



## Human Resources and Payroll Monthly Message

January 2021

### Upcoming Dates

- ★ **January 29**  
Paydate for January
- ★ **February 15-16**  
Presidents' Day/Mid-Winter Break
- ★ **February 26**  
Paydate for February
- ★ **2020-21 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/> (only works through the Chrome browser).

**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

### IN THIS ISSUE:

[W-2 and 1095-C Forms](#)

[EEA Transfer Requests](#)

[Annual Sick Leave Buyback](#)

[Benefit Changes](#)

[Adjusting Tax Withholding](#)

[W-4 Exemption Expiration](#)

[Filing Options for 2020 Tax Returns](#)

[How to Cope with Stress Caused by Current Events](#)

### W-2 and 1095-C FORMS

Your 2020 W-2 form can be viewed in [Employee Online](#). **All employees have access to view their Federal Tax Forms electronically** by logging into [Employee Online](#) using your employee ID number and password. Once you are logged in, select the menu option entitled **Federal IRS Forms**.

**If you elected to receive your W-2 electronically, this will be the only copy you receive.**

If you did NOT submit the Electronic W-2 Consent form, you were mailed a paper copy of your W-2. We mailed to the current address we have on file in the Human Resources office, as of January 20, 2021.

The 1095-C Affordable Health Care form is not yet available. They are expected to be completed and online in mid-February. **It is not necessary to wait for form 1095-C in order to file your 2020 taxes.** Taxpayers can prepare and file their returns using other information about their health insurance as these forms are not submitted in the return process.

The [schedule](#) of DRS Nearing Retirement Seminars has been updated. These live, online seminars are designed for those planning to retire in the next few years. Topics include:

- ★ Preparing and applying for retirement
- ★ Social Security
- ★ Health care
- ★ VEBA (Voluntary Employee Beneficiary Association)

For additional details, including how to join, see the [Nearing Retirement Seminars page](#). These live sessions are now offered through Zoom. See [how to join a webinar](#) for assistance.

Once you have answered the question “When CAN I retire?” then the next question to answer is “When SHOULD I retire?” The Department of Retirement Systems has published a document that answers the questions “June 30 or August 31?” This is very important to understand what impact choosing this date may mean for you. Click on the following link to review the article: [Resignation timing affects health and pension benefits for school employees and teachers - Department of Retirement Systems \(wa.gov\)](#)

## **\*\*DRS NOTICE OF PUBLIC RECORDS REQUEST\*\***

The Department of Retirement Systems is sending notification of a forthcoming release of information in response to a public records request submitted to DRS.

A copy of the notice follows, and more information related to the release process is [posted on the DRS website](#). This notice is advising you that DRS has been asked, per the state’s Public Records Act, to provide certain items of information about all members of the state’s retirement systems, including all

**FAQ: I’ve covered my dependents on my health insurance plan – why aren’t they listed on the 1095?** For Kaiser and Premera plans only, these coverages are not “self-insured”. As such, the district does not complete Part III. The health insurance carriers, however, fall under a different category. You will find your dependent coverages on the form you receive directly from your medical provider. For UMP plans only, dependents will be listed on your 1095 from the district.

## **EEA TRANSFER REQUESTS**

If you are considering seeking a voluntary transfer for the 2021-2022 school year and are interested in specific schools, it is time to start watching for postings on the Everett Public Schools website and apply for an internal transfer through the on-line application process at the time the opening is posted. To access the postings and online application process, visit our website at <http://www.everettsd.org/jobs>. You can view the postings as well as apply on-line from this site. Certificated positions are posted to this site on Tuesdays and are posted for five days.

If you have any questions regarding the transfer process, please call Mary O’Brien, Human Resources Certificated Director, at 425 385-4106.

## **ANNUAL SICK LEAVE BUY BACK**

Any employee who carried a sick leave balance of 60 days or more into January received an email notice on January 8 for this year’s eligibility for buy back. There are several rules to consider if you plan to submit your [application form](#). January 31, is the deadline date to receive your paper submission to the payroll office. January 31 falls on a Sunday this year, so if you planned to and haven’t yet submitted your form, please take this opportunity to do so without delay and we will accept any coming in the mail through February 2. Please do not send electronically – we will accept the original forms only.

retirees and inactive members, for the period July 1, 2019, to June 30, 2020. The DRS notice includes a list of the information items that we will release to the requesting organization, The Seattle Times, on March 19, 2021.

## Contact Information

### Compensation & Certification – Certificated

(425) 385-4107

[cmrcer@everettsd.org](mailto:cmrcer@everettsd.org)

(425) 385-4120

[snorth@everettsd.org](mailto:snorth@everettsd.org)

### Compensation & Certification – Classified

(425) 385-4121

[jcarrell@everettsd.org](mailto:jcarrell@everettsd.org)

(425) 385-4105

[dwisniewski@everettsd.org](mailto:dwisniewski@everettsd.org)

### HR Benefits

(425) 385-4115

[benefits@everettsd.org](mailto:benefits@everettsd.org)

### Payroll

(425) 385-4160

[payroll@everettsd.org](mailto: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** – Mary O'Brien, 425-385-4106, [mo'brien@everettsd.org](mailto:mo'brien@everettsd.org)

**Section 504 Coordinator** – Dave Peters, 425-385-4063

[dpeters@everettsd.org](mailto:dpeters@everettsd.org)

**ADA Coordinator** – Randi Seaberg, 425-385-4104,

[rseaberg@everettsd.org](mailto:rseaberg@everettsd.org)

Address: PO Box 2098, Everett, WA 98213

## BENEFIT CHANGES

SEBB medical premium changes for 2021 are effective in this month's paycheck for your January 2021 coverage. Please review your new deductions on your paystub. If you made a change this year through SEBB's open enrollment process, new plan cards were mailed over the winter break. If you enrolled in either a health or dependent flexible spending account, the new 2021 deduction will also begin this month.

## More Important News

### ADJUSTING TAX WITHHOLDING

Many questions have been received over the past year regarding making tax withholding adjustments. In January of 2020, the IRS released a revised [W-4 Employee's Withholding Certificate](#) (formerly called the Employee's Withholding Allowance Certificate) form. Allowances are no longer used for the redesigned Form W-4. In the past, the value of a withholding allowance was tied to the amount of the personal exemption. Due to changes in law, currently you cannot claim personal exemptions or dependency exemptions. You can, however, make additional deductions to ensure you are not underpaying your annual taxes.

Changes are accepted through [Employee Online](#), under the heading "W4 Filing Status." More information can be found as a link on this W4 Filing Status page, as well as on the IRS website at: <https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4>

### W-4 EXEMPTION EXPIRATION

Under IRS regulations, any employee claiming "Exempt" from Federal Income Tax in 2020 will need to submit a new W-4 form for Tax Year 2021. Tax year 2020 exempt status will expire on February 15, 2021. If a new W-4 form is not received in the payroll office by February 15, the withholding tax will be calculated as if the employee is single.

## FILING OPTIONS FOR 2020 TAX RETURNS

Most taxpayers can get an early start on their federal tax returns using [IRS Free File](#) – featuring brand-name online tax providers – available today on the IRS website for the 2021 tax filing season. Taxpayers whose adjusted gross income was \$72,000 or less in 2021 – covering most people – can do their taxes now, and the Free File provider will submit the return to the IRS directly.

The IRS also offers Free File Fillable Forms, which is the electronic version of IRS paper forms to any taxpayer regardless of income. That product will be available February 12, 2021. Free File Fillable Forms is best for taxpayers who are comfortable doing their own taxes with little assistance. Free File online products will be available from January through October for extension filers. Taxpayers who cannot meet the April 15 deadline, also can use Free File to file extensions regardless of their income.

Personal volunteer sites have been available in the past. However, due to COVID-19 restrictions most agencies and locations offering these services are temporarily closed.

For direct online service to IRS tools, visit:

<https://www.irs.gov/filing/free-file-do-your-federal-taxes-for-free>

## HOW TO COPE WITH STRESS CAUSED BY CURRENT EVENTS

Anxiety is a normal response to a constant barrage of bad news. Headlines and notifications related to recent events are taking their toll on mental health in what some call “headline stress disorder.” While this is not a medical diagnosis, the continued anxiety or stress from headlines may cause things like heart palpitations and chest tightness or insomnia. Further progression may lead to physical and mental conditions such as anxiety disorders, depression, endocrine disorders or [hypertension](#). The combination of civil unrest, political instability and COVID-19, and the resulting economic uncertainty, has led to an increase in stress and anxiety in society. Both adults and children may struggle to process their feelings and maintain a sense of normalcy.

Read more about how to manage your stress here:

<https://magellanascend.com/Content/View/17992>

Help is available. The Magellan Employee Assistance program is completely confidential and here to help you and your household members 24/7/365. No situation is too big or too small. Call them at **1-800-523-5668** or visit the [program website](#) to get started.