

Payroll & Benefits Department
200 North Bernard Street
Spokane, WA 99201-0206

phone (509) 354-7333
fax (509) 354-7325
www.spokaneschools.org



TO: Spokane Public Schools Employees

FROM: Payroll & Benefits Department

SUBJECT: November 2019 Payroll Notification to Employees

STAFF NOTICES

United Way

The final payroll deduction for the 2018-19 United Way contributions was in October 2019. The next annual United Way campaign will kick off on December 3rd. More details will be coming soon from your building coordinator. Thank you for your continued support!

Reminder: Employees participating in the 2019 Flexible Spending Account (FSA), administered through Rehn & Associates, 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.

December Reminders

The next pay date is Monday, December 30th.

There will not be deductions for medical insurance, life insurance, or short-term disability on your December paycheck. Benefit deductions under the new SEBB Program plans will begin in January 2020.

The Administration Building will be closed December 23 through January 1, 2020. We will reopen on Thursday, January 2, 2020.

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.