



MAY, 2019 – SUMMER AND BEGINNING OF SCHOOL BENEFIT ENROLLMENT AND PAYROLL INFORMATION

1) **PAYROLL COMMUNICATION** – All payroll and benefit information will be communicated by email during the summer.

2) **MOVING-RETIRING-RESIGNING** - If you move over the summer, if you have resigned or retired in 2019, please send Melody Gregory, mgregory@madeiracityschools.org, an email with your new address/phone #. **You will receive a 2019 W2 in January 2020 and it is imperative that the address is correct.**

3) **OPEN ENROLLMENT: AUGUST 1 THROUGH AUGUST 21, 2019.**

ALL STAFF THAT RECEIVE A PAYROLL CHECK FROM MADEIRA AND WORK MORE THAN 20 HOURS PER WEEK WILL HAVE TO LOGIN TO THE **ONLINE ENROLLMENT SYSTEM BENEFITSOLVER. MELODY GREGORY WILL NO LONGER BE ABLE TO TAKE CARE OF YOUR ENROLLMENT CHANGES.**

STEP BY STEP instructions will be provided by Melody prior to the start of **OPEN ENROLLMENT**. WATCH FOR THOSE INSTRUCTIONS VIA EMAIL PRIOR TO AUGUST 1.

If you fail to participate in OPEN ENROLLMENT, your benefits will be terminated.

If you DO NOT currently participate in health, dental, or any other insurances you are still required to login during OPEN ENROLLMENT as Madeira pays a Life Insurance policy for you.

4) **DEPENDENT CHANGES/NEW BABY** – If your family's dependent(s) status changes that impacts your benefits, changes must be entered into the **BENEFITSOLVER** online enrollment system. Upon making the online changes, you will receive an email from **BENEFITSOLVER** to upload your dependent verification paperwork. The upload will be **TIME SENSITIVE**. If you fail to upload required paperwork your changes will not be made. **That is particularly important if you have a new baby**. Sons and daughters currently on your insurance plan turning 26 during the summer will automatically be termed from your plan and COBRA paperwork will be sent to your home address.

Effective date for OPEN ENROLLMENT is 10/1/2019.

5) **GETTING MARRIED** - If you get married this summer and plan to change your last name, please notify Melody Gregory, so that name change guidelines can be sent to you. If you 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**. You will add your new spouse to our online enrollments system, **BENEFITSOLVER**. If you miss the 30-day window, your spouse cannot be added until open enrollment with an effective date of 10/1/2019. Current insurance has **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.

6) **EMAIL ADDRESS FOR PAYROLL NOTIFICATION** - If you change the EMAIL address that is currently set up to deliver your pay stub – **NOTIFY** Melody Gregory immediately. Otherwise, you will not receive notification.

7) **CONTRACTS** – Contracts will be issued to many of you at the June, July and August Board Meetings. Those contracts will be emailed or mailed. Payroll is established when contracts are signed and returned. **Return via email or mail to Melody Gregory.**

8) **BANK CHANGES** - If you change banks/close an account this summer, please 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 to our account before I can issue you a replacement check. This typically takes 3-5 days.

9) **FLEXIBLE SPENDING PLAN** - If you participate in the Flexible Spending Account be sure to submit receipts prior to the end of the plan year (September 14, 2019). New plan year starts on 9/15/19 and ends on 9/14/20.

10) **FEDERAL AND STATE TAXES** - Changes to your Federal or State tax must be submitted in written form. Forms are on the district website. Allow 30 days for any changes. **CURRENT TAX EXEMPTIONS** are on the bottom left of your pay stub. Example:

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

11) **TAX SHELTER ANNUITY** - Terminations to your Tax Shelter Annuity must be submitted in written form (email is acceptable). If you wish to start a new TSA, contact an agent to complete their Salary Reduction form. Board approved annuity companies are listed on the Human Resources webpage. Contact Melody Gregory if the annuity company you are considering is not on the list. Allow 30 days for any changes.

12) **CREDIT UNIONS** – Madeira is a member of two credit unions. Contact information is on the Human Resources webpage.

15) **SICK LEAVE** – Your Sick leave balance is 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. The moment you enter an absence into AESOP, your absence is recorded in your sick, vacation, or personal leave bank.

16) **MEDICAL PREMIUMS** - The 2% medical insurance premium increase will be on your **6/15/19 paycheck**.

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

Go to our website:

www.madeiracityschools.org

Choose: HUMAN RESOURCES (across the bar at top)

Choose: HUMAN RESOURCES/FORMS & DOCUMENTS

Look on right and begin scrolling down.

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