

# NEWS FROM HUMAN RESOURCES, PAYROLL, & BENEFITS

**JANUARY 2016**

## Important Dates

### AZ Certification Open House

Attend on Thursday, February 11th 2:30 pm @ District Office

### Leave of Absence Workshop

Attend on Tuesday, February 16th  
3:45 p.m. @ District Office  
RSVP: Ostrowicki.dee@cusd80.com

### 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

1/21/16—HSA 2nd Installment

## *Inside This Issue*

### Human Resources

Deadlines Page 1

### Payroll

2015 W-2 Page 2

Payroll Updates Page 2

### Benefits

Retirement Seminars Page 3

Leave of Absence Workshop Page 3

Wellness Incentive Page 4

Who To Contact Page 5

Calendar Page 7

## HUMAN RESOURCES

### Deadlines

- ⇒ Professional Development Compensation Requests are due by **February 15, 2016**.
- ⇒ Job Share Request are due to Jeff Filloon, HR Director by **March 15, 2016**.
- ⇒ Retirement Letters are due to Human Resources by **April 1, 2016**—Employees who plan to retire through ASRS at the end of the 2015-16 school year should submit a letter by April 1st. The employee's insurance will terminate July 31, 2016.
- ⇒ One Year Leave of Absence Requests are due to Jeff Filloon, HR Director by **April 1, 2016**.
- ⇒ Resignation Letters are due Human Resources by **April 1, 2016**—Teachers who do not intend to return in 2016-17 due to resignation or a one year leave of absence should submit a letter by April 1st to the Human Resources Department to be eligible for the district contribution toward health insurance through July 31st. (If the employee provides benefit coverage to dependents, premiums for dependents for the month of July will be deducted on the May 26, 2016 payroll at the 2016-17 renewal rate.) If written notice is received after April 1st, the district insurance contribution will terminate June 30, 2016. Teachers with less than three years of employment are not eligible for a full year leave of absence. All resignations and/or retirements should be submitted using the district-approved form.

# PAYROLL

## W-2

Employees should have received an email informing them that their 2015 W-2 statement is available to view and print from Employee Online for IRS submittal. Additionally, if you received a W-2 statement for tax year 2014/2013/2012/2011, this statement will also be available to view.

All employees that did not consent to receive an Electronic W-2, a hard copy will be mailed no later than January 31, 2016, as required by the Internal Revenue Service (IRS). The W-2 will be mailed to the address listed on Employee Online.

## W-4/A-4

If your filing status, exemption allowances, or exempt status change since your last filing of 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 note any changes made through the current pay date will be effective by the end of the next pay date.

Ex.: If John Smith updates his W-4 by December 24, 2015, all changes will be reflected on the next pay date, January 7, 2016. Click here: [Pay Periods](#) to access the 2015-16 Pay periods.

**\*\* Any employee claiming exemption from withholdings for the previous year (2015) must file a new Form W-4 by February 16, 2016.**

The Withholding Calculator can help you determine whether you need to complete a new Form W-4, Employee's Withholding Allowance Certificate to avoid having too much or too little Federal Income tax withheld from your pay. Please click on the following link to access the Withholding Calculator <http://www.irs.gov/Individuals/IRS-Withholding-Calculator>.

## 2016 Tax Information

**Social Security and Medicare (OASDI):** Federal tax tables have remained the same for 2016; The Social Security portion (OASDI) is 6.20% on earnings up to the applicable taxable maximum amount and the Medicare portion (HI) is 1.45% on all earnings. The maximum taxable earnings for social security have also remained the same for 2016 at \$118,500.

**Governmental 403(b) and 457(b) Plans:** The limit on elective deferrals, the most that can be contributed to a 403(b) or 457(b) account through employee elective deferrals by means of salary reduction agreement is \$18,000 for 2016.

**2015 HSA Contribution Limits:** For calendar year 2016, the annual limitation on deductions under § 223(b)(2)(A) for an individual with self-only coverage under a high deductible health plan is \$3,350. For calendar year 2016, the annual limitation on deductions under § 223(b)(2)(B) for an individual with family coverage under a high deductible health plan is \$6,750.

# BENEFITS

## **Retirement Seminars**

### **Understanding Medicare & Social Security upon Retirement—Presented by Dana Artzer**

Come and learn the basics of Medicare, what each Medicare part covers, your potential cost, when to apply for Medicare and the impact of Medicare on health savings accounts. Learn about the changes in Medicare beginning January 1, 2016 and when you should apply for social security.

#### **Dates & Times:**

Wednesday, February 10, 2016—4:15-5:15 PM Location: District Office—Training Room

Thursday, February 25, 2016—4:15—5:15 PM Location: District Office—Training Room

### **“Retire Now” Workshop—Presented by ASRS**

This workshop is vital for members who are planning to retire at the end of the 2015-16 school year. During this group session ASRS will cover each section of the retirement application and the necessary documents. In addition, ASRS will provide each employee their pension benefit, explain the calculation method, what health insurance options retirees will have as well as the rules of returning to work.

#### **Dates & Times:**

Thursday, February 11, 2016—4:15—5:45 PM Location: District Office—Board Room

Tuesday, February 23, 2016—4:15—5:45 PM Location: District Office—Board Room

### **Phased Retirement—Presented by Smartschoolsplus**

Employees who have been with CUSD 10 or more years with 80 points and will be retiring at the end of the 2015-16 school year may apply to participate in Phased Retirement. The individual retires through ASRS thus severing his/her employment with CUSD. Then he/she continues to provide services as a contracted employee through a third party, Smartschoolsplus.

#### **Date & Time:**

Thursday, March 3, 2016—4:15-5:15 PM Location: District Office—Board Room

### **CUSD Retiree Exit Meeting—CUSD HR Representative**

Only retirees who will be retiring at end of the 2015-16 school year should attend this meeting. In this meeting we will ensure all CUSD required separation paperwork is completed and ensure all other forms necessary for ERPEP and Smartschoolsplus participation have been completed and turned in so that you may be able to enjoy your retirement.

#### **Dates & Times**

Monday, March 21, 2016—3:45—4:45 PM Location: District Office—Training Room

Tuesday, March 22, 2016—4:15—5:15 PM Location: District Office—Training Room

Thursday, March 24, 2016—4:15-5:15 PM Location: District Office—Training Room

**Please register for classes through My Learning Plan**

[www.mylearningplan.com](http://www.mylearningplan.com)

## **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, February 16, 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.

## **University of Phoenix—Teacher Appreciation Scholarship**

**Scholarship amount:** twenty (20) full-tuition

**Eligible degree:** Bachelors of Science in Education or a Master's of Arts in Education

**Open application:** Tuesday, December 15, 2015

**Application deadline:** Tuesday, February 9, 2016

**Scholarship award date:** Tuesday, April 5, 2016

To get an application, and for additional eligibility requirements, visit [www.phoenix.edu/teacherscholar](http://www.phoenix.edu/teacherscholar)

For more information about this scholarship, or other scholarship opportunities, email [scholarships@phoenix.edu](mailto:scholarships@phoenix.edu)

#### **Eligibility requirements:**

- Applicants must be currently working at a P-12 school or school district; recipients will pursue either a Bachelors of Science in Education or a Master's of Arts in Education degree at University of Phoenix.
- Applicants must not be currently enrolled nor in the process of enrolling at a University of Phoenix campus or an online program at any time prior to the scholarship award date. Applicants who enroll after submitting an application, or before, the award date are not eligible to be a recipient of this scholarship.
- Applicants must not be an employee (including full and part time faculty members) or family member (spouse, dependent child or domestic partner) of an employee of Apollo Education Group, Inc., University of Phoenix, Western International University, Institute for Professional Development or any other subsidiary of Apollo Education Group, Inc.

# 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
<b>Payroll/Benefit Compliance</b>		
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**

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.

# February

	Mon	Tue	Wed	Thu	Fri
	1	2	3 Hourly pay week ends	4 All hourly time Workforce software due  <b>Pay Day</b>	5
	8	9	10 Hourly pay week ends	11 <b>Certification Open House</b> <b>2:30 pm @ DO</b>  All hourly time Workforce software	12 <b>No General Leave</b>
	15 <b>Presidents Day Holiday</b>	16 <b>No General Leave</b>  Leave of Absence Workshop 3:45 p.m. District Office	17 Hourly pay week ends	18 All hourly time Workforce software due (Workforce and timesheets)  <b>Pay Day</b>	19
	22	23	24 Hourly pay week ends	25 All hourly time Workforce software due	26
	29				

