

**ESTACADA SCHOOL DISTRICT #108**  
**PAYROLL AND FRINGE BENEFIT INFORMATION**  
**2017-2018**

**PAYROLL**

Payday is determined by District Policy as the **15th day** of the month. The cut-off date for time data to be included in the paycheck is the **last day** of the month all other changes deductions, ACH etc. must be in by the 30<sup>th</sup> of each month. Paydays are as follows:

July 14, 2017	December 15, 2017	May 15, 2018	
August 15, 2017	January 15, 2018	June 12, 2018	Licensed
September 15, 2017	February 15, 2018	June 15, 2018	Classified
October 13, 2017	March 15, 2018		
November 15, 2017	April 13, 2018		

**DIRECT DEPOSIT OF PAYCHECK**

An employee may have their paycheck Direct Deposited to the bank or credit union of their choice. Forms via Records online at <https://estacada.tedk12.com/records> under "Blank Docs." Your email address is your user ID and you can use the "forgot password" link to reset your password at anytime. For assistance with Records, please call ext 2909.

**All** payroll checks for Employees, Substitutes and Contracted workers will be mailed to the address on file on the selected payday. All direct deposit receipts for Substitutes and Contracted workers will be mailed to the address on file on the selected payday; direct deposit receipts for Employees are accessible via the Infinite Visions Portal account.

**Any data** affecting the paycheck must be submitted to the Payroll Office by the **last day** of the month to be included in the current month's paycheck. Therefore, if you desire any change in withholding, credit union, annuities or any other data pertinent to payroll withholding, it must be received **prior** to the **last day** of the month. Any notifications from companies or organizations such as Credit Unions or Annuity Companies, not actually received in the Payroll Office by the **last day** of the month cannot be incorporated into the paycheck until the following month. All overtime and any extra hours must have prior approval by immediate supervisor.

**SOCIAL SECURITY/W-4 FORM/I-9 FORM**

No employee is to commence any work until they have first completed a W4 Form, an I-9 Form and submitted their Social Security Card and any other necessary employment information to the Payroll and/or Personnel Office.

**NOTE: THE DISTRICT IS REQUIRED TO ISSUE PAYCHECKS TO THE EMPLOYEE IN THE SAME NAME THAT IS SHOWN ON THEIR SOCIAL SECURITY CARD.**

**ABSENCE REPORT**

An employee absent for **any reason** must call the District Absence Reporting System to report the absence, whether a substitute is needed or not. Personal Leave must be submitted and approved three (3) days in advance of date requested, unless it is an emergency. **Call the Absence Reporting system to report all absences: Phone number is 1-800-942-3767 or [www.estacada.k12.or.us](http://www.estacada.k12.or.us)** then click on "AESOP" on the right hand side.

**SOCIAL SECURITY**

A deduction of 7.65% of total salary will be withheld from each paycheck. This deduction is in two (2) parts - 1.45% for Medicare is taxed on all salary and 6.20% for 2017 Retirement Income is taxed on the first **\$127,200.00** of salary.

**FEDERAL & STATE WITHHOLDING TAXES**

**Withholding deductions are based on information obtained from your W-4 Form. New employees are required by law to fill out a W-4 at time of employment, if no W-4 is turned into payroll, federal law requires a deduction at single and zero dependents.**

**Employees are not required to complete a W-4 form at the beginning of each school year or at the beginning of the new calendar year. You can change your withholding deductions at anytime.**

## **PUBLIC EMPLOYEES RETIREMENT SYSTEM**

The Estacada School District is part of the mandatory Oregon State Public Employees Retirement System (PERS). All employees who work for the District and meet any one or more of the following criteria are required to become a member.

Employed by the district for six months

Previously employed in a PERS qualifying position

Work for the district for more than 600 hours per year

PERS members contribute 6% of their gross earnings into the PERS system and the District matches that contribution to the member's "account." The actual percentage the District pays to PERS is significantly higher than 6% to cover the "unfunded actuarial liability" and the required TIER III employer rate as determined by PERS. Depending upon your negotiated Agreement, the District may also be contributing the employee's contribution. Please consult with your union representative for further information.

## **WORKER'S COMPENSATION**

Deduction for Worker's Compensation is currently .014 cents per hour worked.

## **UNION DUES**

The District is a fair-share district. Local and state dues will be deducted from your paycheck. Information and sign-up forms are available from the building representative. A building representative will contact you regarding membership and dues.

## **ANNUITIES**

Employees may have tax sheltered annuity contributions withheld from their wages. Please check the Estacada School District website under 403b/457b for Carruth Compliance Consulting, for all federal rules and regulations and district deduction form. Contributions can be changed only complying with IRS Section 125 guidelines.

The district's employees are also eligible to make employee contributions to the Oregon Growth Savings Plan (OGSP) also known as a 457b. Please check the Estacada School District website under 403b/457b for contribution and plan management information.

## **MEDICAL & DENTAL BENEFITS**

**Medical, dental, life insurance and long term disability benefits are provided as stated in your negotiated agreement. Open enrollment is August 15<sup>th</sup> – 31st, for an effective date of October 1st. All employees are responsible to go online to <https://myoebb.org/oebb!/pb.main> to register and select and submit chosen insurance plans. No other changes can be made during the year except qualifying events (noted in next paragraph. All out of pocket deductions fall under the Evergreen Election rules.)**

**NOTE:** All qualifying employees must, at the onset of their employment, or eligibility, or open enrollment, make a decision as to their medical-dental, vision coverage. Once an application is made, the only condition under which coverage may be changed is by marriage, death, divorce or birth of a child and loss of coverage or any qualifying event allowed by carrier. These changes must be made within 30 days of the event; otherwise, a written health statement is required or coverage may be denied. It is against the law to claim anyone who is not a legal dependent, please contact your insurance company or payroll department for clarification.

## **OTHER INSURANCES**

Other insurance such as cancer care, additional life, dependent life and accident insurance, a list of district approved companies are available through the Payroll Department. This insurance is voluntary and the premiums are made from your disposable earnings. Section 125 information must be filled out by October 31st each year, to qualify for section 125 pre-tax status.

## **FEDERAL HEALTH BENEFITS CONTINUATIONS**

Effective July 1, 1986 Federal Law PL-99-272, known as COBRA (Consolidated Omnibus Budget Reconciliation Act), was enacted. This act provides a person the right to continuation of medical and dental benefits if certain events occur in their employment. If applicable, COBRA benefit packages will be mailed to the address on file with the insurance carrier. Please update the district payroll department with address changes. Further information regarding COBRA is provided by OEBB at the time of your enrollment for benefits.

Continuation of benefits is provided by BenefitHelp Solutions (BHS). All forms, correspondence and payment arrangements are between the COBRA recipient and BHS. The District is not responsible for lapse of coverage due to missed or late payments, enrollment or billing periods; nor is the District responsible for enrollments which are improperly submitted or are late.