



Human Resources and Payroll Monthly Message

April 2022

Upcoming Dates

- ★ **April 29**
Paydate for April
- ★ **May 30**
Memorial Day holiday
- ★ **May 31**
Paydate for May
- ★ **June 22**
Last day of school
- ★ **[2021-22 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

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SUPPLEMENTAL DAYS/EXTENDED WORK YEAR VERIFICATION FORMS

*(applicable to Counselors, Librarians,
Psychologists, Student Advisors, Athletic
Directors and CTE Instructors)*

If you hold a supplemental contract for additional days or hours worked, you may submit the verification form of your completed hours to the Human Resource office at any time before August 1, 2022. Forms were sent earlier this year to **eligible** employees. Equal installments for the supplemental and extended day pay have been included in your monthly payroll warrant. Failure to complete and return this verification form by August 1, 2022, can result in a payroll deduction for the undocumented hours. If you have misplaced your form, please send a request via email to [HR Records](#).

EEA TRANSFER REQUESTS

If you are considering seeking a voluntary transfer for the 2022-2023 school year and are interested in specific schools, it is time to start watching for vacancy postings on the Everett Public Schools website in Frontline 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

What is a 403(b)? A 403(b) plan is a tax-sheltered retirement fund for people who work for non-profit agencies, like school districts. The 403(b) plan is comparable to its private-sector cousin, the 401(k) plan. When you make contributions to a traditional 403(b) plan directly from your paycheck, you lower your taxable wages, saving you money when you file your annual taxes to the IRS. The money you contribute will grow tax-free until you begin making withdrawals. And after retirement, most people fall into a lower tax bracket. For Roth plans, you pay taxes up front, but you'll owe no taxes on your contribution or the profits earned when you take the money out after retiring.

Enrollment in any of our tax exempt 403(b) traditional or Roth plans takes place through the OMNI group. Enrollment can take place at any time throughout the year. More information can be found at www.omni403b.com.

Contact Information

Compensation & Certification

(425) 385-4107 – North Schools
todell@everettsd.org

(425) 385-4120 – South Schools
snorth@everettsd.org

(425) 385-4105 – EVA, Departments
kdrouillard@everettsd.org

HR 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 – 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,

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.

SUMMER ACADEMY POSITIONS STILL AVAILABLE

Everett Public Schools is hosting [Summer Academy](#) for elementary, middle, and high school students from June 27 – July 29. There continues to be several certificated and classified postings for summer programming through [Frontline](#). Support students grow as readers, writers, mathematicians, and learners during the month of July – and grow your own practice! The preparation for Summer Academy includes professional learning and mentorship. If you have questions, please email summerschool@everettsd.org. We look forward to having you join us!

IS YOUR CERTIFICATE EXPIRING SOON?

Many administrative, teaching, and ESA certificates expire on June 30 of each year. Please check your certificate expiration and apply early for renewals. **If you are planning on working during summer school, your certificate must be renewed and be valid before the start of summer school.**

For questions regarding certification issues, contact OSPI's certification office at (360) 725-6400 or access their recently updated website at: www.k12.wa.us/certification/default.aspx.

More Important News

STUDENT SUMMER HELP NEEDED

Is your high school senior or college-bound student looking for a summer job? Maintenance & Operations

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>

will be hiring temporary help June – September to assist with grounds landscaping, painting, and to help the moving crew, electricians and carpenters with various projects. Applicants must be 18 years of age or older. Typically, work is done in small groups with a regular employee lead. We are looking for mature students who can listen and follow directions appropriately and at times work independently. We are flexible around start and end dates due to school schedules. Consistent attendance is important. A valid driver's license is preferred. Work hours will be 7:00 a.m. – 3:30 p.m., M-F and the hourly rate is \$17.50.

If interested please apply online
at: <https://www.everettsd.org/jobs>. **Apply for Job ID 4810: Maintenance/Operations/Grounds - Summer Work Temporary**

NEW SMARTHEALTH EXPERIENCE

SmartHealth is Washington State's voluntary wellness program that supports you on your journey toward living well.

Eligible SEBB subscribers can qualify for a \$125 wellness incentive. To get your \$125 incentive, you must qualify in 2022, and be enrolled in a SEBB medical plan as a subscriber in 2023. To learn more about earning your \$125 wellness incentive see the SmartHealth information below.

Earlier this month, all employees have access to the latest mobile and web user experience for the SmartHealth program. The goal is to provide you easy access to information about resources and employee benefits, and the same great well-being activities and challenges.

To get started on a mobile device, first **delete** the existing Limeade app and download the Limeade ONE app for [iOS](#) or [Android](#).



When prompted for employer or program code, enter SmartHealth (State of Washington Employers)

SIGN-IN DETAILS

If you have previously logged in to SmartHealth:

1. Download the **Limeade ONE** app for [iOS](#) or [Android](#) and search for **SmartHealth** at the Welcome screen.
 - You will need to **delete** the existing Limeade app before downloading the Limeade ONE app.
2. Click '**Sign in.**'
3. Enter the **email address** associated with your account and click '**Continue**' to enter your password.
 - You need to use the email address Limeade has on file for your account. Your username will not work for this field.
4. Click '**Continue**' to set up additional account security and log in.

If you have never logged in to SmartHealth before:

1. Visit [SmartHealth](#) or download the **Limeade ONE** app for [iOS](#) or [Android](#), and search for **SmartHealth** at the Welcome screen
2. Click '**Activate account**'
 - a. Enter the **last 4 digits of your Social Security number (SSN)**
 - b. Enter your **last name**
 - c. Enter your **date of birth** (MM/DD/YYYY)
Example: 01/02/1980
 - d. Click '**Find account**'
3. Set up your account with your preferred email address and password.

Questions? Email support@limeade.com.