

Payroll & Benefits Department
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TO: Spokane Public Schools Employees

FROM: Payroll & Benefits Department

SUBJECT: July 2019 Payroll Notification to Employees

UNIQUE PAYMENTS IN JULY

Payout of Personal Leave days in excess of three (3) days for 10-month employees

Summer school payments begin for eligible staff

Certificated Staff Supplemental Payments

Overload payments for eligible staff

Final amounts for Tri time for the 2018-19 year that was submitted for processing by **July 15, 2019**

PERT hours can be reported for time spent on PERT eligible activities completed on or before August 23, 2019.

- In the summer months, you can drop your signed forms off at the Admin Building in HR.
- Submit all time to HR by **August 31, 2019**, signed by you and your 2018/19 administrator.
- If you attend Summer Institute, the trainers for those classes will be able to sign off on your form for these hours.

Classified Staff Supplemental Payments

Final amounts for Non-Compulsory time for the 2018-19 year that was submitted for processing by July 15, 2019

OTHER NOTICES

The SEBB Program will be mailing a postcard to all staff in mid-August with information on getting ready for open enrollment. Additional information about the program is available on the Health Care Authority website at <https://www.hca.wa.gov/about-hca/school-employees-benefits-board-sebb-program>.

Reminder: Employees participating in the Flexible Spending Account (FSA), administered through Rehn & Associates, for 2019 should use up their funds by December 31, 2019. These funds will not carryover to the 2020 FSA administered through the SEBB Program. Contact Benefits staff at SPSBenefits@SpokaneSchools.org with any questions.

Department of Retirement Systems Service Credit

Certificated and classified staff, working less than half-time, and substitutes may be eligible to purchase retirement service credit for time worked. For additional information, contact the Department of Retirement Systems (DRS) at 1-800-547-6657.