-4120 – [Stephanie North](#)
(CHS, HMJA, HWD, GTWY, EIS,
CW, FV, MC, SF, TC, WOOD)

(425) 385-4107 – [Terri Odell](#)
(EHS, SEQ/PG, EVGN, NOR,
JEFF, MON, PC, SL, VR, WHIT)

(425) 385-4105 – [Kylie Drouillard](#)
(EM, GARF, HAW, JACK, LOW, MAD,
departments)

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

Gender Inclusive School Coordinator – Joi Odom-Grant 425-385-4100, jodom-grant@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>

vaccine appointment.

- Participants should wear a short sleeve shirt if possible.

Vaccinations at Kaiser Permanente Locations

Kaiser Permanente members to get a no-cost flu shot at any Kaiser medical clinic locations and through a network of commercial pharmacies. Starting in September, Kaiser members are encouraged to get a no-cost flu shot near them at kp.org/flu. Separately for KPWA members only, please note that flu vaccinations administered at a retail pharmacy are covered but members must submit a request for reimbursement.

More Important News

NEW SCHOOL YEAR REMINDER FOR IRS EDUCATOR DEDUCTION

As the new school year begins, the Internal Revenue Service reminds teachers and other educators that they'll be able to deduct up to \$300 of out-of-pocket classroom expenses for 2024 when they file their federal income tax return next year.

Under federal law, this \$300 cap is unchanged from 2023, continuing the adjustment for inflation that began in 2022 when the limit was raised from \$250.

This means that an eligible educator can deduct up to \$300 of qualifying expenses paid during the year. If they're married and file a joint return with another eligible educator, the limit rises to \$600. But in this situation, not more than \$300 for each spouse.

Who qualifies?

This deduction is available for teachers, instructors, counselors, principals and aides who work at least 900 hours a school year in a school providing elementary or secondary education. Educators filing jointly can claim up to \$600 if both spouses are eligible, but no more than \$300 per person. Educators can claim this deduction even if they take the standard deduction, and both public and private school educators qualify.

What's deductible?

Educators can deduct the **unreimbursed cost** of:

- Books, supplies and other materials used in the classroom.

- Equipment, including computer equipment, software and services.
- COVID-19 protective items to stop the spread of the disease in the classroom. This includes face masks, disinfectant for use against COVID-19, hand soap, hand sanitizer, disposable gloves, tape, paint or chalk to guide social distancing, physical barriers, such as clear plexiglass, air purifiers and other items recommended by the Centers for Disease Control and Prevention.
- Professional development courses related to the curriculum they teach or the students they teach. But the IRS cautions that, for these expenses, it may be more beneficial to claim another educational tax benefit, especially the lifetime learning credit. For details, see [Publication 970, Tax Benefits for Education](#), particularly Chapter 3.

Qualified expenses don't include the cost of home schooling or for nonathletic supplies for courses in health or physical education. As with all deductions and credits, the IRS reminds educators to keep good records, including receipts, cancelled checks and other documentation.

YMCA SPECIAL OFFER TO SCHOOL DISTRICT STAFF

As the school year quickly approaches, we want you to know about the Y's [special membership offer](#) exclusively for Snohomish County teachers, administrators and staff. The YMCA believes that strong communities are critical to raising healthy children. Taking care of and supporting educators and staff that work tirelessly all year in our schools is an important component of a healthy community.

All Snohomish County school district employees receive **\$0 Join Fee and 20 percent off membership fees** (an annual savings of up to \$400!). You can sign up online using **promo code SDEMP20** or at any one of our six Snohomish County locations. Please bring your school district identification when you first visit a branch to verify employment.

We hope that the Y can be a health and wellness resource for you and your family this fall. From group exercise classes to aquatics programs, personal training to community events, the Y offers

something for everyone.

LET'S GO TO THE FAIR!

The Benefits office is excited to announce complimentary tickets to this year's Washington State Fair (aka **Puyallup Fair**, not to be confused with the Evergreen State Fair in Monroe) to any paid district employee or enrolled student at Everett Public Schools. **The Fair begins Friday, August 30 and runs through Sunday, September 22.** More information can be found at www.thefair.com. A limited number of tickets have been delivered to school sites, so please check with your office manager if you are interested.

Educational Employee Tickets are **ONLY** for those people on the school/district payroll, referred to as "Educational System Employees." **This does not include spouses, community members, or volunteers.** Student Tickets (ages 6-18) are **ONLY** for the enrolled students of Everett Public Schools and can be obtained at the student's school. Children 5 and under have free admission.

What a great way to enjoy the end of Summer!

BUILDING RESILIENCE TO MANAGE STRESS

Join WebMD for the next lunch-and-learn webinar: Building Resilience to Manage Stress. The objectives for the session are as follows:

- Define resilience
- Review four core components of resilience
- Identify strategies to become more resilient
- Explore relaxation and mindfulness exercises

When and Where

Wednesday, September 18, 2024

Noon to 12:30 p.m.

[GoTo Webinar](#)

How can I sign up?

[Register](#) to join the webinar on September 18.

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

September 19.