

School Year Pay Dates

Friday, September 29, 2023
Tuesday, October 31, 2023
Thursday, November 30, 2023
Friday, December 29, 2023
Wednesday, January 31, 2024
Thursday, February 29, 2024
Friday, March 29, 2024
Tuesday, April 30, 2024
Friday, May 31, 2024
Friday, June 28, 2024
Wednesday, July 31, 2024
Friday, August 30, 2024

USBank FOCUS Pay Card

The district provides a FOCUS Debit VISA card for employees who choose to have all, or part, of their pay deposited on a debit card instead of into a checking or savings account. The card has no fees for regular use and is a simple way to set aside part of your pay for vacations, gifts, one time expenses, etc.

To sign up for a card, use the Direct Deposit Authorization form that is available on the SPS website > Staff > Forms > Payroll.

Employee Online

You can review pay stubs, leave balances, W-2s, and more on Employee Online. Additionally, you can submit changes to your W-4 and emergency contact information. Contact Payroll staff at SPSPayroll@SpokaneSchools.org for questions.

Note: direct deposit changes cannot be completed online. Original forms must be received by Payroll with ink signature.

Benefits

- The SEBB Program's annual open enrollment is October 30 through November 20, 2023. Changes will be effective January 1, 2024.
- Changes must be submitted online using SEBB My Account no later than Monday, November 20th.
- Employees may need to re-attest to the spouse or tobacco premium surcharges for the new year.
- You **MUST** enroll each year to participate in the Medical FSA or DCAP program. Enrollment is done during the SEBB's annual open enrollment and is completed online directly with Navia Benefit Solutions.
- Life Happens: Married, New Baby, Divorced? You may qualify for a Special Open Enrollment (SOE) period. Create a SOE in SEBB My Account and upload the required paperwork ASAP. Contact Benefits staff at SPSBenefits@SpokaneSchools.org for questions.

Payroll

- Changes to payroll deductions are due by 5:00 PM on the 10th of the month in which the change takes effect.
- W-2 forms will be distributed on or before January 31. They will also be available on Employee Online.
- Annual Sick Leave Sell Back letters will be sent out in January and signed forms **MUST** be received in Payroll before 5:00 PM on Tuesday, January 31, 2024.
- TRI and Non-Compulsory time for 2023-24 should be submitted monthly to your timekeeper. All time must be submitted no later than July 15, 2024.
- Eligible employees can sell back up to three personal leave days each year. Time should be submitted to your timekeeper no later than August 15, 2024.

Retirement

- New Retirement plan eligible employees have 90 days to make a plan choice. Employees selecting Plan 3 must choose a contribution level and investment option.
- It is recommended that retiring employees file with DRS 3 to 6 months prior to their retirement date to avoid a delay in their monthly pension.