



NEW ADMINISTRATOR OR TEACHER CHECK LIST

**The following items are necessary for you to complete for payroll purposes and to maintain a personnel file on each employee. All paperwork must be read, completed, and returned by July 21st in order to receive a check on 8/15/11 if you are an Administrator or 9/15/11 if you are a Teacher.

Please call Melody Gregory @ 924-3701 to make an appointment to review your paperwork when you are ready to submit everything. Appointments are available from July 18th - July 21st. **DO NOT DROP OFF YOUR PAPERWORK AND LEAVE.** It is necessary for me to meet with you to review all paperwork.

ALL PAYROLL AND BENEFIT PAPERWORK CAN BE FOUND ON OUR WEBSITE. PLEASE FOLLOW THE DIRECTIONS BELOW TO FIND THE PAPERWORK:

Go to: www.madeiracityschools.org
Click on: **EMPLOYMENT** - across top bar
Scroll down looking on the right

Begin scrolling down and looking at the right side of your screen. **Certified Staff** paperwork is located on the far right side of your screen. Benefit and tax paperwork is located further down.

Review and print all information. Complete all forms that request information. When completed, be sure to call me for an appointment @ 924-3701.

Certified Staff

___ 1. **STRS FORM** - All teachers and administrators in the State of Ohio are required to belong to the State Teachers Retirement System. If you are a retired teacher or administrator returning to work, please complete the Rehired Retiree form rather than the standard membership form. The employee pays 10% of their gross earnings and the Board of Education pays 14% on the employee's gross earnings. **This form must be completed even if you are already a member of STRS.** Both forms must be completed and signed. PLEASE NOTE THE STRS RETIREMENT AMOUNT DEDUCTED FROM YOUR PAY CHECK IS NOT TAXED.

___ 2. **FINGERPRINTING** - This is required by **ALL** staff. Please be sure to have your fingerprints processed early so that they are received by the district prior to your first day of work.

___ 3. **PAYTYPE** - ALL STAFF are paid on the 1st and 15th of each month. If the 1st or 15th falls on a weekend or holiday, you will be paid the day before.

___ 4. **DIRECT DEPOSIT - PAGES 1 & 2 - DIRECT DEPOSIT OF YOUR PAYCHECK IS MANDATORY. EMAIL NOTIFICATION of your check stub is also mandatory. Please read the info and complete the form.**

___ 5. **MADEIRA EMAIL ACCOUNT** - Every employee is required to have an email address in order to receive their pay stub, payroll and benefit information as well as information regarding daily operations. Your information will be forwarded to our Network Manager, Becky Reisert, who will set you up with an email account. Becky will also set you up with the DASL program and Progress Book if your position requires it. If you have not heard from Becky by August 1st, please contact her at: becky@madeiracityschools.org

___ 6. **RACE & CONTACT INFO** - The Ohio Department of Education requires every public school district to report numerous pieces of information on our staff. Please complete this form.

___ 7. **TSA** - Approved list of Tax Sheltered Annuity Companies. The website also has a comparison brochure to help you understand the difference between the 403b and the 457 plan. You may start or stop at TSA plan at any time. Please allow 30 days for start of a new plan or the ending of an existing plan.

___ 8. **2011-2012 CERTIFIED SALARY SCHEDULE** - Please refer to this schedule to determine rates of pay and benefits. The salary schedule can be found on our website once it has been approved by the board. The salary schedule was frozen for this particular school year.

___ 9. **CHECKURSTUFF** - Be sure to check your paystub when you receive your first paycheck. You should compare your salary to the salary schedule to make sure you are being paid correctly. You should also check your deductions to make sure they are correct too. You will be provided with a rate sheet during your meeting with Melody to check against your first check.

___ 10. **ANTHEM LIFE INSURANCE ENROLLMENT FORM** - The Board provides Term Life Insurance to full-time staff in the amount of one times your base salary, (or a minimum of \$40,000) at **NO COST TO YOU**. Employees working part-time (20-34.99 hours per week) will be provided with \$25,000 Term Life Insurance. The coverage does not require a medical history, it is guaranteed. Complete the enrollment form. The effective date is the first day of your employment. **This form is mandatory - please complete.**

___ 11. **ANTHEM LIFE INSURANCE BENEFICIARY DESIGNATION FORM:** This form is only needed if you should need to CHANGE your beneficiary after a marriage or divorce.

___ 12. **I9-FORM - PAGES 1&2** - You are required to provide **(IN PERSON)** two forms of identification. Please refer to the list of acceptable forms of identification. Please bring your two items of ID and the completed form to the board office and see Lora Riblet or bring to your meeting with Melody Gregory. Be sure you bring the correct 2 forms of ID to save yourself a second trip. Basically, you can bring a PASSPORT or a DRIVERS LICENSE AND A SOCIAL SECURITY CARD OR A DRIVERS LICENSE AND YOUR BIRTH CERTIFICATE. IF YOU HAVE A PASSPORT, A 2ND FORM OF ID IS NOT NEEDED.

___ 13. **FRINGE BENEFITS** - List of benefits and rates offered by Madeira City Schools.

___ 14. **DISABILITY INSURANCE** - The Board will provide disability insurance to all employees who have less than 5 years of service credit with School Employees Retirement System. **There is no cost to the employee. This form is mandatory. Please complete the form.**

___ 15. **AMERICAN FIDELITY - SECTION 125** - **ALL** staff who work 20 or more hours per week are required to sign an acceptance or waiver form for Section 125. Billy Boehme from American Fidelity will return on August 12th to meet with the new staff. Time slots available at MHS are: 8:30am - 12pm. Please sign up during your meeting with Melody. Questions: **Please contact Billy Boehme @ 252-6777. THIS IS MANDATORY.**

American Fidelity also offers additional insurance products such as Long-Term Care, Disability, Voluntary Life Insurance, and Accident Insurance. These products are paid by the employee should you decide to participate in any of them.

___ 16. **AMERICAN FIDELITY - FLEXIBLE SPENDING ACCOUNT** - A Flexible Spending Account (FSA) allows you to reduce your salary to pay for eligible health care and dependent care expenses on a tax-free basis. The money deposited into a flexible spending account is never taxed at the federal or state level. Your salary is reduced by an amount you specify at the beginning of the plan year. **The plan year starts September 15, 2011 and ends September 14, 2012. DEBIT CARDS WILL BE AVAILABLE AGAIN THIS YEAR! Debit cards are now FREE!!!** Be sure to ask the AF Rep (Billy) for more info! Direct deposit of your reimbursement is now mandatory. The form is located on our website and Billy can provide you with one when you meet with him. This is the last year that the max is \$10,000. Beginning 2013 it drops to \$2500 a year for the FSA medical plan.

___17. **OHIO DEPT OF PUBLIC SAFETY SECURITY FORM** - Please complete form and return with your paperwork. **THIS FORM IS MANDATORY.**

___ 18. **MANDATORY MEDICARE COVERAGE** - Congress passed H.R. 3128 which requires mandatory Medicare coverage for all employees hired after March 1, 1986. The contribution rate for this coverage is 1.45% of your gross earnings. The Board also will pay 1.45% on your gross earnings. This will be an automatic deduction on your paycheck.

___19. **VERIZON FORM** - 15% discount available to all employees, see flyer.

___20. **AUL VOLUNTARY LIFE INS** - We have two companies that offer voluntary life insurance. AUL is one of them. Staff working 20 or more hours per week are guaranteed \$100,000 or 5x your annual salary (not to exceed \$100,000) if you enroll within the first 30 days of employment. This is a voluntary life insurance policy. The employee is responsible for the premium. You may wish to compare rates on both plans (American Fidelity and AUL to determine which one better meets your needs).

___21. **SICK LEAVE - AESOP** - Each full-time employee accumulates 15 days of sick leave per year up to a maximum of 220 days. If you have days accumulated at another **OHIO** school, please contact that school and have the days forwarded to Madeira City Schools, ATTN: Melody Gregory. Fax #: 985-6072. Part-time staff will accumulate sick leave based on the # of days worked per week. For example: 5 days = 1.25 per month, 4 days = 1.00 per month, 3 days = .75 per month, 2 days = .50 per month, 1 day = .25 per month.

NOTE: Sick leave can only be documented in quarter increments.

Example:

0-2 hours = .25,

2+-4 hours = .50,

4+-6 hours = .75,

6+-8 hours = 1.00

**Sick and/or Personal Leave cannot be carried over to multiple days. Example: Kasey Smith has a doctor's appointment on Wednesday and needs to leave an hour early. Kasey also has a dentist appointment on Friday and needs to leave an hour early. Since we dock in quarter increments and time off cannot be carried over to multiple days, Kasey would have $\frac{1}{4}$ of a day deducted from her sick bank for Wednesday and $\frac{1}{4}$ of a day deducted for Friday.

Madeira City Schools uses the **AESOP** program to report absences. **ALL STAFF ARE REQUIRED TO USE AESOP TO REPORT AN ABSENCE. PLEASE FAMILIARIZE YOURSELF WITH THE PROGRAM BEFORE YOU BECOME ILL.** Please refer your questions re: **AESOP** to Lora Riblet at ext. #1330.

___22. **PERSONAL LEAVE** - Each employee has 3 personal days per year. You may use these days at your discretion, however, please review the personal leave policy located on our website in regards to guidelines and limitations. Personal days must be entered into **AESOP FOR APPROVAL**. Your building supervisor will receive the **AESOP** request and approve or deny your requested day.

If your day is approved you will receive an email from me indicating this. If your day has been denied, you will receive an email indicating the day has been denied.

NOTE: Personal leave can only be documented in quarter increments.

Example:

0-2 hours = .25,

2+-4 hours = .50,

4+-6 hours = .75,

6+-8 hours = 1.00

___ 23. **CREDIT UNION** - Payroll Deductions are available for the Valley Council Credit Union and Hamilton County School Employees Credit Union.

___ 24. **HQ TEACHER INFO**: This paperwork must be printed and completed and returned with the rest of your paperwork. If you have any questions about this paperwork, please contact Kenji Matsudo at 985-6070.

ANTHEM

___ 1. **ANTHEM ENROLLMENT FORMS - PAGES 1 & 2** - Please be sure to complete and sign the form. Anthem offers a single or family plan. See Fringe Benefits rate sheet for premiums. Coverage will begin on your first day of employment. If you will be covered by your former employer thru August 31st, 2011, please let me know this and we will start your benefits on September 1st, 2011.

Please print the rest of the Anthem information so that you know what the insurance covers and how it works. If you have any questions, we will review them when you submit your paperwork.

DENTAL CARE PLUS

___ 1. **DENTAL INSURANCE** - The Board provides dental insurance through Dental Care Plus to all full-time employees at **NO COST TO YOU**. The Board will pay 50% of the cost of dental insurance for part-time employees. See the Fringe Benefits rate sheet regarding costs. If you will be covered by your former employer thru August 31st, 2011, please let me know this and we will start your benefits on September 1st, 2011.

Dental Care Plus also includes a discounted eye care program. Please review to see how it works and what providers you can visit.

Please print all dental information so that you know what the insurance covers and how it works. If you have any questions, we will review them when you submit your paperwork.

VISION BENEFITS OF AMERICA

___ 1. **VISION INSURANCE** - The Board provides full-time and part-time staff the opportunity to purchase vision insurance through Vision Benefits of America. You are responsible for paying 100% of the premium. Please see the Fringe Benefits rate sheet regarding costs. If you will be covered by your former employer thru August 31st, 2011, please let me know this and we will start your benefits on September 1st, 2011.

Please print all vision information so that you know what the insurance covers and how it works. If you have any questions, we will review them when you submit your paperwork.

TAX FORMS

___ 1. **W-4 FORM** - the W-4 is for Federal Income Tax. Please complete and sign the form. **THIS FORM IS MANDATORY.**

___ 2. **IT-4** - IT-4 is for Ohio State Income Tax. If you need to deduct KY State Tax - please call 1-859-371-9049. The KY State Tax Dept can help you determine how much money should be deducted from your check each pay. Once you have made this determination, please put it in writing and submit with your paperwork. **THIS FORM IS MANDATORY FOR OHIO RESIDENTS.**

___ 3. **CITY TAX** - As an employee of Madeira City Schools 1% Earnings Tax for the City of Madeira is automatically deducted from your pay check. If you live in a community that also has an earnings tax we can also withhold this tax from your check. Please complete the enclosed form.

When you have read and completed all of your forms, please call Melody Gregory @ (513) 924-3701 and **make an appointment** to review and submit your forms. **DO NOT DROP OFF YOUR PAPERWORK AND LEAVE. IT IS IMPORTANT THAT WE REVIEW SEVERAL ITEMS IN YOUR PACKET. I WILL HAVE APPOINTMENTS AVAILABLE FROM JULY 18TH - JULY 21st, PLEASE CALL TO MAKE YOUR APPOINTMENT WHEN YOU HAVE COMPLETED YOUR FORMS.**

If you have any questions concerning your pay, benefits or any other item please feel free to call or email Melody Gregory, Assistant Treasurer.

Extension: #1332

Direct line: 924-3701

Email: melody@madeiracityschools.org

WELCOME TO MADEIRA