



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

NEW SUPPORT STAFF CHECK LIST

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

The following items are **REQUIRED** forms that you will need to complete for payroll purposes. Please use this **Classified Check List** to ensure you don't miss anything. All paperwork must be read and fully completed.

ALL require paperwork will need to be emailed to me within one email. If you do not have a way to scan, but have a smartphone, please download the free **GENIUS SCAN** app. When you take the first picture just keep pressing the **PLUS** '+' button to add multiple pages rather than hitting done after each one and sending multiple emails. Email to: mgregory@madeiracityschoools.org I will also need your 2 forms of ID emailed. See the I-9 information for the appropriate forms of ID. Please email a selfie as well so that I can use to compare to your photo ID. Once I have received your paperwork and reviewed it, I will contact you to let you know that your file is complete or that I need additional information. When all paperwork has been received, I will email you to set up a zoom meeting online to review your paperwork and answer any questions you may have.

Anyone who enrolls in an insurance plan or any plan that requires a monthly payroll deduction would be required to be set up on stretch pay (your annual salary divided over 24 pays). Stretch pay begins on 9/15 of each year and goes through 9/1 of the following year. Some positions do have a different stretch pay start date. We will discuss this at our meeting.

*Please be sure to **UPLOAD YOUR DEPENDENT VERIFICATION AND THE SPOUSAL COB FORM (IF NEEDED) TO THE ONLINE BENEFITSOLVER ENROLLMENT SYSTEM.** Delaying this step will result in your dependents not being added to your plan(s) in a timely manner.*

*In addition, copies of your **BCI & FBI background checks that are not more than one year old will need to be sent to Emily Hauser, Treasurer at ehauser@madeiracityschoools.org.***

*Please tell them to send a copy to **ODE and Madeira City Schools, Attention: Emily Hauser.** You will need one of these **Ohio Revised Codes, depending on your position, when you get new background checks:***

ORC 3319.291 - Staff with license or permit

ORC 3319.39B1 – Unlicensed Staff

****VERY IMPORTANT: If ODE and Madeira City Schools do not receive your background checks, you will have to pay to have them processed again. The state of Ohio will not send copies to you or forward to us or ODE afterward. You must indicate exactly who they should go to when you are having them done.**

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

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

SUBJECT LINE: YOUR FIRST AND LAST NAME/NEWHIRE (EXAMPLE: Melody Gregory/Newhire

IN THE BODY I NEED THIS INFORMATION:

____ **DATE OF BIRTH**

____ **FULL ADDRESS**

____ **EMAIL ADDRESS**

____ **YOUR GENDER**

____ **INSURANCE EFFECTIVE DATE (see info below to determine your effective date)**

____ **PHONE #**

____ **PLEASE SEND A SELFIE PICTURE IN A SEPARATE EMAIL**

____ **SSN (you can call me at 924-3701 if you don't want to email your ssn)**

****In addition, please email a selfie to Lora Graziani at lgraziani@madeiracityschools.org Lora will use your selfie for your badge. I also need your selfie to compare to your photo IDs, so be sure to mail to both of us.**

*****INSURANCE START DATE – THIS IS IMPORTANT AND DRIVES WHEN YOU CAN GO ONLINE AND ENROLL FOR BENEFITS. YOU ARE ELIGIBLE FOR BENEFITS ON YOUR FIRST DAY OF WORK. FOR MOST SUPPORT STAFF 8/13/2021 WILL BE YOUR FIRST WORK DAY. THERE ARE SOME SUPPORT STAFF THAT HAVE DIFFERENT START DATES. WE CAN DISCUSS AT OUR MEETING OR I CAN LET YOU KNOW PRIOR TO OUR MEETING IF YOU DON'T ALREADY KNOW YOUR START DATE.**

I WILL SEND YOU AN EMAIL WHEN I HAVE YOU SET UP IN BENEFITSOLVER'S AND YOU WILL THEN BE ABLE TO REGISTER AND ENROLL OR WAIVE THE OFFERED BENEFITS.

YOU HAVE 30 DAYS FROM YOUR FIRST DATE OF WORK TO ENROLL. IF YOU MISS THE DEADLINE, YOU WILL HAVE TO WAIT UNTIL OPEN ENROLLMENT WHICH HAS AN EFFECTIVE DATE OF 1/1/2022.

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TO ENROLL OR WAIVE/DECLINE BENEFITS, PLEASE FOLLOW THE LINK BELOW.

THE ONLINE ENROLLMENT SYSTEM INCLUDES MEDICAL, DENTAL, VISION, BOARD PAID LIFE INSURANCE, VOLUNTARY EE LIFE INSURANCE, VOLUNTARY SPOUSE LIFE, VOLUNTARY CHILD LIFE 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.

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. If you work 20 or more hours per week, you must enroll in the BASIC LIFE INSURANCE as it is paid by the Board. You will also need to add your beneficiary's.

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.

YOU WILL NEED THIS COMPANY KEY TO REGISTER:

GCIC

YOU MUST REGISTER, CHECK YOUR PERSONAL INFORMATION FOR TYPOS, ENROLL OR WAIVE BENEFITS OFFERED, ENTER YOUR BENEFICIARIES FOR THE BOARD PAID LIFE INSURANCE AND ANY OTHER VOLUNTARY INSURANCES YOU ENROLL IN.

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

For more detailed information The **'BENEFITSOLVER EASY ENROLLMENT'** flyer is located in the "Informational Material" block on the Human Resources page on our website.

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

Go to: www.madeiracityschools.org

Click on: **HUMAN RESOURCES**

Click on: **FORMS & DOCUMENTS**

Paperwork is divided into four categories:

#1 Mandatory Paperwork for ALL STAFF

#2 Mandatory Paperwork for Classified Staff

#3 Informational Paperwork

#4 Insurance Information

Mandatory: #1 PAYROLL FORMS – ALL NEW STAFF:

___ **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. The employee pays for the BCI/FBI fingerprinting. If you have had the BCI/FBI in the past 12 months, you may submit a copy when you submit your paperwork. **BCI/FBI: 3319.291 (STAFF WITH LICENSE OR PERMIT), BCI/FBI: 3319.39B1 (UNLICENSED STAFF) (THE ORC WILL BE NEEDED WHEN YOU GO TO GET YOUR BACKGROUND CHECKS). THIS IS MANDATORY.**

___ **3. 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 sent to the IT Department who will set up you up with an email account. If you have not heard from IT by August 8, 2021, please contact Matt Jones @ mjones@madeiracityschools.org

___ **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. 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 email your two items of ID and the completed I-9 form prior to meeting with Melody. Please be sure to review the acceptable forms of ID. **THIS IS MANDATORY.**

___ **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. **THIS IS MANDATORY.**

___ **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** – Read and sign form to indicate you received this information. **THIS IS MANDATORY. 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 the form and sign it to indicate you have been provided with the Ohio Ethics Law. The Ethics Law is located on our website. **THIS IS MANDATORY. YOU ARE NOT REQUIRED TO PRINT THE 26 PAGE ETHICS LAW.**

___ **10. FEDERAL TAX/W-4 FORM** – the W-4 is for Federal Income Tax. Please complete and sign the form. **THIS FORM IS MANDATORY. THE W4 FORM WAS REVISED IN 2020. PAY ATTENTION TO STEP 3/CLAIM DEPENDENTS. IF YOU HAVE 2 CHILDREN AND ENTER 4,000 AND 1 SPOUSE AND ENTER \$500, THE SYSTEM WILL ASSUME YOU WANT 3 EXEMPTIONS ON YOUR FEDERAL TAX.**

THERE IS NO SECTION FOR EXEMPTIONS ON THE NEW FORM. IF YOU LEAVE IT BLANK, I WILL ASSUME YOU WANT ZERO EXEMPTIONS.

___ **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 ALL 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. Another city tax will only be withheld from your pay check if there is an active account with employees already having it withheld.

___ **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 IS MANDATORY.**

MANDATORY: #2 CLASSIFIED PAPERWORK – PAYROLL FORMS

___ **15. SERS MEMBERSHIP FORM – PAGE 1** - All non-teaching staff in the State of Ohio are required to belong to the School Employees Retirement System. The employee pays 10% of their gross earnings and the Board of Education pays 14% of the employee's gross earnings. **PLEASE NOTE THE RETIREMENT AMOUNT DEDUCTED FROM YOUR PAY CHECK IS NOT TAXED. THIS IS MANDATORY.**

___ **16. SERS MEMBERSHIP FORM – PAGE 2 - BOTH** forms must be completed even if you are already a member of SERS. This form notifies you that FICA is not deducted from your paycheck. **THIS FORM IS MANDATORY. BE SURE TO WRITE YOUR NAME AND SSN ON THE TOP OF THIS FORM.**

___ **17. TIME CARD SCHEDULE** – Please refer to this when completing your time sheet. This will indicate what pay period is being paid, when to submit your time sheet and what date it will be paid. You will also receive an email reminding you when to submit your time sheet to the building administrative assistant.

___ **18. TIME SHEET** – Extra time sheets are available on our website. Email reminders will be sent out with information regarding due dates and time period covered. Extra hours should be placed on a pink time sheet. .

MANDATORY PERMIT:

___ **1) ONE YEAR EDUCATIONAL PERMIT** - Any Educational Aide; special education, optional kindergarten, preschool aide needs to hold either an active Professional License, an active Certificate, substitute license, pupil activity permit or educational aide permit issued by the Ohio Department of Education.

Educational Aides must have an active Permit or License issued by the Ohio Department of Education by the start of employment with the district. To apply for the Educational Aide permit, go to <http://education.ohio.gov/>. The first step is to establish a SAFE account. On the ODE website, click on SAFE and follow the prompt to establish a SAFE account. Once the SAFE account is established, go to ODE.CORE to submit application either new or renewal. The district IRN is 044289. This will be required for completion of the application. The application must be paid for online to complete the

submission. ODE will issue the application upon receipt of payment and confirmation of up to date FBI and BCII background checks.

#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. Both 403b and 457. There is a comparison brochure to show the differences between a 403b and a 457 plan. You may start or stop a plan at any time, however, please allow 30 days for the deduction to start or stop on your paycheck.

___ **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, pay day will be the day before.

___ **4. SICK LEAVE** - Each full-time employee accumulates 15 days of sick leave per year up to a maximum of 260 days.

Effective July 1, 2019 less than part-time staff will accumulate sick leave based on the hours worked.

**For every 80 hours worked the 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 part-time staff is 260 days. (This was originally changed in October 2011).

**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.

Effective July 1, 2019 – part-time staff who work 20-34.99 hours per week will accumulate 1 sick day per month for a total of 12 days per year.

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
6.5 hours per day – 1.5 hours is a quarter day (due to rounding down)
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.

___ **5. AESOP** - 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 CONTACT LORA GRAZIANI FOR ANY QUESTIONS ON HOW TO USE THIS PROGRAM. LORA CAN BE REACHED AT EXT # 1330.

6. 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 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. For specific hours, see the chart above that is used for sick leave quarter increments.

Example:

0-2 hours = .25

2+-4 hours = .50

4+-6 hours = .75

6+-8 hours = 1.00

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

8. 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. See details online.

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

10. SICK LEAVE TRANSFER – 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 220 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.

#4 INSURANCE INFORMATION

If your spouse is eligible for insurance with his/her employer they must pick up a single plan with their employer or he/she will not be permitted to enroll in the Anthem plan. The Spousal COB form will need to be completed by your spouse's employer to confirm that he/she is eligible or ineligible for benefits.

1. ANTHEM MEDICAL INSURANCE – Please be sure to elect or waive the medical insurance when you login to the online enrollment system. 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, 2021, please let me know and we may be able to start your benefits on September 1st, 2021. Make your election or waive/decline coverage.

2. BOARD PAID ANTHEM LIFE INSURANCE - 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 a \$25,000 Term Life Insurance. There is no medical history required and the coverage is guaranteed. Make this election online and enter your beneficiaries. **THIS IS MANDATORY.**

3. 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

through August 31st, 2021, please let me know and we may be able to start your benefits on September 1st, 2021. Make your election or waive/decline coverage.

___ **4. AVESIS VISION INSURANCE** - The Board provides full-time and part-time staff the opportunity to purchase vision insurance through Avesis Vision Insurance. 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, 2021, please let me know and we may be able to start your benefits on September 1st, 2021. Make your election or waive/decline coverage.

___ **5. ANTHEM VOLUNTARY LIFE INS** – Staff working 20 or more hours per week are guaranteed 5x your annual salary (not to exceed \$250,000) provided the new employee enrolls within the first 30 days of employment. This is a voluntary life insurance policy that the employee would be responsible for the premium.

___ **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. I would suggest that you compare both plans before you enroll as they are vastly different.

___ **7. 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. Phil will return the first 2 days of school to meet with new staff. He will stop in all buildings over these 2 days. Additional insurance products such as Cancer, Heart, Long-Term Care, Disability, Voluntary Life Insurance, and Accident Insurance are available through American Fidelity if you are interested. **These products are paid by the employee.**

___ **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, 2021 and ends September 14, 2022. 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 \$2750 a year for the FSA medical plan. **This is an optional plan.**

When you have read and completed all of your forms, please contact Melody Gregory @ (513) 924-3701 or melody@madeiracityschools.org to schedule an appointment to review and submit your forms.

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

Extension: #1332

Direct line: 924-3701

Email: melody@madeiracityschools.org