**From:** Payroll
**To:** EPS.MailList
**Subject:** DECEMBER 2024 HR/PY Monthly Message
**Date:** Tuesday, December 31, 2024 7:01:23 AM
**Attachments:** image002.png
image004.png
image006.png
image008.png
image009.png
image005.png
image001.png
image003.png

---

## Upcoming Dates

★ **December 31**
Paydate for December

★ **December 23-**
**January 3**
Winter Break

★ **January 20**
Martin Luther King Jr. holiday

★ **January 31**
Paydate for January

★ **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

An online newsletter for the staff of Everett Public Schools

**Human Resources and Payroll Monthly Message**
December 2024

## IN THIS ISSUE:



### CRC BUILDING CLOSURE FOR WINTER BREAK

The CRC building will be closed to visitors beginning Monday, December 23 - **including payday on December 31**. Phone and email replies to employee questions will resume on Monday, January 6, 2025. Enjoy and have a restful break!

### GETTING READY FOR 2024 TAX RETURNS

**FINAL REMINDER: Please review your consent to receive your W-2 Wage and Tax Statement and/or 1095-C Affordable Care**

To view the eligible list of employees qualified for shared leave donations, click here.

## Retirement Corner

Do you have DCP or Plan 3? If so, keep in mind that after you are separated from employment, federal law requires you to withdraw a minimum amount from your investment account when you reach age 73.

The DRS record keeper, Voya, calculates this Required Minimum Distribution (RMD) and pays this amount to you automatically each year. You can also take out your own withdrawals to meet the minimum. Completing the annual minimum withdrawal, either on your own or automatically through the record keeper, helps you avoid the tax penalty (up to 25%) the IRS can impose if the minimum amount is not withdrawn.

More information can be found on the following DRS bulletin.

The IRS limits have increased for retirement savings programs like Washington's Deferred Compensation Program (DCP).

**Beginning Jan. 1, 2025, you can contribute up to $23,500 per year.**

**If you're 50 or older, you can contribute up to $31,000 per year.**

These limits apply to DCP Roth and pretax contributions. That means whether you contribute to Roth, pretax, or both DCP options, it's a combined total.

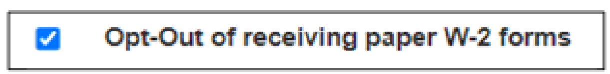
## SEBB Information

**Act (ACA) form electronically via Employee Online. As a reminder, with electronic consent, you are not mailed the subject forms, but they are available for download and printing through Employee Online. This provides a layer of security from mail theft and provides quicker access to the completed forms when available.**

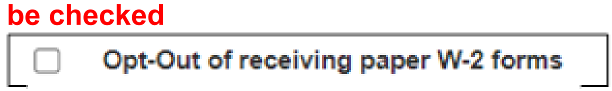
We may already have your consent on file. **Please check your consent by going to Employee Online** and clicking on "Payroll Information" in the menu, and look for the "Tax Forms" links in the window:


If we have previously received consent, the Opt-Out box (top right side of screen) **will be checked**

*A renewed consent is not required.*




If we **have not** received previous consent, the Opt-Out box (top right side of screen) **will not be checked**




To consent, please check the Opt-Out box on **BOTH** the W-2 Wage and Tax Statement and/or 1095-C Affordable Care Act (ACA) and save your record **prior to December 31, 2024**, to guarantee its effectiveness for this tax year. **IRS rules stipulate that each form must be separately authorized.** Without consent recorded, the documents will be mailed separately and may be delivered on different dates.

The IRS deadline to provide both the W2 and 1095 forms to individuals is January 31, 2025. Employees enrolled in the Uniform Medical

**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 Droullard
(EM,GARF,HAW,JACK,LOW,MAD,
departments)

**Benefits**
(425) 385-4115
benefits@everettsd.org

**Payroll**
(425) 385-4160
payroll@everettsd.org



Plan (UMP) will additionally have Part III (with dependent coverages) supplied from the district. Employees enrolled in either Kaiser or Premera, dependent information will come from the health carrier itself.

**Gather tax documents and keep them for at least three years.** Everyone should come up with a recordkeeping system. Whether it's electronic or paper, you should use a system to keep all important information in one place. Having all needed documents on hand before preparing your return helps to file a complete and accurate tax return. This includes:

- Your 2023 tax return.
- Form W-2 from employers.
- Form 1099 from banks and other payers.
- Forms 1095-A from the marketplace for those claiming the premium tax credit.
- Form 1099-NEC, Nonemployee Compensation

Most income is taxable, including unemployment compensation, refund interest and income from the gig economy and digital assets. Taxpayers should gather Forms W-2, Wage and Tax Statement, Forms 1099-MISC, Miscellaneous Income, and other income documents before filing their return.

The IRS cautions taxpayers not to rely on receiving a 2024 federal tax refund by a certain date, especially when making major purchases or paying bills. Some returns may require additional review and may take longer. Taxpayers should prepare to file electronically and choose Direct Deposit for their tax refund – it's the fastest and safest way to file and get a refund. Even when filing a paper return, choosing a direct deposit refund can save time. Taxpayers requesting a paper check are much more likely to report an issue getting their refund because of non-receipt, forgery, theft or checks returned for a bad address, compared to taxpayers using direct deposit.

Need a bank account? Individuals can learn how to open an account at an FDIC-insured bank or use the national Credit Union Locator tool. Veterans can explore the Veterans

PO Box 2098, Everett WA 98213

425-385-4137

JGrant@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

Benefits Banking Program for financial services at participating banks.

Tax refunds can also be deposited onto prepaid debit cards or through mobile payment apps, provided they have routing and account numbers. Taxpayers should confirm with the mobile app provider or financial institution which numbers to use when completing their tax return.

**To make sure tax forms make it to you on time, please confirm now that the school district, other wage earner employers, banks, and investment companies have your correct mailing address.** Taxpayers who have moved should enter address changes in Employee Online, tell the US Postal service, and the IRS. To notify the IRS, mail IRS Form 8822, Change of Address, to the address listed on the form's instructions. If you purchase health insurance through the Health Insurance Marketplace, you should also notify the Marketplace when you move out of the area covered by their current Marketplace plan.

For name changes due to marriage or divorce, notify the Social Security Administration (SSA) so the new name will match IRS and SSA records. Also notify the SSA if a dependent's name changed. A mismatch between the name shown on your tax return and the SSA records can cause problems in the processing of your return and may even delay your refund.

## More Important News

### TPEP STUDENT GROWTH GOALS DROP-IN SUPPORT

Come any time to ask questions or have a think partner while writing your goal, planning, or implementing your Student Growth Goal unit.

- Tuesday, January 7th from 2:30-4:30 on Zoom (link on TPEP Canvas Portal)
- Friday, February 7th from 1-4pm in

CRC-Port Gardner A

- Friday, February 28th from 1-4pm in CRC-Port Gardner A
- Thursday, March 13th from 2:30-4:30 on Zoom (link on TPEP Canvas Portal)

Registration not required.

## EMPLOYEE ASSISTANCE PROGRAM

Everett Public Schools employees, and their family members, have access to Magellan Healthcare Employee Assistance programs **free of charge**. Take an active role in managing your wellbeing. Navigating the ups and downs of life can be challenging. On Magellan's health care portal you have access to the latest technology, industry-leading and clinically-validated services, tools and resources. Peruse the site to find information and benefits for a variety of needs including family, finances, legal, and mental and physical wellbeing. Counseling, estate planning, debt management, and employee discounts are just a few of the services available. Visit your member website to learn more.

## SMARTHEALTH IN JANUARY 2025

SmartHealth is Washington State's voluntary wellness program that supports you on your journey toward living well. It is included in your SEBB benefits at no cost to you. Use SmartHealth to enhance your well-being in 2025.

In January 2025:

- SmartHealth will be reset. Points return to zero and new activities and resources will be available.
- Start the new year by completing the SmartHealth well-being assessment. It is a short questionnaire that will show you where your well-being stands and guide you toward resources that can help improve it.
- Subscribers enrolled in a PEBB medical plan can qualify for a $125 wellness incentive in 2025. You must complete the well-being assessment (worth 800 points) and reach 2,000 points by the November 30, 2025 deadline.
- If you met the requirements to qualify for the incentive in 2024, your incentive will be applied by the end of January 2025. Look for the "How do I find my $125?" activity in SmartHealth.
- If you waived PEBB medical coverage or are a spouse or state-registered domestic partner of a PEBB or SEBB subscriber, you can access SmartHealth, but you cannot qualify for the wellness incentive.

Learn more:

Visit SmartHealth (SEBB).

Find step-by-step log on instructions and information about the Wellness At Your Side app at Accessing SmartHealth.

Watch the SmartHealth Overview video.