

## **MAY, 2018 – SUMMER AND BEGINNING OF SCHOOL BENEFIT ENROLLMENT AND PAYROLL INFORMATION**

1) **Moved** over over the summer, please send Melody Gregory an email with your new address/phone #. If you are retiring or resigning, please be sure to forward any change of address you have between now and November 2018. You will be getting a 2018 W2 from Melody Gregory in January 2019 and it is imperative that the address is correct.

2) Don't forget to **check your email** over the summer. All payroll and benefit info will be communicated by email.

3) **Open Enrollment!** The dates this year will be: **August 1st - August 17th, 2018**. This is when you can make changes to your insurance - add, drop, etc. ALL forms to make changes are on our website. **ANTHEM, DENTAL CARE PLUS, VISION BENEFITS OF AMERICA, FLEXIBLE SPENDING ACCOUNT AND SUPPLEMENTAL INSURANCE.**

If you are **picking up insurance**, please be aware that Melody needs copies of all **dependent birth certificates, social security cards** and your **marriage license** if you are married and adding your spouse. **Effective date for open enrollment is 10/1/2018.**

4) **Married** this summer and plan to change your last name, please notify Melody Gregory asap so that you will receive the name change guidelines to you. Please be aware that if you get married and plan to add your spouse to your insurance plans, you **MUST** add your spouse to your insurance within **the first 30 days of the marriage date**. Otherwise, you won't be able to add your new spouse until open enrollment with an effective date of 10/1/2018. Please be aware that we have spousal language and if your spouse is eligible for insurance with his/her employer they are required to enroll in a single plan with their employer. In most cases, they can be on your plan as secondary as well, but their primary must be with their employer if insurance is offered to them.

5) **Changed your EMAIL** address you have set up to receive your pay stub - **PLEASE LET MELODY GREGORY KNOW ASAP!!!** If you terminate the email address and do not give me a new one, you will not receive your pay stub notification. If your pay stubs have suddenly stopped being emailed to you, check your SPAM and JUNK folders.

6) Some of you will be receiving supplemental contracts by email or mail throughout the summer. **SIGN and return to MELODY GREGORY OR SUSAN CRABILL VIA EMAIL OR SLOW MAIL asap. You will not be paid without a signed contract on file.**

7) **Changed banks/close an account** during the summer, **allow 30 days** for the change to take place with your paycheck. Otherwise, your funds will bounce back to our account and you will have to wait until the funds have been returned before a replacement check is issued. This typically takes 3-5 days.

8) **Baby** over the summer and have health insurance through Madeira City Schools, be sure to complete the paperwork **within 30 days of the date of birth**. Otherwise, the baby will not be added until open enrollment. Enrollment forms are found on our website. Contact Melody Gregory or Susan Crabill if you can't find it.

9) **Have sons and/or daughters turning 26** this summer and dropping off your insurance plans, send Melody Gregory the following info: Sons/Daughters name, address, ssn, and date of birth. Their coverage will be terminatee Cobra paperwork will be processed. If your son/daughter needs insurance after they are terminated from your plan, you can try the local insurance companies or the marketplace.

10) If you participate in the **Flexible Spending Account** please be sure to submit your receipts prior to the end of the plan year (September 14, 2018). New plan year starts on 9/15/18 and ends on 9/14/19.

11) **Changes** to your **Federal or State tax** must be submitted in written form. Please find the appropriate form on our website. Allow 30 days for any changes.

12) **Terminations to your TSA** must be submitted in written form. If you wish to start a new TSA, you will need to contact an agent to complete their Salary Reduction form. Please allow 30 days for any changes.

13) We belong to two credit unions. If you need further information, please see our website for contact information.

14) If you want to know what exemptions you are claiming on your federal and state taxes, just look at the bottom left of your pay stub. An example of what it looks like is below:

**FED M 03 ST 03** -- this would mean you are filing 'married' with 3 exemptions for Federal tax and 3 exemptions for State tax.

15) If you are wondering what your sick leave balance is, it is also located on the bottom left of your pay stub.

**USE-SICK BAL**  
2.00/12.00

The above would mean that two days were deducted from your sick bank during that pay period and the balance left is 12 days. **Days deducted during a pay period does not necessarily mean you used the days during that pay period.** The moment you enter an absence into AESOP, your absence is recorded in your sick, vacation, or personal leave bank.

For example, if you entered a sick day today for August 26, 2018, your next paycheck would show that a day has been deducted from your sick bank because the 8/26 date would be reflected immediately in your sick bank balance.

16) The medical insurance premium increase will be reflected on your 6/15/18 pay check.

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**DIRECTIONS TO OUR WEBSITE AND MANY FORMS THAT YOU MAY NEED:**

Go to our website:

[www.madeiracityschools.org](http://www.madeiracityschools.org)

Choose: HUMAN RESOURCES (across the bar at top)

Choose: HUMAN RESOURCES/FORMS & DOCUMENTS

Look on right and begin scrolling down. You will see a block for INSURANCE ENROLLMENT FORMS that you may need.

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**Melody Gregory can answer any Benefit, Open Enrollment, Insurance and/or Payroll questions, [mgregory@madeiracityschools.org](mailto:mgregory@madeiracityschools.org), 513-924-3701 or 513-985-6070 x 1332.**