

From: [Payroll](#)
To: [EPS.MailList](#)
Subject: SEPTEMBER 2024 HR/PY Monthly Message
Date: Monday, September 30, 2024 7:01:55 AM
Attachments: [image002.png](#)
[image003.png](#)
[image001.png](#)



Upcoming Dates

- ★ **September 30**
Paydate for **September and Accrual**
- ★ **October 11**
EPS LID Day
- ★ **October 31**
Paydate for October
- ★ **[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

September 2024

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DOUBLE-CHECK YOUR NEW ASSIGNMENTS

Each year we include a reminder to review your assignments, location, positions and hours assigned for you in the [Frontline Absence Management](#) absence reporting system. Schedules for assignments are often pre-populated with defaulted start and end times and may not reflect your actual on-site hours. Please review your assignment schedules here and contact your office manager with the correct information before you need to report an absence.

New to DRS? If you are a new school district employee hired for the first time into a SERS or TRS eligible position, you have an important decision to make about your retirement. If you haven't made your plan decision yet, please visit the Plan Choice page of the DRS website at www.drs.wa.gov/choice.

If no selection has been made, you will be assigned to Plan 2, and you have 90 days from your hire date to submit your plan choice paperwork to the payroll office. After 90 days, you will be permanently assigned Plan 2 and will no longer have the option to switch plans for the duration of your employment.

The Department of Retirement Systems (DRS) appreciates your participation in our member demographic survey. All responses are anonymous and will remain confidential. We will use the information solely to help ensure our members are better able to access, navigate, use, and receive services from DRS.

The survey should take about three minutes to complete. Thank you for the valuable input!

To take the survey, please select the following link:

<https://www.surveymonkey.com/r/MHZSLXC>

For additional information on the survey, please see below.

- **Purpose:** Facilitate a demographic survey to determine the language access and general accessibility needs of members receiving support and services from DRS.
- **Scope:** Agencies, departments, businesses, organizations, etc., served by DRS.
- **Intended outcomes:** To help ensure greater access and inclusion for members, in terms of being able to independently access, navigate, use, and receive services from DRS. This will result in greater empowerment and equitable outcomes for all members, particularly those who have limited English proficiency (LEP) and/or

CERTIFICATED STAFF – SALARY SCHEDULE ADVANCEMENT

To advance on the salary schedule for 2024-25 an official transcript or completed clock hour form must be submitted for each class not taken through Everett Public Schools and for all courses taken through Everett Public Schools prior to June 2, 2014. [Courses must be completed by October 1](#), and the clock hours and transcripts must be submitted and be on file in Human Resources **no later than Thursday, October 10, 2024**.

Courses completed through Everett Public Schools after June 2, 2014, will be included on the Everett Public Schools clock hour transcripts available through the [Frontline Professional Growth](#) system. Human Resources will be printing these transcripts and processing the courses, but it is your responsibility to review the transcripts to ensure accuracy prior to October 10, 2024. A separate clock hour approval form is not required for courses listed on these transcripts. You may also view the credits and clock hours that have been processed through human resources via [Employee Online](#) (Personal Information -> Education & Skills -> Courses).

Human Resources is located in the Community Resource Center at 3900 Broadway, in Everett. Any paperwork must be delivered to Human Resources during the office hours of 7:30 am – 4:30 pm, Monday through Friday. Documentation can also be mailed or delivered electronically, but must be received in the human resources department no later than midnight on October 10, 2024.

Paperwork needs to be received in Human Resources completed and ready to process. Completed paperwork consists

intellectual, developmental, or physical disabilities.

- **Tentative timeline:** September 2024 – January 2025

If you have any questions or concerns regarding the survey, please email:

drs.medcustomereperience@drs.wa.gov

SEBB Information

[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 and ADA Coordinator

Chad Golden
PO Box 2098, Everett WA 98213
425-385-4100
CGolden@everettsd.org

Section 504 Coordinator

Dave Peters
PO Box 2098, Everett WA 98213
425-385-4063
DPeters@everettsd.org

Gender-Inclusive Schools Coordinator

Joi Odom Grant
PO Box 2098, Everett WA 98213
425-385-4137

JGrant@everettsd.org

Address: PO Box 2098, Everett, WA 98213

of:

- Official transcripts, clock hour forms, and in-service forms with all sections completed (including signatures of the employee, instructor, and supervisor)

Clock hour forms must be completed and have all the appropriate signatures (transcripts must be official). Incomplete clock hour and credit paperwork cannot be processed for salary adjustments and will be returned to you.

Staff should send their completed paperwork to their appropriate support [C&C staff member](#):

- Kylie Drouillard
kdrouillard@everettsd.org
- Terri Odell todell@everettsd.org
- Stephanie North
snorth@everettsd.org

RECORDING ABSENCES

Any absence from the workplace must be reported into Frontline using the appropriate leave code, specific to the types of leave available for use to you. If you work a school-year calendar, your primary leave options are Sick/Illness leave or Personal leave.

Requesting **Leave Without Pay** must have prior approval from Human Resources. A request for one to five days is completed on a Payroll Absence Verification [Form](#), includes an explanation for the request and is sent to human resources for prior approval – supervisor's signature is not needed. This also applies to requests you submit through Frontline. Requests will be routed to HR for approval, while still allowing for a substitute to be assigned to the job. When requests are submitted through Frontline, there is not a need to complete

Translated versions of this statement can be accessed at:
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-4736>

the paper form for back up, as long as it has been entered in Frontline.

To ensure absence reporting for all staff, a submission may be entered into Frontline as an “unreported absence” on the day they occur. If an employee fails to update the reason for the absence in Frontline within the 24-hour grace period or fails to submit an Absence Verification [Form](#) before the [monthly pay period ends](#) that would identify a paid leave code, the employee will receive an unpaid workday.

Additionally, absences for **Bereavement** or **Emergency Leave** will require an explanation (i.e., relationship to you) for the request.

If you request an absence for six or more days, you must have Benefits office approval **prior to taking leave**. A request for a Leave of Absence is completed on a Leave of Absence Request Form ([Frontline Central](#)->My Forms->Forms I Can Start) and sent to Benefits for review. Please submit early to allow for time for provider documentation and coverage planning.

ANNUAL SEBB BENEFITS OPEN ENROLLMENT OCT 28 - NOV 25

Annual open enrollment is from October 28th – November 25th this year.

Employees can make changes to their SEBB benefits that will take effect January 1, 2025.

Most changes can be made using [Benefits 24/7](#) while other changes may require a form. All changes must be submitted no later than the last day of annual open enrollment, November 25th. Please log into your account and review your current coverages to verify they are how you wish. During open enrollment you can:

- [Change medical, dental, and vision plans.](#)

- [Add or remove eligible dependents.](#)
 - Dependent verification is required when adding dependents to coverage. Visit the [Dependents](#) page for more information.
- [Waive medical coverage](#) if already enrolled or enrolling in other employer-based group medical insurance, a TRICARE plan, or Medicare effective January 1.
- [Enroll in a medical plan](#), if medical was previously waived.
- [Attest or re-attest](#) to the spouse or state-registered domestic partner (SRDP) coverage premium surcharge.
- [Enroll or reenroll in an FSA or the DCAP](#) (Medical Flexible Spending Arrangement or Limited Purpose FSA and/or the Dependent Care Assistance Program).
 - Employees must reenroll during annual open enrollment each year to continue participating for the following year. Enrollment does not automatically continue from plan year to plan year.

More Important News

CERTIFICATE RENEWAL PROCESS UPDATE

The Office of the Superintendent of Public Instruction (OSPI) has issued the following announcement regarding the **requirement for educators to apply now to renew their certificates on or before January 1, 2025, for those educators have a certificate expiring on June 30, 2025.**

Due to a change in renewal processes, adopted by the Professional Educator Standards Board, educators **must now apply to renew their certificate six**

months prior to the expiration date listed on their certificate. Any

application to renew a certificate submitted on January 2 or after, will be considered late.

Applying late will have an impact on the educator as those educators will not be able to start counting clock hours for their next renewal until after their next certificate is issued. With this being the case, the OSPI Certification Department strongly advises all educators to apply to renew on time, if at all possible.

- This process change will allow educators and districts significantly greater time to plan for staffing needs, as well as allowing OSPI's Certification Department more time to work with educators and districts to resolve challenges that occur during an educator's renewal process.
- The goal of this process change is to eliminate the chance that an educator will have a gap in their certificate's validity or that an educator might be in danger of starting the school year without their certificate being renewed.
- Washington state school districts must still verify that educators hold a valid and current Washington state certificate issued by the Superintendent of Public Instruction for positions in which a certificate is needed ([RCW 28A.410.070](#)).
- Certificates will not be issued to any educator who has not applied for a certificate or certificate renewal.

Refunds will not be granted or issued to individuals who submit incorrect applications or who apply when it is not necessary for them to do. Refund information is located in [WAC 392-194-002](#).

It is the employee's responsibility to be aware of their certificate('s) expiration date, take the necessary steps to renew

in a timely manner, and forward a copy of their renewed certificate to HRRecords@everettsd.org upon completion with OSPI.

VECTOR TRAINING REMINDER

Each year all employees are required to completed Vector trainings, **which must be completed by the October 31**. New employees will have 90 days from their start date to complete the training. Using your web browser, go to the Vector Training website for Everett Public Schools: <https://everett-wa.safeschools.com>

Additional information regarding Vector is available at:

<https://www.everettsd.org/Page/12149>

YOU'RE INVITED TO A VIRTUAL VEBA FAIR

To help you better understand your VEBA benefit, VEBA Plan representatives from Gallagher will be offering two **Virtual VEBA Fairs**. These live 30-minute virtual VEBA presentations will provide a quick overview of the VEBA Plan followed by a Q&A session for you to ask any questions you may have. Just pick the date and time that works for you and click the registration link.

For more information now, read the [VEBA Plan Benefits Guide](#) and check out the VEBA Plan's new [Video Library](#).

- October 15, 4:00-4:30 PM [Click here to register](#)
- October 17, 4:30-5:00 PM [Click here to register](#)

WHEN TO CONSIDER REVISING A W-4

When life changes occur, it may be necessary to resubmit a W-4 with an adjusted withholding amount. Paying too much tax throughout the year means a

refund. However, if you pay too little, you may be surprised by a large tax bill. You can revise your withholding at any time during the year, but keep a close eye out to your paycheck's bottom line to be sure you are getting the expected changes desired. If you want to avoid paying taxes when you file your tax return, it is better to withhold more income throughout the year. However, there is a lost opportunity when withholding more than necessary. By overpaying taxes, you lose the chance to invest those funds and potentially grow your capital. Below are some major life events that might warrant a W-4 update:

- Marriage or Divorce
- Birth or Adoption
- Major Expenses (i.e. new home purchase, dependent care expenses)
- Additional Job or Side Job (addition of income from multiple jobs)

When you are ready to make a change to your W-4 information, please review the [IRS worksheets](#), the IRS [Tax Withholding Estimator](#) online tool, and/or the [IRS video](#), and then visit [Employee Online](#) -> Payroll Information -> Tax Withholdings to register your W-4 update for the upcoming pay period.

PARTICIPATE IN THE SMARTHEALTH GIVING CAMPAIGN

Helping others has been shown to improve our mental health and well-being. It can provide a sense of purpose and promote a happier and healthier lifestyle. When you give back and help others, you can make a difference at home, at work, and in your community.

Earn 200 SmartHealth points by completing the *SmartHealth Giving Campaign* activity before November 30, 2024. Look for it in the **Activities and**

Resources area under featured activities.

Don't miss your opportunity to [qualify](#) for the \$125 wellness incentive. Each year, complete the well-being assessment (worth 800 points) and reach a total of 2,000 SmartHealth points by November 30.

Learn more

- Visit [SmartHealth \(SEBB\)](#).
- Review the [SmartHealth Giving Campaign flyer](#).
- Watch the [SmartHealth Overview](#) video.
- Visit [Accessing SmartHealth](#) for step-by-step log on instructions.
- When you're ready, log into [SmartHealth](#).