

NEWS FROM HUMAN RESOURCES, PAYROLL, & BENEFITS

FEBRUARY 2016

Important Dates

Leave of Absence Workshop

Attend on Tuesday, March 29th
3:45 p.m. @ District Office
RSVP: Ostrowicki.dee@cusd80.com

AZ Certification Open House

Attend on Thursday, March 31st 2:30 pm @ District Office

Employee Fingerprint Session

IVP fingerprint cards requiring reprints: Please contact the Community Wellness Center at (480) 892-4295. Cards will need a money order for \$67 plus fee for printing.

Community Ed employees contact Angie Larsen 224-3907

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HUMAN RESOURCES

Deadlines

- ⇒ 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.

CUSD Employee Rally

The CUSD Employee Rally will be held on March 21st at the Chandler Center for the Arts. Sessions are planned for 7:30 am and 10 am. All employees are encouraged to attend the rally. Employees not scheduled to work on March 21st, will be paid for 2 hours to attend the rally. These employees will be able to clock in and out of Workforce at the center for the arts. There will be station with lap tops for Workforce use in the lobby.

New Information on Certificate Renewal

Educators who hold multiple renewable certificates expiring in different years may now align the expiration date of all certificates with documentation of 180 clock hours of professional development completed during the valid term of the certificate which expires first.

Educators are no longer required to show that the professional development hours were completed during the valid term of each certificate being aligned. A technical change was also adopted which specifies certain professional development activities allowed by statute that may be accepted toward renewal.

Fingerprinting

HR representatives will be available to do fingerprinting on the third Tuesday of every month from 2:00-4:00 p.m. at the District Office. This is for those people that can not make the fingerprinting session set up at the school sites.

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

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, March 29th, at 3:45 p.m. at the District Office. RSVP to 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.

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.

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:

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:

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 Return to Work program. 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

Please register for classes through My Learning Plan

www.mylearningplan.com

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.*

Sandy Cooper		
Assistant Superintendent of Human Resources		
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

Jeff Filloon		
Director of Human Resources		
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
PRE-EMPLOYMENT AND RECRUITMENT- CERTIFIED AND SUPPORT STAFF		
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
BENEFITS		
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)
HUMAN RESOURCES AND PAYROLL OPERATIONS		
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

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.

March

	Mon	Tue	Wed	Thu	Fri
		1	2 Hourly pay week ends	3 All hourly time Workforce software due Pay Day	4 No General Leave
7 SPRING BREAK	8	9 Hourly pay week ends	10 All hourly time Workforce software due	11	
14 SPRING BREAK	15	16 Hourly pay week ends	17 All hourly time Workforce software due (Workforce and timesheets) Pay Day	18	
21 No General Leave CUSD Employee Rally—CCA	22	23 Hourly pay week ends	24 All hourly time Workforce software due No General Leave	25 SPRING HOLIDAY	
28 No General Leave	29 Leave of Absence Workshop 3:45 p.m. District Office	30	31 All hourly time Workforce software due (Workforce and timesheets) Pay Day Certification Open House 2:30 pm @ DO		

