

# NEWS FROM HUMAN RESOURCES, PAYROLL, & BENEFITS

OCTOBER 2015

## Important Dates

### Leave of Absence Workshop

Attend on Tuesday, November 17th  
3:45 p.m. @ District Office  
RSVP: Ostrowicki.dee@cusd80.com

### AZ Certification Open House

Attend on Thursday, November 19th  
2:30 to 4:30 @ District Office

### Employee Fingerprint Session

By appointment only. To renew a Fingerprint Clearance Card, please contact Elizabeth Barker at 812-7668 to schedule your appointment. Teachers renewing fingerprint card will need a money order for \$67. Community Ed employees contact Angie Larsen 224-3907

### Upcoming Payroll Dates

11/12/15—Comp time Payoff  
12/10/15—PFP Payment  
1/21/16—HSA 2nd Installment

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## HUMAN RESOURCES

### LOSE TO WIN

Lose to Win is designed to help individuals understand the many benefits that they will win when they lose unwanted pounds, including reducing risk for disease and disability, increasing self-esteem and living a longer healthier life. The Lose and Win program will provide fundamentals of weight loss and offer you practical everyday tips on how to lose pounds or maintain a healthy weight.

Participating sites will also be competing for prizes based upon their success. The program will run from January 11 through March 4th. Below is a list of participating sites to date. If your school/department is not listed and you would like to facilitate for your site, please see your principal or contact Veronica King in Human Resources at 480-812-7624.

**Elementary:** Andersen, Basha, CTA Goodman, CTA Humphrey, Jacobson, Santan, and Shumway

**Secondary:** AJHS and ACP Erie

# PAYROLL

## **Important Payroll Updates for Year End**

New for 2015 filing requirements, if at any point during the year you qualified as a full-time employee, you will be receiving *Form 1095-C – Employer-Provided Health Insurance Offer and Coverage* from Chandler Unified School District. Form 1095-C includes information about the health insurance coverage offered to you, your spouse, and dependent(s) by your employer. If you purchased health insurance coverage through the Health Insurance Marketplace and wish to claim the premium tax credit, this information will assist you in determining whether you are eligible. You may receive multiple 1095-C forms if you had multiple employers during the year that met the filing criteria.

For purposes of the employer shared responsibility provisions, a full-time employee is, for a calendar month, an employee employed on average at least 30 hours of service per week, or 130 hours of service per month.

**Similar to Form W-2, Form 1095-C for tax year 2015 are due to individuals by February 1, 2016.** For tax year 2015, all Form 1095-C will be mailed via US mail to the address on file with CUSD; an electronic option is not currently available.

The information above should not be construed as tax advice and you should consult with a licensed tax professional for details regarding how your taxes may be impacted.

## **2015 W-2**

Beginning with tax year 2013, CUSD was proud to announce the availability of electronic W-2's online. CUSD employees may choose to receive their W-2 statements electronically by visiting the link "Electronic W-2 Consent Form" through [Employee Online](#). Employees may still elect to receive a paper copy of their W-2 via U.S. mail.

### **Consent to Receive Your Form W-2 in Electronic Format in Lieu of Paper Format:**

Giving your consent only takes a few minutes:

1. Access [Employee Online](#)
2. Click on the link "Electronic W-2 Consent Form" under Pay Information
3. Located at the top, in **red**, will show your current election (if your current election is current, there is nothing else that needs to be done).
4. To change the currently set election, please:
  - \*Read the Disclosure Statement
  - \*Fill out the information requested
  - \*Click "Save"

*If the information entered for the Employee ID or the last 4 digits of your SSN does not match the data on record, when you try to save the consent, you will see a message that states the information could not be saved. Please review the inputted fields and retry to save the form. If unsuccessful, please contact your Human Resource Tech to review the correct information.*

#### **W-4/A-4**

If your filing status, exemption allowances, or exempt status changed since your last filing of a W-4 or A-4 form, you must file an amended form. In lieu of a form, [Employee Online](#) now accepts the completion of any W-4 or A-4 changes directly on the website, under "Tax Info". To plan ahead, please be aware that any changes made will be effective after one pay period cycle.

#### **Name/Address Change**

Per IRS guidelines, employers may not change an employee's name unless the employee has changed their name with Social Security. Please visit the FAQ regarding [Address Change Questions](#), to find out more information on how to update a name or address change.

## **BENEFITS**

### **Leave of Absence Workshops**

This workshop is provided for employees who wish to take a short leave of absence due to medical/maternity. Representatives from Benefits and Payroll will cover the steps needed to request a leave of absence, sick leave usage policy, short term disability, impact on contract, and documentation needed upon return. The next workshop will be Tuesday, November 17th, at 3:45 p.m. at the District Office. RSVP to [Ostrowicki.dee@cusd80.com](mailto:Ostrowicki.dee@cusd80.com).

### **Wellness Incentive**

CUSD is excited to announce the opportunity for employees to earn a \$200.00 wellness incentive. You may view the official wellness incentive guidelines on our district website at:

[www.cusd80.com/WellnessIncentiveProgram](http://www.cusd80.com/WellnessIncentiveProgram).

#### **Care 24 - "Anytime, any Reason"**

#### **Call 888-887-4114 for employee assistance**

As a CUSD employee enrolled in a district insurance plan, CARE 24 gives you access to professionals who will support you in treatment decisions, health coaching and emotional concerns at no cost to the employee. In addition, eligible employees may receive counsel from experienced professionals for legal and financial decisions.

# WHO TO CALL IN HUMAN RESOURCES, BENEFITS AND PAYROLL

*To help us answer your questions, the first point of contact is outlined below. Please direct your initial email or phone call to a single person to ensure a timely response.  
You may carbon copy others for information only.*

<b>Sandy Cooper</b>		
<b>Assistant Superintendent of Human Resources</b>		
Certified and Support Staff Performance Evaluations, Employee Relations, Policies, Legal Questions		
Veronica King Administrative Assistant	812-7624	Employment References, Loan Forgiveness Forms, Newsletter, Phased Retirement, Unemployment
Theresa Self District Wide Receptionist	812-7000	Mortgage Verifications

<b>Jeff Filloon</b>		
<b>Director of Human Resources</b>		
Administration of HR-Payroll-Benefits Operations, Americans with Disabilities Act Employee Accommodation		
Rosemary Palma Administrative Assistant	812-7640	General Leave Exceptions, Medical Leave Donation, Perm Sub Custodian, Student Teachers
<b>PRE-EMPLOYMENT AND RECRUITMENT- CERTIFIED AND SUPPORT STAFF</b>		
Kathleen Jett Employment/Recruitment Coordinator	812-7623	Selection and Processing New Employees, Job Descriptions, Volunteers <u>Certified:</u> Job Postings, New Employee Orientations <u>Support Staff:</u> Transfer Requests
Patricia Rosell Human Resource Generalist	812-7622	<u>Support Staff:</u> Job Postings, Employment, Orientations, Badges
Elizabeth Barker Human Resource Assistant	812-7668	<u>Certified:</u> Certificate Renewals, Transfer Requests, Highly Qualified, Fingerprint, Badges
Gayle Rafferty Human Resources Generalist	812-7664	Professional Growth For Salary Increase
Keri Connolly, Substitute / Absence Coordinator	812-7625	Absence Reporting, Substitute Coverage
<b>BENEFITS</b>		
Dee Ostrowicki Employee Benefit Coordinator	812-7036	Family & Medical Leave, Health & Voluntary Insurance, Flex, Health Savings, Short and Long Term Disability, Retirement, Life Insurance, Care 24 (Employee Assistance)
<b>HUMAN RESOURCES AND PAYROLL OPERATIONS</b>		
Verines Cummings HR and Payroll Operations Manager	812-7626	Salary Rates, Additional Compensation, Reports, Salary Schedules, Summer School, Support Staff Allocation
Tammy Kleck Payroll Coordinator	812-7614	Administrator Payroll, 403B's/457's

**HUMAN RESOURCE AND PAYROLL TEAMS BY SITE** – Specialists from Human Resources and Payroll work together to provide quality customer service for each employee. Day to day, the HR/Payroll team is the employees’ first contact.

Questions for HR:	Questions for Payroll:
Employee Work Calendars Contracts/Reasonable Assurance Pay Rates Resignation Letters	Name Change Direct Deposit Pay Check Timesheet Request for Leave of Absence Form Workforce Timekeeping

Tammy Aiono , HR Tech Ann Angell, Payroll Tech	812-7648 812-7677	Humphrey, Independence, Liberty, Frye, Hull, Patterson, Riggs, San Marcos, Sanborn, Weinberg, WJHS, CHS, Support Services, Warehouse
Kristina Eckenboy, HR Tech Christine Bassett, Payroll Tech	812-7639 812-7679	Conley, Goodman, Hartford, Jacobson, Knox, Navarrete, Ryan, Shumway, AJHS, SJHS, PHS, Beyond the Bell, Lil’ Explorers, Community Ed
Pam Lundbohm, HR Tech Annette Bennett, Payroll Tech	812-7665 812-7682	Basha, Chandler Early College, Freedom, Fulton, Galveston, Hill, ICAN, Santan, Tarwater, BJHS, BHS, CCHS, Chandler TV, DO, Transportation
Kimberly Montoya, HR Tech Sheila Wentz, Payroll Tech	812-7638 812-7678	Andersen, Auxier, Bologna, Carlson, EPA, Haley, Hancock, ACP Erie, ACP Oakland, PJHS, Online Academy, HHS, Care Center, IRC, Nutrition & Food Services
Yvette Ardans, Payroll Tech	812-7606	Substitute Employment Payroll

**Payroll/Benefit Compliance**

Heather Caviar Payroll Compliance Specialist	812-7675	Benefit Deductions
Maricela Garcia Payroll/Benefit Assistant	812-7605	

**EMPLOYEE ONLINE**

Access your employee information securely through Employee Online (Staff Resources & Links):

Access your Check Stubs Change Direct Deposit Change your Address Get a copy of your Contract	See your Health Insurance Selections Check your Leave Balances Access W2s for the past three years Change W4 and A4 Forms
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**CARE 24**

**“Anytime, any Reason” Call 888-887-4114 for employee assistance**

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# November

	Mon	Tue	Wed	Thu	Fri
	1	2	3 Hourly pay week ends	4 All hourly time Workforce software due (Workforce and timesheets)	5
	9	10 <b>No General Leave</b>	11 <b>Veterans Day Holiday</b>  Hourly pay week ends	12 <b>No General Leave</b>  All hourly time Workforce software due  <b>Pay Day</b>	13
	16	17 <b>Leave of Absence Workshop</b> 3:45 p.m. District Office	18 Hourly pay week ends	19 All hourly time Workforce software due (Workforce and timesheets)  <b>Certification Open House</b> 2:30-4:30 p.m. District Office	20
	23	24	25 <b>No General Leave</b>  Hourly pay week ends  <b>Pay Day</b>	26 <b>Thanksgiving Holiday</b>  All hourly time Workforce software due	27 <b>Thanksgiving Holiday</b>
	30 <b>No General Leave</b>				

