From: Hanson, Jean E.
To: Goodhart, Jennifer A.
Subject: FW: DECEMBER 2023 HR/PY Monthly Message
Date: Thursday, February 1, 2024 11:33:33 AM
Attachments: image002.png
image004.png
image005.png
image007.png
image008.png
image010.png
image001.png
image003.png

Thank you,
Jean

Jean Hanson
Executive Assistant
to the Executive Director of Human Resources
INSPIRE | ACHIEVE | THRIVE
jhanson@everettsd.org
425-385-4103

From: Payroll <Payroll@everettsd.org>
Sent: Friday, December 29, 2023 7:00 AM
To: EPS.MailList <EPS.MailList@everettsd.org>
Subject: DECEMBER 2023 HR/PY Monthly Message

Upcoming Dates

- **December 29**
  Paydate for December
- **December 18-January 1**
  Winter Break – CRC offices are closed
- **January 31**
  Paydate for January
- **2023-24 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

Washington Technology Solutions (WaTech) has notified state agencies that Washingtonians who use the Secure Access Washington (SAW) portal to access state services (such as SEBB, DRS) should be on the lookout for spoofed (fake) internet ads that pretend to be government links to SAW.

An online newsletter for the staff of Everett Public Schools

Human Resources and Payroll Monthly Message
December 2023

IN THIS ISSUE:

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Getting Ready for 2023 Tax Returns
Learning Opportunities – Tuesday Lunch and Learn
Protect Yourself Today
Coming to SmartHealth in 2024

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CRC BUILDING CLOSURE FOR WINTER BREAK

The CRC building will be closed to visitors beginning Monday, December 18 - including payday on December 29. Phone and email replies to employee questions will resume on Tuesday, January 2, 2024. Enjoy and have a restful break!

GETTING READY FOR 2023 TAX RETURNS

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

Tax Forms
1095-C Affordable Care Act (ACA)
W-2

If we have previously received consent, the Opt-Out box (top right side of screen) **will be checked**
A renewed consent is not required.

☑ Opt-Out of receiving paper W-2 forms

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

☐ Opt-Out of receiving paper W-2 forms

When going to a government agency website, make sure it has a .gov address. **The only correct SAW address is https://secureaccess.wa.gov.**

While the Department of Retirement Systems (DRS) has not been made aware of any instances in which DRS employers have been affected by this incident, the department thought it important to notify our customers as the Employer Reporting Application is built using WaTech's SAW technology.

For more information and tips to help avoid being a victim of this incident, please visit this recent article on WaTech's website.

SEBB Information

SEBB MyAccount

SEBB Intercom Newsletters

Contact Information

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

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

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

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, 2023**, 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, 2024. Employees enrolled in the Uniform Medical 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 2022 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 2023 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? Taxpayers without a bank account can learn how to open an account at an FDIC-Insured bank or with a credit union through the National Credit Union Locator tool. Veterans can use the Veterans Benefits Banking Program to find participating banks and credit unions that offer free accounts.

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

LEARNING OPPORTUNITIES – Tuesday Lunch & Learn

Are you interested in improving your technology skills, collaborating with colleagues, and having time and space to problem-solve? Tuesday Lunch & Learn classes begin for all staff in January 2024 in the CRC Lunch Room from 10:30 – 11:30 am.

During the Tuesday Lunch & Learn sessions, staff will not only learn a new skill but also be provided with time to share and engage with colleagues. Participation will be limited to 20 per class and advanced registration in Frontline Professional Growth is recommended. Search for courses in the Frontline Catalog by using the **search term**: Tuesday Lunch & Learn.

Staff should obtain supervisor permission if attending classes during their work hours.

January - February schedule:

Date	Title	Objectives	Instructors	Departments
01/09/2024	Business Plus – Personalizing your Dashboard	Dashboard – navigation, customization	Maureen Melander, Janea Carrell	Payroll & Benefits, Human Resources
01/23/2024	Business Plus – Running and understanding reports	Reports –running, output options, favorites	Maureen Melander, Janea Carrell	Payroll & Benefits, Human Resources
01/30/2024	Basic Pivot Tables	Using recommended pivot tables, selections made easy	Anne LaRue	Professional Learning
02/06/2024	Intermediate Pivot Tables	Creating custom Pivot Tables	Annalise Schiessl, Quiana Hennigan	Assessment
02/13/2024	Merging with Ablebits	Basic merging of two spreadsheets, spreadsheet setup, troubleshooting	Anne LaRue	Professional Learning
02/27/2024	Excel Tips & Tricks	Ablebits Ultimate Suite – Merge Cells, Merge Duplicates, Split Text, Split Names	Anne LaRue	Professional Learning

PROTECT YOURSELF TODAY

If you haven't already done so, be sure to get your flu shot this season. There are many convenient ways to get your flu shot at your provider's office or local pharmacies. Most plans cover at no cost. And it's safe to get it at the same time as your updated COVID-19 vaccine. Your commitment to your health is important to us and we're committed to helping you attain a healthier lifestyle—personally and professionally. **None of us has time to be sick.**

COVID-19 vaccinations, including boosters, are considered preventive care and for most health plans covered at no cost if received from an in-network provider. The Centers for Disease Control and Prevention (CDC) has issued the following updated vaccine recommendations:

- People **5 years and older** should receive a single dose of an updated mRNA COVID-19 vaccine at least two months from their last dose of any COVID-19 vaccine;
- People **6 months to 4 years, if previously vaccinated**, should receive one or two doses of an updated mRNA COVID-19 vaccine (depending on the previous COVID-19 vaccine received); **if unvaccinated**, they should receive three doses of the updated authorized Pfizer vaccine or two doses of the updated authorized Moderna COVID-19 vaccine.
- Talk to your doctor or pharmacist about when you should get vaccinated.

Flu shots can reduce your risk for flu-related illness by 40% to 60%*. Getting vaccinated this season is especially important to avoid complications from the flu, as well as other respiratory illnesses. The flu vaccine is safe and does a great job of decreasing the chances of:

- Getting the flu. If a vaccinated person does get it, their symptoms will be milder.
- Developing severe complications of the flu, such as pneumonia.
- Spreading influenza to other vulnerable people, such as teachers or other students who may have weakened immune systems. It's common for those at risk to get the flu from a child.

Getting an updated COVID vaccine can help restore protection that has decreased since previous vaccination. Besides in-network facilities, flu and Covid vaccines are also available at any Safeway or Rite Aid pharmacy across WA state. In addition, if you do ever feel ill, the federal government has restarted its program to deliver 4 free self-tests per household. Order from www.covid.gov/tests. Protect yourself and your loved ones by getting vaccinated. Don't let a viral illness slow you down. Stay as healthy as you can during this winter season by getting vaccinated!

**"What are the benefits of flu vaccination?" CDC.gov, September 13, 2022.*

COMING TO SMARTHEALTH IN 2024

SmartHealth is included in your benefits and is a voluntary wellness program that supports you on your journey toward living well. Here are a few details to help you know what to expect from SmartHealth in 2024.

1. **New SmartHealth experience**

Have you heard? Starting in 2024, WebMD, one of the most trusted brands in well-being, will be the SmartHealth program vendor. You will have access to new resources and a more personalized experience. Watch your mailbox and email in January for more information.

The current Limeade SmartHealth platform will be available through 2023. Starting January 2, 2024, you will be able to register to use the WebMD SmartHealth platform. You can get ready now by creating a SecureAccess Washington (SAW) account if you haven't already. To learn how, see Accessing SmartHealth.

2. **Wellness incentive**

If you qualified for the SmartHealth wellness incentive in 2023, it will be applied by the end of January 2024. Depending on your medical plan, you will either receive a $125 reduction in your deductible or a $125 deposit into your health savings account (HSA). See the SmartHealth

webpage for more details.

Be sure to participate in the 2024 *How do I find my $125?* SmartHealth activity. It includes steps to follow to see how your wellness incentive was applied. We recommend waiting until the end of January to look for your incentive.

We encourage you to use SmartHealth to support your whole person well-being.