



► Payroll & Benefits

Payroll & Benefits Team

Ligouri Daubenschmidt
Manager
Payroll & Benefits

Cindy Sharp
Lead
Payroll Specialist

Tiffany Kelley
Lead
Benefits Specialist

Melanie Zickler
Payroll Specialist

Jared Blane
Benefits Specialist

April Bias-Fourstar
Payroll Specialist

RJ Salib
Benefits Specialist

[SPS Payroll & Benefits Website](#)

SPSPayroll@spokaneschools.org

SPSBenefits@spokaneschools.org

(509) 354-7333

The background features a dark blue rectangular area on the left and a series of overlapping, semi-transparent green triangles and polygons on the right. A thin white line runs diagonally across the bottom right corner.

Payroll

How am I paid?



Employees are paid by direct deposit or by PayCard only

- Complete the Direct Deposit Authorization Form
- Forms can be found on the District's website at:
 - www.spokaneschools.org/Staff
 - Under Quick Links, select Forms -> Payroll
 - > Direct Deposit Authorization



Direct Deposit changes must be received in the Payroll Department by the 10th of month to be effective on that month's paycheck



Only original forms with ink signature can be accepted.



If you do not complete a direct deposit payroll authorization form, you will be issued a US Bank Focus Card.



Payday

When am I paid?

- ▶ Payday is the last business day of each month
- ▶ Confirm with your Timekeeper what their submission dates/deadlines for exception time reporting
- ▶ Normally your Timekeeper is the Office Manager at your site



Pay stubs

How do I access my paystub?

- ▶ Paystubs are viewed & printed from Employee Online and should be reviewed monthly
- ▶ Paystubs are visible online day before payday
- ▶ www.SpokaneSchools.org > Staff link > Employee Online or
▶ eo.spokaneschools.org
- ▶ User ID is your 6 Digit SPS ID number
- ▶ Initial Password is Social Security number without the dashes
- ▶ Please talk with your Timekeeper or e-mail Payroll Department if you have questions about your paycheck

W-4s Federal Withholding

Approved for an exemption from the WA Long-Term Care tax?

Please make sure Payroll gets a copy of your exemption approval letter!
SPSPayroll@SpokaneSchools.org

Your first W-4 is submitted using the IRS W-4 paper form when you are hired.

Future changes are done electronically by logging into your Employee Online Account:

Employee Online > Pay Information > Tax Withholdings (W-4 Updates)

Changes to your W-4 must be completed by the 10th of month to take effect with that month's paycheck.

Review your paycheck monthly

The background features a dark blue rectangular area on the left and a series of overlapping, semi-transparent green geometric shapes on the right. The word "BENEFITS" is centered in the dark blue area in a light green, sans-serif font.

BENEFITS

Washington State Retirement

- ▶ **Mandatory Participation for all eligible employees** - 90 days to make plan selection from your first day of newly eligible service
- ▶ **Two plans to choose from**, if not already enrolled in a Washington State Retirement Plan
- ▶ **Plan choice is irrevocable**, whether elected or defaulted
- ▶ For plan information or questions go to www.drs.wa.gov
or call 1-800-547-6657



WA State Deferred Compensation Program

- ▶ *Supplemental* Retirement Savings Program (IRC Section 457 plan)
- ▶ Pre-tax and Roth (post tax) options available
- ▶ Roll eligible retirement funds into your DCP account, change your contribution amount whenever you want, low fees

<https://www.drs.wa.gov/plan/dcp/intro/>

Tax Sheltered Annuities (TSAs)

- ▶ Eligible employees can voluntarily elect to defer a portion of their compensation to the 403(b) plan to *supplement* their retirement savings.
- ▶ Defer on a pre-tax basis, Invest contributions among several investment options offered by an approved vendor under the Plan, Employees are 100% vested in their accounts under the Plan
- ▶ Enroll, change or stop contributions at anytime

Both options are listed on our Payroll & Benefits site > Retirement & Investment Information

Additional Retirement Options

Check the provider networks for Medical, Dental and Vision

Health Benefits

Health Benefits provided by School Employees Benefits Board (SEBB)

Medical Insurance - **13** Plans to choose from; HMO, PPO and HDHP

Dental Insurance - **3** Plans to choose from; Managed Care and PPO

Vision Insurance - **3** Plans to choose from: Managed Care and PPO

Life insurance, Accidental Death & Dismemberment (AD&D), and Long-term disability (LTD) insurance

Flexible Spending Arrangements (FSA)-Medical and Dependent Care enrollment options available

Health Savings Account (HSA)-Available if enrolled in the HDHP medical plan

Check the provider networks for Medical, Dental and Vision

Medical Insurance -Uniform Achieve 1 is the default medical plan \$44

- Premera Plans do not cover Providence or Sacred Heart doctors/facilities
- Some Kaiser Plans do not cover MultiCare/Deaconess doctors/facilities
- UMP High Deductible plan is eligible for enrollment in HSA pre-tax savings
SEBB also contributes to HSA plan if you choose the HDHP

Dental Insurance -Uniform Dental Plan - admin. by Delta Dental of WA, 100s of providers; Default

- DeltaCare-Less than 6 general dentists in Spokane County**
- Willamette Dental - 2 Facilities with multiple dentists

Vision Insurance - MetLife Vision-100s of providers; Default plan

- EyeMed - clinic based
- Davis Vision - clinic based

Flexible Spending Arrangements (FSA)

- Pretax payroll deduction for eligible unreimbursed medical expenses or eligible childcare expenses
- Must use all funds by 12/31 each year
- If participating, new enrollment required each year during open enrollment

Employee Eligibility

Benefit Department will e-mail when eligible and able to enroll in benefits

- ▶ Anticipated to work 630 hours in the School Year
- ▶ Actually worked 630 hours in the School Year with the District

Dependent Eligibility

- ▶ Spouse or State Registered Domestic Partner
- ▶ Natural or adopted child(ren) of the subscriber or spouse, up to age 26.
- ▶ Dependent children over age 26 who are disabled by a medically or judicially determined developmental disability or physical handicap
- ▶ Proof of dependent status must be uploaded to the Benefits 24/7 at the time dependents are added to coverage



Health Benefits *Benefit Eligibility*

How much will be deducted from my paycheck?

▶ The District pays the premiums for:

- ▶ Dental coverage for employee and all eligible, enrolled dependents
- ▶ Vision coverage for employee and all eligible, enrolled dependents
- ▶ Basic life insurance and basic AD&D insurance for employee
- ▶ Basic long-term disability (LTD) insurance for employee

▶ The Employee pays the monthly premium for:

- ▶ Medical Insurance - Rates the SEBB School Employee Enrollment Guide or online
<https://www.hca.wa.gov/employee-retiree-benefits/school-employees/medical-plan-premiums>
 - ▶ Cost is based on the medical plan chosen and the eligible family members enrolled
 - ▶ Premiums are deducted on a pre-tax basis
- ▶ Supplemental life insurance and supplemental AD&D insurance for employee & dependents
- ▶ Supplemental long-term disability (LTD) insurance for employee (Defaulted to 60%)

Benefit Enrollment Information



Deadlines - Must enroll on-line within 31 days of eligibility



All enrollment is on-line through Benefits 24/7



Deductions (if applicable) are taken the month of coverage



Mid-Year Plan Changes

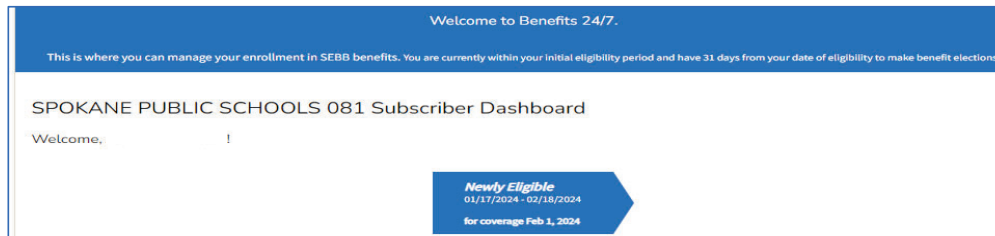
- With Qualifying Event
- Processed through Benefits 24/7
- Proof of the SOE must be uploaded
- Completed within 60-days of event

How do I enroll?

- ▶ Log in to Benefits 24/7 within your 31-day eligibility period

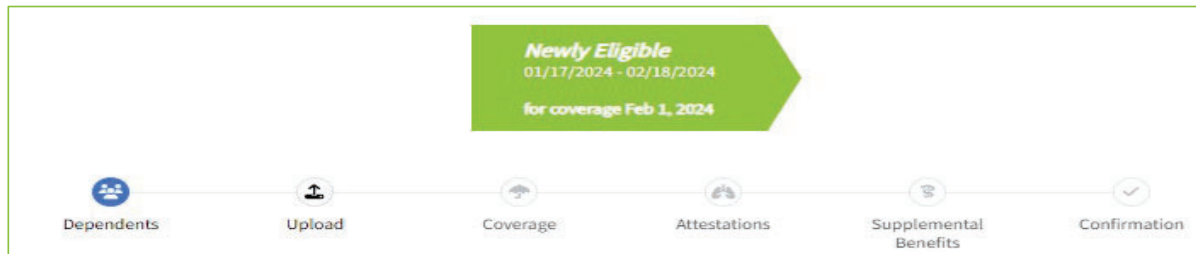
<https://myaccount.hca.wa.gov/auth>

Select the Newly Eligible chevron to open the enrollment wizard

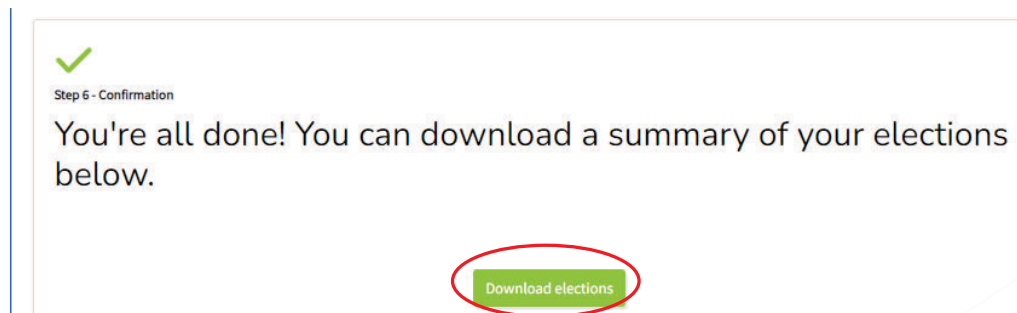


- ▶ If you do not log in to Benefits 24/7 within the 31-day window, you will be **defaulted** into:

- ▶ UMP Achieve medical plan at \$44 a month
 - ▶ If defaulted, can only change during OE for 01/01 effective date the following year
- ▶ Tobacco usage surcharge of additional \$25 a month
 - ▶ Can remove going forward; no refunds issued
- ▶ Employee Paid 60% LTD coverage
 - ▶ Based on age and annual salary
 - ▶ Can reduce to 50% or waive



- ▶ 1 Enroll dependents
- ▶ 2 Upload dependent verification documents
- ▶ 3 Make Plan Choices Medical/Dental/Vision/LTD
- ▶ 4 Make premium surcharge attestations
- ▶ 5 Access links to enroll in Supplement Benefits
Supp Life and AD&D, FSA and HSA enrollment forms
- ▶ 6 Confirmation **Click Download elections to Print or Save**



Employee Assistance Program



Provided by Solution Resources EAP, LLC



Confidential counseling



7 visits every calendar year free of charge for you and your dependents



Contact Solution Resources for services:

(509) 535-4074

www.solutionresources.net

EAP information is also on the Payroll & Benefits site and information cards available in the Administration Building, 2nd floor, Payroll & Benefits office.