

From: Payroll
To: EPS.MailList
Subject: JANUARY 2023 HR/PY Monthly Message
Date: Tuesday, January 31, 2023 7:01:33 AM
Attachments: [image002.png](#)
[image003.png](#)
[image005.png](#)
[image001.png](#)
[image006.png](#)



Upcoming Dates

- ★ **January 31**
Paydate for January
- ★ **February 20-21**
Presidents' Day/Mid-Winter Break
- ★ **February 28**
Paydate for February
- ★ **[2022-23 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

The IRS 2023 Maximum Allowable Contribution limits for 403(b) (TSA) and 457(b) (DCP) plans will increase to \$22,500. Employees age 50 and over will be entitled to contribute an additional \$7,500 to either fund, thereby increasing the annual individual plan maximum to \$30,000. If you contribute to more than one fund, the overall annual limit for 2023 will be \$66,000.

Updating your elected contribution to your TSA account can be done through OMNI [here](#).

Updating your elected contribution to your DCP account can be done by logging into the DRS portal [here](#) and selecting the DCP link,

An online newsletter for the staff of Everett Public Schools

Human Resources and Payroll Monthly Message

January 2023

IN THIS ISSUE:

[W-2 and 1095-C Forms](#)
[SEBB Open Enrollment Benefit Changes](#)
[EEA VEBA Enrollment](#)
[Annual Sick Leave Buy Back](#)
[Early Notification to Retire or Resign](#)
[Frontline Central](#)
[W-4 Exemption Expiration](#)
[Rate Increases Effective January 2023](#)
[Personal Safety Preparedness](#)
[Support your Well-Being in 2023](#)

W-2 AND 1095-C FORMS

Your 2022 W-2 and 1095-C forms 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 Payroll Information.

If you elected to receive either your W-2 or 1095-C electronically, this will be the only copy you receive.

If you did NOT submit an Electronic Consent, paper copies of your W-2 were mailed out on Thursday, January 26. We are mailing to the address on file in Human Resources pulled on January 13.

Paper 1095-C forms are expected to be mailed the first week of February. **It is not necessary to wait for form 1095-C in order to file your 2022 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.

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.

SEBB OPEN ENROLLMENT BENEFIT CHANGES

SEBB medical premium changes for 2023 are effective in this month's paycheck for your January 2023 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 2023 deduction will also begin this month.

opening the DCP Account Savings Plan, and selecting the option to "*Change Contributions*".

Employees enrolled in the SEBB UMP high-deductible health insurance plan, qualify to enroll in a Health Savings Account (HSA). The HSA contribution limit will increase in 2023 to \$3,850 for an individual, and \$7,750 for family, annually. Employees who wish to make changes to their HSA deduction amount may do so at any time throughout the year by completing the [SEBB Authorization for Payroll Deduction form](#) and returning it to the payroll department.

The contribution limits for Health Care Flexible Spending Account (FSA) and Dependent Care FSA increase in 2023 to limit of \$2,850.

Contact Information

Compensation & Certification
(425) 385-4120 – Region 3 Schools
snorth@everettsd.org
(425) 385-4107 – Region 2 Schools (EVA)
todell@everettsd.org
(425) 385-4105 – Region 1 Schools
and Departments
kdrouillard@everettsd.org

Benefits
(425) 385-4115
benefits@everettsd.org
Need free or low-cost healthcare? Call toll free, 1-800-562-3022, ext. 15473, or visit the [Premium Payment](#) page on the Health Care Authority's website for more information. The site includes general information and an application form for your convenience. Additional information is available at the [U.S. Department of Labor's](#) website.

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 – Kevin Allen,
425-385-4100, kallen@everettsd.org
Section 504 Coordinator – Dave Peters, 425-385-4063
dpeters@everettsd.org
ADA Coordinator – Randi Seaberg, 425-385-4104,
rseaberg@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>

Some Everett Public School employees may qualify for health care coverage through the Washington Apple Health (Medicaid) program at no cost. If you would like to see if you or your dependents qualify for coverage, you may apply online at wahealthplanfinder.org, or by contacting the Health Benefit Exchange Customer Support Center at 1-855-923-4633.

EEA VEBA ENROLLMENT

Employees covered by the EEA Collective Bargaining Agreement will experience a new deduction from their pay checks this month, in accordance with independent benefit updates within that membership group. An email with greater detail was sent to the EEA membership in mid-December. Below are some highlights as a reminder about this new deduction.

- You should now have received an email with a link from info@veba.org to your work email address January 24. This link will allow you to obtain online access to your VEBA account. In order to create a user name and password you will be asked to provide your date of birth, the last four of your social security number and your last name. *Important: The link to create your login will expire after 7 days. If you allowed the link to expire, you can register online at www.veba.org.
- Your first contribution will be sent to VEBA with this month's payroll. The funds will become available a few business days after pay day. Eligible claims will be accepted for expenses incurred from January 1, 2023 forward.
- The VEBA Plan will mail a welcome packet to you. You can expect your Welcome Packet to arrive around the middle of February.
- A benefits card will be automatically mailed to you in an unmarked mailer once your account balance is above \$50 – for some staff that will be after the February payroll.
- If you have enrolled in the UMP High Deductible plan AND have enrolled in a separate HSA (Health Savings Account), **you are responsible for indicating this with your enrollment.** There are tax implications for having both – please learn about how your VEBA account coordinates with other health reimbursement accounts [here](#)
- Several short help videos are available on the VEBA website. Learn more about using the program and making the most out of this benefit in the [VEBA Video Library](#)

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 11 for this year's eligibility for buy back. There are several rules to consider if you plan to submit your [application form](#). **TODAY, January 31, is the deadline date to complete the online form and submit.** The form is electronic – paper forms will not be collected. **If you planned to and haven't yet submitted your request, please take this opportunity to do so without delay.**

More Important News

EARLY NOTIFICATION TO RETIRE OR RESIGN

As we look ahead to the 2023-24 school year, an important aspect of our planning is staffing.

If your intention is to retire or resign at the end of the school year, please consider early notification to your supervisor and Human Resources. This will assist Human Resources in planning for 2023-24 staffing and to ensure we are able to hire high quality staff for our students. The previous retirement/resignation paper form has been replaced with an electronic form through Frontline Central (*read more about Frontline Central below!*). Linked are instructions to access the electronic [retirement/resignation form](#) for you to complete and submit indicating your intention.

We sincerely appreciate your consideration. Thank you for all the good work you do for our students!

FRONTLINE CENTRAL

Introducing **Frontline Central** as a new software tool to manage employee-related forms and information.

Central's staff directory keeps track of your position & demographic information, all in one place. You will be able to submit paperless employee-related forms to human resources, payroll, your department, or school.

Current forms available in Central:

- Retirement and Resignation
- Substitute Feedback

For the above submissions, paper forms will no longer be accepted.

Your Frontline login information has not changed. Continue to use the managed bookmark in Google Chrome. [Frontline for Employees](#)

Want to know more? Check out these helpful documents.

- [Easy Guide to Submitting a Form](#)
- [Accessing and Completing a Form](#)
- [Popular Questions for Employees](#)
- [Admin: Tracking Forms Guide](#)

Must be logged into Frontline to watch videos (Start training videos at 1 minute in)

- [Getting Started for Administrators](#)
- [Getting Started for Employees](#)
- ["My Forms" Walkthrough](#)

Please contact [Ingrid Stafford](#) in Human Resources if you have any questions at extension 4114.

W-4 EXEMPTION EXPIRATION

Under IRS regulations, any employee claiming "Exempt" from Federal Income Tax in 2022 will need to submit a new W-4 form for Tax Year 2023. Tax year 2022 exempt status will expire on February 15, 2023. 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.

RATE INCREASES EFFECTIVE JANUARY 2023

Effective January 1, 2023, the Paid Family & Medical Leave premium has increased to both employers and employees. Employees will see a change in the deduction rate from .43932% of gross wages to .58208% of gross wages. Additionally, the rates set by the Employment Security Department for Labor & Industries premiums has increased from .07910% to .08420% of wages tied to hours worked.

PERSONAL SAFETY PREPAREDNESS – WITH CHRISTOPHER (TOPHER) FERREIRA

Employee safety is an integral part of staff wellness and workplace satisfaction. Everett's Wellness and Safety and Security teams want staff to feel safe and prepared for the unexpected.

Join Topher Ferreira and guests for a free 1.5-hour professional learning opportunity focusing on situational awareness, safety and the significance of geographic locations, crime – real vs. perceived, and strategies for the prevention of victimization. These optional classes will be offered at several locations and times across district. View the Personal Safety course [flyer](#) for additional information.

SUPPORT FOR YOUR WELL-BEING IN 2023

[SmartHealth](#) is featuring a large library of courses from RethinkCare to help you reduce stress, increase resilience, and improve mental well-being. Try daily sessions and mini courses for mindfulness, sleep, emotional intelligence, improved relationships, and more.

SmartHealth is Washington State's voluntary wellness program that supports you on your journey toward living well. It is included in your SEBB benefits.

Check out these activities in SmartHealth starting January 5:

- Cultivate Healthy Thoughts with RethinkCare
- Mindfulness Basic Training with RethinkCare

Try more starting February 20:

- One-Minute Improvements with RethinkCare
- Building Self-Awareness with RethinkCare

[Sign in](#) today and advance on your well-being journey.

Qualify for a \$125 Wellness Incentive

Each year, complete the [SmartHealth](#) well-being assessment (worth 800 points) and reach a total of 2,000 SmartHealth points by November 30.

Learn more about SmartHealth

- Visit the [SmartHealth webpage](#).
- Review the [basic steps to log on to SmartHealth](#) or [Accessing SmartHealth guide](#).

Watch the [SmartHealth Stories](#) video and [SmartHealth Overview](#) video.