

NEWS FROM HUMAN RESOURCES, PAYROLL, & BENEFITS

MARCH 2016

Important Dates

Leave of Absence Workshop

Attend on Tuesday, April 5th
3:45 p.m. @ District Office
RSVP: Ostrowicki.dee@cusd80.com

AZ Certification Open House

Attend on Thursday, April 28th - 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

- ⇒ Retirement Letters are due to Human Resources by **April 1, 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**

Student Teacher/Student Intern Placement

Teachers, if you are interested in mentoring a student teacher or student intern for the 2016-2017 school year and you have 3 years of overall teaching experience. Please complete the [Student Teacher/Intern Request Form](#) and submit to Rosemary Palma in Human Resources.

Professional Development Compensation Support Professionals

NEW GUIDELINES EFFECTIVE JULY 1, 2016

Support professionals are eligible for increased compensation for continued professional development after their date of hire. The program for compensation has recently been expanded to:

- Encourage and reward continued training which benefits the individual and organization
- Create pathways to different careers within the organization
- Make training more accessible to employees
- Make monetary reward more attainable

In an effort to better communicate this opportunity, the deadline for submittal for the 2016-17 school year has been extended from February 15th to April 29th.

Frequently Asked Questions

What are the key changes in the program?

- Employees no longer have to wait until they have 15 semester hours (or equivalent) to receive an increase of 2.5%. With a minimum of 45 points (equivalent to 3 semester hours), an employee may be eligible for .5% salary increase.
- Valid professional certifications may now be considered for professional development.
- Conferences/workshops/training may be pre-approved if completed outside of the employee's work day.

What do I need to do to request consideration for completed professional development?

The 2016-17 Support Staff Professional Development Compensation Request form is accessible on the website or from your supervisor. Details about the program requirements are included with the request form.

What documentation is required?

University transcripts, My Learning Plan in-district transcripts, certificate of completion from the organization offering training, and/or a copy of valid professional certificate.

Who do I submit the request form to?

Gayle Rafferty in Human Resources

Do I need a minimum number of points to request compensation?

Yes, you must have a minimum of 45 points. (See compensation guidelines in the Terms and Conditions.)

What happens if I submit 50 points? Can I carry over the 5 points for the future?

No, excess points may not be carried over for the future.

I was employed in 2005 and completed a college course in 2009. I did not know about this program so I never submitted the college course for compensation consideration. Can I submit it now?

Yes, you can submit for consideration. If your professional development meets the guidelines, you may be eligible for an increase.

I have completed professional development but it was not pre-approved. Can I submit for compensation?

Yes, you may submit as a one-time exception for the 2016-17 transition year. However, there is no guarantee for approval. In the future, all out of district professional development should be pre-approved.

I completed a university course before I was hired. May I submit for compensation now?

No. Your hourly rate was based upon the applicable hiring schedule at the time of employment which includes educational credit and experience.

I already submitted a request for 2016-17. Do I need to resubmit?

No, your request will be processed as submitted.

What if I am at the top of the salary range?

Employee salary rates may not exceed the salary range.

SUPPORT STAFF

Terms and Conditions for Professional Development Compensation

This document outlines the terms and conditions for hourly support professionals to qualify for compensation for professional development. All support staff members who request professional development compensation should have an understanding of the following Terms and Conditions.

TERMS:

- 1) University / College Credit:** Coursework that is completed from an accredited university/college. A grade of "C" or higher is required for salary compensation. A three (3) hour semester course is equivalent to forty-five (45) seat hours of class time. Official transcripts required for documentation. One (1) seat hour is equivalent to one (1) point on the salary compensation request table.

- 2) Approved Professional Certificate:** Professional certification related to the support staff member's position(s) and requiring an assessment to validate content knowledge. A valid certificate with supporting documentation is required. Exceptions for professional development compensation will be considered for employees pursuing credentials in order to be qualified for another position within the district.

- 3) Continued Education Unit (CEU):** This includes In District or Out of District professional development such as workshops, conferences, online training, etc. No course assessment is required in order to receive credit. One (1) seat hour of class time is equivalent to 0.50 point on the salary compensation guide.

- 4) Seat Hours:** The number of hours that an individual is in class receiving instruction or training.

- 5) Points:** Points are earned based on the number of seat hours. Total compensation is determined by the number of points earned. Points are weighted based on the type of coursework, classes, or training that was completed. The following guide will be used to determine the total points.
 - a) **University/College Credit:** 1 point will be earned for every 1 hour of seat time
 - b) **Professional Certificate:** As approved
 - c) **Continued Education Units:** 0.5 points will be earned for every 1 hour of seat time

CONDITIONS:

Professional Development

- 1) All coursework or training must be completed from January 1, 2015 through December 31, 2015.
- 2) All coursework or training must be completed during active employment.
- 3) University/College coursework and Out of District coursework/training must be pre-approved by the appropriate supervisor and forwarded to the Director of Human Resources for compensation consideration. Pre-approval requires three weeks advance notice. No pre-approval is required for applicable In District classes/training.
- 4) Coursework or training must be related to your current job(s) to be considered for compensation. Exceptions for professional development compensation will be considered for employees pursuing credentials in order to be qualified for another position within the district.
- 5) All classes/coursework must be taken outside of the support staff members' regular work schedule.
- 6) Examples of Professional Certificates eligible for approval. Points will be awarded based upon estimated seat hours.

(Continued on next page)

| Professional Certificate Examples | Points |
|---------------------------------------|--------|
| ASE School Bus Certification | TBD |
| Microsoft Office Certification | TBD |
| EPA Technician Certificate | TBD |
| National Journeyman Certification | TBD |
| Professional in Human Resources | TBD |
| Certified Payroll Professional | TBD |
| Certified Employee Benefit Specialist | TBD |

Process

- 1) The deadline for requesting compensation for professional development is February 15th, **Extended Deadline for 2016-17 only—April 29, 2016.**
- 2) A [Request for Professional Development-Support Staff](#) form should be submitted with appropriate supporting documents attached. Official transcripts on university paper should be attached or the University may forward official transcripts to Gayle Rafferty, Human Resources.
- 3) A minimum of 45 points per year must be submitted for compensation consideration.
- 4) It is to your advantage to submit eligible professional development annually so your salary increase will begin. If your request form and official transcripts are not submitted by February 15th, you will have to wait until the next contract year for processing and payment.
- 5) **IMPORTANT:** All coursework completed on or before December 31, 2015, **must be included on this request for payment.** After a request for salary increase has been processed, coursework completed in previous calendar years **will not be eligible for payment.** For example, you complete 50 points for professional development on or before December 31, 2015, and submit a request for professional growth salary increase by the February 15th deadline. Your salary is increased for the next school year. **Any leftover/excess points or undeclared professional development completed on or before December 31, 2015, will not be eligible for payment now, or in future years.** This practice ensures employees to maximize earnings. It also simplifies the tracking process to eliminate the need to track “used and “unused” professional development and avoid a possible double payment.

Compensation

- 1) Support staff members will be compensated according to the guide below. **Note:** All salary increases in the compensation guide are based on the entry level of all employee’s position gradation. Support staff members with more than one position will be compensated based on the entry level salary of each position(s). Professional development salary increase will be in addition to any district approved salary increases.
- 2) Excess points will not be carried over to future years.

COMPENSATION GUIDE

- a) 45 points to 89 points = 0.5% salary increase
- b) 90 points to 134 points = 1.0% salary increase
- c) 135 points to 179 points = 1.5% salary increase
- d) 180 points to 224 points = 2.00% salary increase
- e) 225 points and above = 2.5% salary increase

National Board Certification

Here is your opportunity to begin the National Board Certification process!!!

There will be a National Board Pre-Candidacy class offered for all interested teachers. The class will introduce the concepts of National Board Certification and prepare participants to decide whether or not they are ready to consider becoming a National Board Candidate.

Location: Hamilton High School in Room E104

Facilitator: Phyllis Carr

Dates and Times: Wednesday 4/13, Wednesday 4/20, Wednesday 4/27, Monday 5/2, and Wednesday 5/11 at 3: 45 to 6:45 PM.

The hours will go towards continuing education credits for the district. The class is required if you are considering scholarships for candidacy through AZK12 Center or CEF.

Please contact Phyllis Carr if you would like more information.

PAYROLL

2016 Retirees Receive Pay Off for Unused Sick Leave

When an employee separates his/her employment with Chandler Schools, the balance of unused sick leave is reimbursed to the employee. The hourly rate of pay is based upon the sub rate and a percentage that increases with length of service. Current hourly rate of payoff for certified staff is \$10.62. Hourly rate of payoff for support staff is \$8.81.

| <u>Years of Service</u> | <u>% of unused sick leave:</u> | <u>Years of Service</u> | <u>% of unused sick leave:</u> |
|-------------------------|--------------------------------|-------------------------|--------------------------------|
| Up thru 4 | 32 | 17 | 68 |
| 5 thru 9 | 36 | 18 | 72 |
| 10 | 40 | 19 | 76 |
| 11 | 44 | 20 | 80 |
| 12 | 48 | 21 | 84 |
| 13 | 52 | 22 | 88 |
| 14 | 56 | 23 | 92 |
| 15 | 60 | 24 | 96 |
| 16 | 64 | 25 | 100 |

Example:

Certified teacher who retires after 20 years of service. Total possible hours of sick leave (earning 80 hours per year) 1600 hours. Used 2 days of sick leave annually (16 hours X 20 years = 320 hours). Sick leave balance for payoff is 1280 hours. 1280 hours X \$10.62/hr. X 80% = **\$10,874.88 payoff at separation. Sick leave payoffs for 2013 retirees ranged from \$0.00 to \$21,803.00**

ASRS Rate Update

Contribution rates for the Defined Benefit Plan for fiscal year 2016-17, which takes effect July 1, 2016, will be 11.48% for the Pension Plan and 0.12% for LTD, for a total current contribution rate of 11.47% for employees and employers. This will remain in effect through June 30, 2016.

Paycheck Information for Teachers

During the 2015/2016 year, the returning teacher contract calendar began on July 14, 2015 and will end on May 25, 2016. On May 26, 2016, teachers will be receiving a paycheck which will represent their 2015/2016 balance of contract. A teacher who elected on their contract to have their pay spread over 24 paychecks will receive 2 base salary pays included in their May 26 paycheck. A teacher who elected on their contract to have their pay spread over 26 paychecks will receive 4 base salary pays included in their May 26 paycheck.

As we look to the 2016/2017 school year, the first contract day for returning teachers will be July 19, 2016, which is five days later than this current year. Due to this later return, teachers will not have worked any days during the pay period for the July 21st paycheck. **Therefore, teachers' first paycheck for the 2016/2017 year will be on August 4th, 2016.**

In order to minimize any negative impact, the District has scheduled two pays in July. The first installment of the Pay for Performance (Prop 301) monies will be paid on the July 7, 2016 payroll. This paycheck will reflect two thirds (2/3) of the Pay for Performance monies, which is up to \$1,800.00. In addition, contingent upon the passing of Proposition 123, the District will include the one-time 5% loyalty bonus in the July 21, 2016 paycheck.

Scheduling these additional pays on July 7 and July 21 will be beneficial in a couple of ways. First, employees generally like to avoid additional earnings in a regular paycheck in order to avoid a higher tax bracket resulting in higher taxes. (Please keep in mind this tax "savings" is temporary only; whatever tax is owed will eventually be paid). Second, this payment schedule fills a void in July when there are no earned salary days scheduled for teachers.

As you plan and budget for the future, the following is a breakdown of what certified staff can expect in their upcoming paychecks:

2015-16 SCHOOL YEAR

May 26 Paycheck: Teachers will receive the remaining balance of their contract. This will reflect either 2 or 4 base salary pays depending upon your contract.

June 9 Paycheck: Any work done and recorded on a timesheet will be paid. Timesheets due in Payroll by May 31, 2016.

June 23 Paycheck: Journey 2020 incentive to eligible employees. (\$500 for 20 hours or more/\$250 for less than 20 hours).

2016-17 SCHOOL YEAR

July 7 Paycheck: First Installment of teacher Pay for Performance (Prop 301). (2/3 of the potential \$2700, up to \$1,800.00) The final one third (1/3) will be paid September or October.

July 21 Paycheck: Contingent upon Proposition 123 passing, eligible returning teachers who were hired before November 1, 2015 will receive a 5% one-time loyalty bonus.

August 4 Paycheck: First regular paycheck for 2016/2017.

August 18 Paycheck: Insurance Benefits deductions begin.

September 1 Paycheck: First Health Savings Account (HSA) contribution from the District (second contribution will be in February).

June 1, 2017 Paycheck: Teachers will receive the remaining balance of their contract. This will reflect either 2 or 4 base salary pays depending upon your contract.

2017-18 SCHOOL YEAR

August 3, 2017 Paycheck: First regular paycheck for 2017-18.

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, April 5th, at 3:45 p.m. at the District Office. RSVP to Ostrowicki.dee@cusd80.com.

Benefits Annual Open Enrollment

Open Enrollment is the only time to make changes to your benefit plans or let your employer know you wish to continue the same health coverage or that you want to make changes for the upcoming plan year. **All benefit eligible employees will need to reselect benefits**, as benefits will not automatically renew. Because some of your benefits are pre-tax, the IRS does not allow changes outside of open enrollment unless you have a qualified life status change, such as marriage, birth/adoption, change in dependents/spouse's employment status.

Open Enrollment is scheduled for April 18, 2016—May 6, 2016

What should you do to prepare?

- Look for a preview of the materials. When the material is available, take time to read prior to the open enrollment meeting.
- Know your current benefit selection and any out of pocket cost. You can review your current selections on employee online, deductions are found on your paycheck stubs.
- Plan to attend a group meeting. This is a good way to find out what's new and get your questions answered.
- Since open enrollment is the only time you can make a change (outside of qualifying event), always review your options before you enroll to ensure you select the benefits which fit you and your family the best.
- Remember to schedule time to enroll. **Benefits do not auto renew, you must select every year.** Don't be late or you'll have to wait until the next open enrollment.

INVESTING TIME = PEACE OF MIND

Open Enrollment Educational Meetings

| DATE | LOCATION | TIME |
|---------------------------|-------------------------------|---------------------------------|
| Monday, April 18, 2016 | PJHS—Media Center | 4:30-5:30 PM |
| Tuesday, April 19, 2016 | AJHS—Library | 4:00-5:00 PM |
| Wednesday, April 20, 2016 | Central Kitchen—Training Rm. | 10:30-11:30 AM |
| Wednesday, April 20, 2016 | Sanborn Elem.—Media Center | 3:15-4:15 PM |
| Thursday, April 21, 2016 | District Office—Board Room | 1:30-2:30 PM |
| Thursday, April 21, 2016 | District Office—Board Room | 5:00-6:00 PM |
| Friday, April 22, 2016 | District Office—Board Room | 2:30-3:30 PM |
| Monday, April 25, 2016 | Hull Elem.—Media Center | 3:30-4:30 PM |
| Tuesday, April 26, 2016 | Auxier Elem.—Cafeteria | 3:30-4:30 PM |
| Wednesday, April 27, 2016 | CHS—Cafeteria | 3:30-4:30 PM |
| Wednesday, April 27, 2016 | District Office—Training Room | 10:00-11:00 AM (SPANISH) |
| Thursday, April 28, 2016 | District Office—Board Room | 10:00-11:00 AM |
| Thursday, April 28, 2016 | SJHS—Fulton Theater | 4:15-5:15 PM |
| Friday, April 29, 2016 | District Office—Training Room | 3:45-4:45 PM (SPANISH) |

COMPUTER LAB

| | | |
|-------------------------|-------------------------------|------------------|
| Tuesday, April 26, 2016 | District Office—Training Room | 8:00 AM—12:00 PM |
| Monday, May 2, 2016 | District Office—Board Room | 8:00 AM—5:30 PM |
| Thursday, May 5, 2016 | District Office—Board Room | 8:00 AM—5:30 PM |

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.

June and July

SUMMER SCHEDULE 2016

| Mon | Tue | Wed | Thu | Fri |
|--|--|---|--|--------------------------------------|
| 30 Memorial Day Holiday | 31 8 Hour Work-day 7:30 am-4:30 pm | 1 8 Hour Work-day 7:30 am-4:30 pm | 2 10 Hour Days begin 7:00 am-5:30 pm | 3 |
| 6 10 Hour Days | 7 10 Hour Day | 8 10 Hour Day | 9 10 Hour Day | 10 |
| 13 10 Hour Day | 14 10 Hour Day <u>Last Day for Elem Admin. Assistants</u> | 15 10 Hour Day | 16 10 Hour Day | 17 |
| 20 10 Hour Day | 21 10 Hour Day | 22 10 Hour Day | 23 10 Hour Day | 24 |
| 27 10 Hour Day | 28 10 Hour Day | 29 10 Hour Day | 30 10 Hour Day | 1 |
| Mon | Tue | Wed | Thu | Fri |
| 4 4th of July Holiday | 5 10 Hour Day | 6 10 Hour Day | 7 Resume 8 Hour Work day 7:30 am-4:30 | 8 |
| 11 <u>Elem Admin. Assistants Return</u> | 12 <u>New Teacher Orientation</u> | 13 <u>New Teacher Orientation</u> | 14 <u>New Teacher Orientation</u> | 15 <u>New Teacher Orientation</u> |
| 18 <u>New Teacher Orientation</u> | 19 <u>Teachers Return</u> | 20 | 21 | 22 |
| 25 First Day of School | 26 | 27 | 28 | 29 |
| | | | | |

Points of Importance:

The District will work 4-day work weeks (Monday through Thursday) beginning June 2nd through July 6th. Open office hours will remain 7:30-4:30 pm. 10 hour workday hours are 7:00—5:30 with a 30 minute lunch break.

- ◆ May 31st and June 1st will be regular 8 hour workdays
 - ◆ June 2nd will begin 10 hour days
 - ◆ Last 10 hour day will be July 6th
 - ◆ Resume 8 hour days July 7th
- Friday Business Casual** dress is in effect May 26th through July 15th.

Elem. Administrative Assistants are scheduled to work through June 14th and resume July 11th. Elementary school offices may close to the public June 13th and 14th, however, employees scheduled to work should be on duty or using approved leave.

Community Education will be closed on Fridays.

Warehouse will work an early shift schedule Monday-Friday closing each day at 3:00 pm.

I.S. will be staffed Monday—Friday. Employees may work 4 days splitting coverage on Monday/Fridays.

IRC will follow same district office schedule Monday—Thursday 7:00 am—5:30 pm.

Food Services will follow same district office schedule Monday-Thursday 7:00 am—5:30 pm.

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 |
|--|--|

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.

April

| Mon | Tue | Wed | Thu | Fri |
|-----|---|----------------------------|--|-----|
| | | | | 1 |
| 4 | 5 Leave of Absence Workshop 3:45 p.m. District Office | 6 Hourly pay week ends | 7 All hourly time Workforce software due (Workforce and timesheets) | 8 |
| 11 | 12 | 13 Hourly pay week ends | 14 All hourly time Workforce software due (Workforce and timesheets) Pay Day | 15 |
| 18 | 19 | 20 Hourly pay week ends | 21 All hourly time Workforce software due (Workforce and timesheets) | 22 |
| 25 | 26 | 27 Hourly pay week ends | 28 All hourly time Workforce software due (Workforce and timesheets) Pay Day Certification Open House 2:30 pm @ DO | 29 |

