



Payroll & Benefits
200 North Bernard Street
Spokane, WA 99201-0282

 **phone:** (509) 354-7333
 www.spokaneschools.org

TO: Spokane Public Schools Employees
FROM: Payroll & Benefits Department
SUBJECT: January 2024 Payroll Notification to Employees

UNIQUE PAYMENTS

Classified Staff Supplemental Payments

The license/certificate stipend will be paid in this month's payment to qualified SEA represented NS and CU members based on the job-related license/certificate held.

OTHER NOTICES

Employee Benefits

Benefit deductions have been updated beginning this month for the new year rates and open enrollment elections. This includes medical and any supplemental coverages including life, AD&D, long-term disability, FSA, HSA, and DCAP.

SEBB Program benefit detail is available online by logging into your SEBB Benefits 24/7 at <https://benefits247.hca.wa.gov/auth>.

New Year Information

Washington state minimum wage increased January 1, 2023 to \$16.28 per hour.

2023 W-2 forms were sent to all District sites for distribution to employees. W-2s for substitute employees were mailed to the employees' home address on file. If you have questions regarding your W-2, please contact Payroll at 354-7333 or via email at SPSPayroll@SpokaneSchools.org.

Reminder: Please review the assignment/job title listed on your pay stub for accuracy. This information is located on the top left under "Wages" in the pay detail information. If your assignment is not listed correctly, please contact Human Resources at 354-7265.

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.