

From: [Payroll](#)
To: [EPS.MailList](#)
Subject: JANUARY 2025 HR/PY Monthly Message
Date: Friday, January 31, 2025 7:01:32 AM
Attachments: [image002.png](#)
[image001.png](#)
[image004.png](#)



Upcoming Dates

- ★ **January 31**
Paydate for January
- ★ **February 17-18**
President's Day/Mid-Winter Break
- ★ **February 28**
Paydate for February
- ★ **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

To view the eligible list of employees qualified for shared leave donations, [click here](#).

Retirement Corner

An online newsletter for the staff of
Everett Public Schools

Human Resources and Payroll Monthly Message

January 2025

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W-2 AND 1095-C FORMS

Your 2024 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 Payroll Information.

If you did not submit an Electronic Consent please consider doing so in the future. Paper copies of the W-2 tax form were mailed out on Wednesday, January 22. We are mailing to the address on file in Human Resources pulled on January 14.

On December 23, 2024, President Biden

Start Early! As a new tax year begins, the limits for individual contributions to tax annuity programs increase. Need another encouragement to save? Read the following Department of Retirement article with a sweet example for us adults.

<https://www.drs.wa.gov/shes-14-and-shes-already-saving-for-retirement-newsfeed/>.

The Department of Retirement Systems' Education & Outreach team has updated the webinar schedule for February & March, 2025. To review the schedule and sign up for a live DRS Zoom webinar, select [DRS Webinars](#).

If you are unable to attend a live webinar, these webinar video recordings are available on-demand and can be viewed at your convenience:

Get to know the plans

[Choosing a plan](#) (new members of PERS, SERS, TRS)

[DCP](#) (Washington State Deferred Compensation Program) -recently updated

[PERS Plan 1](#)

[TRS Plan 1](#)

[Plan 2](#) (PERS, SERS, TRS)

[Plan 3](#) (PERS, SERS, TRS)

[Multiple Plans](#) (dual membership)

Financial Wellness

[Budget, debt management & prioritizing savings](#)

[Estimate your benefit](#)

[Investment basics](#)

[Financial independence in retirement](#)

[What should I do when retirement is years away?](#)

[If I knew then what I know now](#)

Withdrawals and retirement

[Early retirement](#) (PERS, SERS, TRS)

[Purchasing an annuity and service credit](#)

[DCP withdrawals](#) (distributions from supplemental savings)

[Plan 3 withdrawals](#) (distributions from investments)

signed the Paperwork Burden Reduction and Employer Reporting Improvement Acts into law. These Acts ease the administrative burden of the Affordable Care Act reporting by amending the filing and distribution requirements. As a result, if you were covered with health insurance through Everett Public School benefits at any time in 2024, **your annual 1095-C form will be posted to your Employee Online account only**, no later than the annual deadline (this year March 3, 2025). After March 3, (or after forms have been posted to Employee Online), you may request a paper copy by sending your request to payroll@everettsd.org. Requests will be completed within 30 days of receipt of the request. **As a reminder, the 1095-C form is not required for individual income tax filing.** The 1095-C form will continue to be produced and available on Employee Online by the applicable deadline of each tax year.

Access to Employee Online from a personal device requires multi-factor authentication (MFA). More information to set up MFA can be found on the technology help page here:

<https://www.everettsd.org/Page/9167>.

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.

ANNUAL SICK LEAVE BUY BACK

Any employee who carried a sick leave balance of 60 days or more into January

[Benefit options](#) (survivorship)
[Taking the fear out of retirement](#)
[Late Career SERS & TRS Plans 2, 3](#)

Specialty topics

[Working after retirement](#) (PERS, SERS, TRS)
[Disability and death benefits](#) (PERS, SERS, TRS) -new

SEBB Information

[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 Drouillard](#)
(EM, GARF, HAW, JACK, LOW, MAD, departments)

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 and ADA Coordinator
Chad Golden
PO Box 2098, Everett WA 98213
425-385-4100
CGolden@everettsd.org

Section 504 Coordinator
Dave Peters
PO Box 2098, Everett WA 98213
425-385-4063
DPeters@everettsd.org

Gender-Inclusive Schools Coordinator
Joi Odom Grant
PO Box 2098, Everett WA 98213
425-385-4137

received an email notice on January 9 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.**

SEBB 24/7 AND OPEN ENROLLMENT BENEFIT CHANGES

SEBB medical premium changes for 2025 are effective in this month's paycheck for your January 2025 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 2025 deduction will also begin this month.

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.

If you need help accessing Benefits 24/7, including resetting your security questions and answers:

- Visit the [Help with Benefits 24/7](#) webpage.
- Employees: Contact your benefits office at x4115.
- Retirees and continuation coverage subscribers: Contact us through HCA Support.

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>

Tip: Use the preferred browser, Google Chrome, for best results.

More Important News

CERTIFICATED VOLUNTARY TRANSFERS – 2025-2026

Per Section 5.11 – Assignment and Transfer, Paragraph D.4.a, the District shall solicit interest and preferences for voluntary transfers for all employees. If you would like to provide Human Resources with your interests and preferences, complete the [Transfer Interest and Preferences](#). Please submit the form to Human Resources by March 31, 2025.

Please note, completing the Transfer Interest and Preferences form does not assure a voluntary transfer. Per Section 5.11 – Assignment and Transfer, Paragraph D.4.b, Employees seeking a voluntary transfer for the following school year shall submit a transfer request in response to an internal or external posting.

If you are considering seeking a voluntary transfer for the 2025-2026 school year and are interested in specific schools, watch for any possible vacancies to be posted 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 vacancy postings and online application process, visit our website at <http://www.everettsd.org/jobs>. You can view the vacancy 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 Director, at (425) 385-4106.

CERTIFICATED RENEWAL APPLICATION REMINDER

Due to a change in renewal processes adopted by PESB, educators now need to apply to renew their certificate six months prior to the expiration date listed on their certificate.

Note: No change was made to any educator's actual expiration date of their certificate. An educator's certificate will remain valid through its expiration date. This is only a process change in how educators will need to apply for their certificate going forward.

Any application to renew a full certificate submitted on January 2 or after, in the year the educator's certificate expires, will be considered late. This change only affects educators who hold full certificates that need to be renewed. This change **does not apply to** educators who hold **limited certificates or non-renewing full certificates.**

Due to the significance of this process change, OSPI's Certification Department has decided to not begin charging late fees for applications until **January 2, 2030**, so that all educators who hold a current full certificate will not be charged a late fee for this first renewal cycle, even if they apply late.

Applying late will still have an impact however, as educators will not be able

to start counting clock hours for their subsequent renewal until after their next certificate is issued. With this being the case, the OSPI Certification Department strongly advises all educators to apply for their next renewal on time.

It is the employee's responsibility to be aware of their certificate(s) expiration date, take the necessary steps to renew in a timely manner, and forward a copy of their renewed certificate to HRRecords@everettsd.org upon completion with OSPI.

PROTECTING YOUR INFORMATION

Perhaps the more common message you hear about security in your workplace is around student information. However, the Information Technology and Human Resource staff focus equal attention on keeping employee information secure as well. It won't take long to recall or discover recent data breaches at school districts around the country and perhaps right next door! Our offices are making continual efforts to keep one-step-ahead of perpetrators.

While forced-entry programming hacks and phishing scams can cause major disruptions, they are less common than social engineering breaches which have a smaller impact, but still significant for the few unfortunate. Social engineering breaches are ones where the perpetrator makes contact with someone and is able to answer personal questions about their victim that can be answered correctly by easily googling on the internet. **One of**

the biggest assists you can make to help us help you, is to keep your personal information up to date.

Often, internet data is out of date or lacking in detail.

Our challenge is to provide you with excellent customer service without too much delay. In a recent initiative to revise our process for verifying you-are-who-you-say-you-are when you call in with questions, you may be asked additional questions to verify your identity. This verification makes it imperative that you keep your information up to date, including your:

home address, phone numbers, personal email address, and full legal name.

If you have a name change, please bring a copy of your most recent social security card with your name change to the CRC office so that we can verify and make that change for you. All other updates can be made on [Employee Online](#) under the Personal Information link in your menu. You will get a confirmation email for any update made to this data or any banking data, for your peace of mind. Additionally, if you get a confirmation email for a change made to your personal information **and you didn't make any changes**, please contact the Help Desk immediately.

LEARNING OPPORTUNITIES – FRIDAY CRC PROFESSIONAL LEARNING SERIES

This series offers a fantastic opportunity for staff to enhance their skills, share knowledge, and stay updated with the latest trends.

Details of the series:

- **Dates:** Select Fridays

- **Time:** 2:30-3:30
- **Location:** CRC

Registration Instructions: Please register for the series through [Frontline Professional Growth](#). Simply search the catalog using the keywords “**CRC Professional Learning**” to find and sign up for the sessions.

SMARTHEALTH SEIZE THE ZZZZ SLEEP CHALLENGE

Did you know you may be able to improve your well-being from bed? By getting enough quality sleep, you can help manage stress, maintain a healthy weight, and prevent many health conditions.

Protect your health

An estimated 50 to 70 million Americans have a chronic sleep disorder, which can lead to health problems like heart disease, diabetes, obesity and more. The good news is, there are steps you can take to improve your sleep habits and overall well-being.

Wake up feeling renewed

Your best days start with a good night's sleep. While you're snoozing, your body is getting the rest it needs to help you feel happier, think more clearly, and stay focused for longer.

How it works

During Seize the Zzzz, the goal is to get a good night's sleep each night. Indicate whether you were able to meet the goal (yes or no) on at least 21 days of the 28-day challenge to earn 150 points. **The challenge starts February 19 and ends March 18.** Register for the SmartHealth Seize the Zzzz challenge today at smarthealth.hca.wa.gov.

You can document your progress each day or go back to report it before the end of the challenge. Track your results at

smarthealth.hca.wa.gov or on the **Wellness At Your Side** app.

You must register by February 26 to participate.

Note: Employees are encouraged to participate in this challenge during work breaks or outside of work hours.

Additionally, WebMD is hosting a Lunch and Learn webinar: *Optimizing Your Sleep*
Wednesday, February 19, 2025
Noon to 12:30 p.m.

Objectives:

- ★ Explain types of sleep.
- ★ Identify why sleep is important.
- ★ Describe sleep recommendations.
- ★ Identify how to fight fatigue.
- ★ Discuss unique work hours.
- ★ Develop tactics for optimal sleep.

[Register](#) to join the webinar on February 19.

A recording will be available on [HCA's website](#) by February 20.

SOURCES

- ★ Centers for Disease Control and Prevention: "[Sleep and Sleep Disorders](#)"
- ★ WebMD: "[Surprising Reasons to Get More Sleep](#)"