



MADEIRA CITY SCHOOLS
7465 Loannes Drive • Cincinnati, OH 45243
(513) 985-6070
(513) 985-6072 fax

NEW ADMINSTRATOR OR TEACHER CHECK LIST

Welcome to Madeira City Schools! My name is Melody Gregory and I am your Human Resource contact. I am the Payroll & Benefits Coordinator.

The following items are necessary for you to complete for payroll purposes and to maintain a personnel file on each employee. Please print this Certified Check List to ensure you don't miss anything. All paperwork must be read, completed, and **returned during the week of July 16th – July 26th at your scheduled meeting with me. Please let me know if you are on vacation during this time and we will find an alternate meeting time. It is important to submit your paperwork and meet with me in order to receive compensation in a timely manner.** Administrator's contract pay and any transition pay will start on 8/15/19. Teacher's contract pay will start on 9/15/19.

Please COMPLETE ALL PAPERWORK BEFORE you schedule your meeting.

IT IS IMPERATIVE THAT YOU FOLLOW THE CHECK LIST AND COMPLETE ALL PAPERWORK BEFORE YOU MAKE AN APPOINTMENT.

FIRST ORDER OF BUSINESS!! TO ACCESS THE ONLINE ENROLLMENT SYSTEM TO ENROLL OR WAIVE/DECLINE BENEFITS, YOU WILL NEED TO EMAIL THE FOLLOWING INFORMATION TO ME BEFORE YOU MOVE ON TO THE NEXT STEPS. EMAIL TO melody@madeiracityschools.org

SUBJECT LINE: YOUR FIRST AND LAST NAME/NEWHIRE

IN THE BODY I NEED THIS INFORMATION:

____SSN

____DATE OF BIRTH

____FULL ADDRESS

____EMAIL ADDRESS

____YOUR GENDER

If you prefer to call me to give me your SSN, that's fine. My number is: 513-924-3701.

I will reply when I have you set up so that you can move forward.



TO ENROLL OR WAIVE/DECLINE BENEFITS, PLEASE FOLLOW THE LINK BELOW. YOU NEED TO PROCESS THIS STEP BEFORE YOU MEET WITH ME.

THE ONLINE ENROLLMENT SYSTEM INCLUDES MEDICAL, DENTAL, VISION, BOARD PAID LIFE INSURANCE, VOLUNTARY LIFE INSURANCE AND VOLUNTARY LONG TERM DISABILITY.

****American Fidelity insurance benefits are not housed in the online enrollment system. You will continue to meet with Phil Fite to enroll or make changes. Phil will return the first two days of the 2019-2010 school year to meet with new staff.**

You must use the online enrollment system, Benefitsolver, to self-enroll for coverage if you are working 20 or more hours per week. You must elect or waive/decline coverage.

LINK TO ONLINE ENROLLMENT SYSTEM:

<https://www2.benefitsolver.com/benefits/BenefitSolverView>

LOOK ON THE RIGHT FOR THE 'REGISTER' BUTTON AND REGISTER. SAVE THE LINK TO YOUR FAVORITES BAR.

If you need assistance, there is a live chat feature and a call center to help you!

For more detailed information The 'ENROLLING IS EASY' flyer is located in the "Insurance Enrollment Forms" block on the Human Resources page on our website.

Your appointment time is for reviewing your paperwork and making necessary copies. It is not the time to complete your paperwork as it can take 1-2 hours to complete all of the paperwork and assemble the necessary personal dependent forms that you will need to UPLOAD TO THE ONLINE ENROLLMENT SYSTEM.

Please be sure to bring your Driver's License & Social Security Card or Passport when you meet with me.

Your marriage license, birth certificates, social security cards, and possibly the spousal coordination of benefits form will be needed for any dependents you wish to enroll in any of the health benefit plans. These forms will need to be uploaded to the Benefitsolver online enrollment system when you are enrolling. You will elect to add your dependents within the online enrollment system and then you will receive an email requesting your dependent verification.

In addition, copies of your BCI & FBI background checks that are not more than one year old will be needed at our meeting. Otherwise, please be sure you have had them done before we meet. Please tell them to send a copy to Madeira City Schools, Attention: Melody Gregory.

When completed, please call me @ 924-3701 or email me at melody@madeiracityschools.org to make an appointment to review your paperwork. Appointments are available from July 16th – July 26th, 2019.

DO NOT DROP OFF YOUR PAPERWORK AND LEAVE. You are required to meet with me to review all paperwork.

To review coverage booklets for medical, dental, vision, board paid life insurance, voluntary life insurance, voluntary long term disability insurance, they can be found here:

Login to Benefitsolver: <https://www2.benefitsolver.com/benefits/BenefitSolverView>

Click on: REFERENCE CENTER

Click on: MADEIRA

=====

FOR ALL OTHER PAYROLL PAPERWORK, PLEASE FOLLOW THE DIRECTIONS BELOW:

Go to: www.madeiracityschools.org

Click on: HUMAN RESOURCES

Click on: FORMS & DOCUMENTS

Scroll down looking on the right to find the required paperwork.

Paperwork is divided into four categories:

#1 Mandatory Paperwork for ALL STAFF

#2 Mandatory Paperwork for Certified Staff

#3 Informational Paperwork

#4 Insurance Information

Mandatory: #1 PAYROLL FORMS – ALL NEW STAFF:

****Official Transcripts** – Please request transcripts to be sent directly to the attention of the Treasurer, Susan Crabill, from the universities for your bachelor’s degree, master’s degree and any post master’s coursework via hard copy or secure email. Please do this as soon as possible.

1. GENERAL APPLICATION – ALL NEW EMPLOYEES MUST complete the general application.
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. If you have a copy of your BCI and/or FBI that is within the past 12 months of your date of hire, you may submit a copy when we meet.
3. 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.
4. 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 IT Department, who will set you up with an email account. IT will also set you up with the DASL program and Progress Book if your position requires it. If you have not heard IT by August 8th, please contact Matt Jones at mjones@madeiracityschools.org
5. 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. **THIS FORM IS MANDATORY.**
6. 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 I-9 form when you meet 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.

___ **7. 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.

___ **8. AUDITOR OF STATE – FRAUD HOTLINE:** Please read and sign the form indicating you have received the information. **THIS FORM IS MANDATORY. IT IS NOT NECESSARY TO PRINT THE FRAUD LAW. I ONLY NEED THE SIGNATURE PAGE.**

___ **9. AUDITOR OF STATE – OHIO ETHICS LAW:** We are required to provide you with the 26 page OHIO ETHICS LAW. You will need to print and sign the form to indicate you have been provided with the Ohio Ethics Law. The 26 page Ethics Law is located on our website. **You are not required to print the 26 pages of the Ethics Law, only the signature page. THIS INFORMATION IS MANDATORY.**

___ **10. FEDERAL TAX/W-4 FORM** – the W-4 is for Federal Income Tax. Please complete and sign the form. **THIS FORM IS MANDATORY.**

___ **11. STATE TAX/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. **THE IT-4 FORM IS MANDATORY FOR OHIO RESIDENTS.**

___ **12. 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. This is optional depending on whether or not your city/village/community requires that you pay an earnings tax. Please note that the district offers this service as a courtesy and has the right to refuse to withhold an outside city tax if the process is burdensome.

___ **13. HEALTH INSURANCE EXCHANGE OPTIONS** - You must print this and keep for your records. All new staff are required to receive this information.

___ **14. RECEIVED HEALTH INSURANCE OPTIONS:** - You must print, date, and sign this form to indicate you have received the Health Insurance Exchange Options. **THIS FORM IS MANDATORY.**

Mandatory: #2 Certified Paperwork:

___ **1. STRS FORM Pages 1&2-** 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. Beginning in 2016-2017, the employee pays 14% 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 in another school district.** Both forms must be completed and signed. **PLEASE NOTE THE STRS RETIREMENT AMOUNT DEDUCTED FROM YOUR PAY CHECK IS NOT TAXED.**

****NOTE: The district does not withhold FICA tax as we are not required to when the employer/employee is contributing to STRS.**

___ **2. 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 Tim Weber at 985-6070.**

___ **3. STAFF NETWORK FORM** - This must be signed before using any computers in the district.

#3 Informational Paperwork:

- ___ **1. FRINGE BENEFITS** – List of benefits and rates offered by Madeira City Schools.
- ___ **2. TSA** – Approved list of Tax Sheltered Annuity Companies is located in the Informational Material block on our website. 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 a TSA plan at any time. Please allow 30 days for start of a new plan or the ending of an existing plan. You must have 5 employees participating in a new annuity in order to bring on a new 403b or 457 provider.
- ___ **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. VERIZON FORM** – 15% discount available to all employees. Show your badge to your Verizon rep.
- ___ **5. SICK LEAVE** - Each full-time employee accumulates 15 days of sick leave per year up to a maximum of 260 days. Upon initial employment by the Board, any person who has, immediately preceding employment, been in the service of another board of education or State, county, or municipal government in Ohio, shall receive credit, within the last ten (10) years, for the sick leave accumulated up to 260 days in his/her previous service as shown in the records requesting the transfer of sick leave days from their former employer. Your previous employer can fax their form to my attention (Melody Gregory) at (513) 985-6072. It can also be emailed to me at mgregory@madeiracityschools.org.

Effective July 1, 2019 – part-time staff who work 20-34.99 hours per week will accumulate 1 sick day per month.

Effective July 1st, 2019 (This was initially changed in October 2011) - employees who work less than 20 hours per week will accumulate sick leave based on the hours worked. **For every 80 hours worked the less than part-time employee whose position is based on an 8 hour day will accumulate .575 of sick leave. For the part-time employee whose position is based on a 7 hour day will accumulate .657 of sick leave. The maximum days that can be accrued for less than part-time staff is **260 days**.

**A position could be 7-8 hours a day but only 2 or 3 days a week, for example, an educational assistant's position is based on a 7 hour day, however, the position is driven by the needs of the student, so the employee may only work 4 hours a day, but the sick leave accumulation will be based on the 7 hour position and will accrue .657 for every 80 hours worked.

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

If you work:

4 hours per day – 1 hour is a quarter day
5 hours per day – 1.25 hours is a quarter day
6 hours per day – 1.5 hours is a quarter day
7 hours per day – 1.75 hours is a quarter day
8 hours per day – 2 hours is a quarter day

****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 ¼ of day deducted from her sick bank for Wednesday and ¼ of a day deducted for Friday.

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

7. PERSONAL LEAVE - Each employee gets 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. You may be asked to disclose your reason if your personal day request is for consecutive days or backed up to a holiday or break. 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 AESOP 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 based on an 8 hour day:

0-2 hours = .25
2-4 hours = .50
4-6 hours = .75
6-8 hours = 1.00

8. CREDIT UNION - Payroll Deductions are available for the KEMBA (513-762-1641) and the Cincinnati Police Federal Credit Union. (513-381-2677)

9. NAME CHANGE GUIDELINES – To change your last name due to a marriage or divorce, you must present your social security card which shows your new name.

10. RMS – Please complete this form if you would like to donate (payroll deducted per pay) to the Levy campaign.

#4 INSURANCE INFORMATION

If you do not wish to ENROLL in any or all of the insurance plans and you work 20 or more hours per week, you must login to the online enrollment system and waive coverage.

1. ANTHEM MEDICAL – 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, 2019, please let me know this and we may be able to start your benefits on September 1st, 2019. **Make an election or waive/decline coverage.**

2. ANTHEM BASIC LIFE & ADD (BOARD PAID) - 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 online. The effective date is the first day of your employment. **THIS LIFE INSURANCE PLAN IS MANDATORY.**

3. DENTAL CARE PLUS - 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 through August 31st, 2019, please let me know this and we may be able to start your benefits on September 1st, 2019. **Make an election or waive/decline coverage.**

4. AVESIS VISION BENEFITS - The Board provides full-time and part-time staff the opportunity to purchase vision insurance through Avesis Vision Benefits. 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 through August 31st, 2019, please let me know this and we may be able to start your benefits on September 1st, 2019.

Make an election or waive/decline coverage.

5. ANTHEM VOLUNTARY LIFE INS – We have two companies that offer voluntary life insurance. ANTHEM is one of them. Staff working 20 or more hours per week are guaranteed UP TO 5x your annual salary, not to exceed \$250,000, 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 Anthem to determine which one better meets your needs. **This is an optional plan.**

6. VOLUNTARY DISABILITY INSURANCE - Anthem and American Fidelity both offer short/long term disability plans. The premium is paid by the employee. The Anthem disability plan is available in the online enrollment system. The disability plan with American Fidelity would require that you sign up during your meeting with Phil Fite in August.

7. AMERICAN FIDELITY – SECTION 125 – ALL staff who works 20 or more hours per week are required to sign an acceptance or waiver form for Section 125. Phil Fite from American Fidelity will return on August 12th and August 13th to meet with the new staff and any missed staff. **THIS IS MANDATORY.**

American Fidelity also offers additional insurance products such as Cancer, Heart, 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. If you are a NEW employee to schools or transferring from another district and have no sick leave accumulated, you may want to inquire about the disability insurance when you meet with Phil Fite. It would provide a safety net until you build up your sick leave bank.

8. 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, 2019 and ends September 14, 2020. DEBIT CARDS WILL BE AVAILABLE AGAIN THIS YEAR! Debit cards are FREE!!!**

Be sure to ask the AF Rep, Phil Fite, for more info! Direct deposit of your reimbursement is now mandatory. The max for FSA is now \$2700 a year for the FSA medical plan. This is an optional plan.

When you have read and completed all of your forms, please call or email Melody Gregory @ (513) 924-3701 and **make an appointment** to submit your forms.

DO NOT DROP OFF YOUR PAPERWORK AND LEAVE. IT IS IMPORTANT THAT WE REVIEW SEVERAL ITEMS IN YOUR PACKET.

Appointments are available from JULY 16th to JULY 26th 2019, please call or email to make your appointment when YOU HAVE COMPLETED ALL FORMS.

If you have any questions concerning your pay, benefits or any other benefit item please feel free to call or email Melody Gregory, Payroll & Benefits Coordinator. I'm looking forward to meeting with you!

Extension: #1332

Direct line: 924-3701

Email: melody@madeiracityschools.org