

Retirement Forms and Instructions

- **Position Eligibility Worksheet** – It has been determined that you are eligible for retirement benefits through the Department of Retirement Systems. **Please sign and date this form, where noted, stating that you understand that you are eligible. Return the form to Payroll.**
- **Plan Choice/Option Letter** – **Please read, sign, date, and return this form to Payroll.** Make note of when your Plan Choice/Option is due to Payroll. If you are a Plan 2 member by choice this form will not be included in your packet.
- **Member Information Forms** – Use this form to tell Payroll your retirement Plan Choice/Option. Follow the directions on the top left section of this form. **Please complete and return this form to Payroll by your Plan Choice/Option due date.**

Plan Choice for New Members of SERS and TRS – you have 90 days to choose a plan. It's important that you make a choice between plans within 90 days after you're hired. You may choose either Plan 2 or Plan 3. Go online to www.drs.wa.gov/retirement-planning/newmember.htm to watch the Plan Choice video for a brief overview. The Plan Choice Booklet online provides you with the information, tools and resources that will help you determine your goals for retirement and how to best meet them. The Plan Choice website also provides tools to help with your decision. There's a website for you whether you're a SERS or TRS member. One of the tools you may find helpful while visiting the Plan Choice website is the financial modeling software. With this software, you can make financial projections and comparisons of your estimated retirement benefits under either plan. Carefully consider your options. Once you make a choice, you cannot change plans. If you don't make a choice between plans within 90 days of becoming an eligible school employee, you will automatically be placed in Plan 3, and you cannot later decide to become a member of Plan 2. For retirement questions you can call DRS at [1-800-547-6657](tel:1-800-547-6657).

- **Beneficiary Designation** – Name your beneficiary or beneficiaries for your retirement funds on this form. **Sign the form and mail it to the Department of Retirement Systems.** The address is on the top of the form.

Payroll Information

Key Times to Remember

Pay Dates	Last banking day of the month	
Time Sheet Due Dates	1st of the month	Submit to Administrator
Absence Reports	1st of the month	Submit to Administrator
Deductions	10th of the month	Submit to Payroll
W-4 Changes	10th of the month	Submit to Payroll
Direct Deposit Changes	10th of the month	Submit to Payroll

The Payroll Department needs to receive any payroll changes and time sheets by the 10th of the month in order for the changes to be processed for your next paycheck at the end of the month.

Pay Methods

DIRECT DEPOSIT *(Mandatory for all employees)*

Deposit is made to your account on payday. Any new or changed bank account information generates a one time paper check that will be mailed to your address on file.

WHEN The Last banking day of the month. Even when school is not in session.

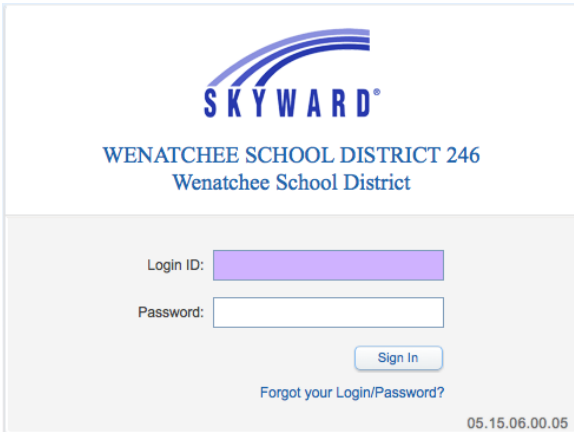
HOW Base contracts will be paid over 12 months. Time sheets are paid the month after the work is completed.

WHERE Employees can view and print pay stubs and leave balances online through Skyward Employee Access.

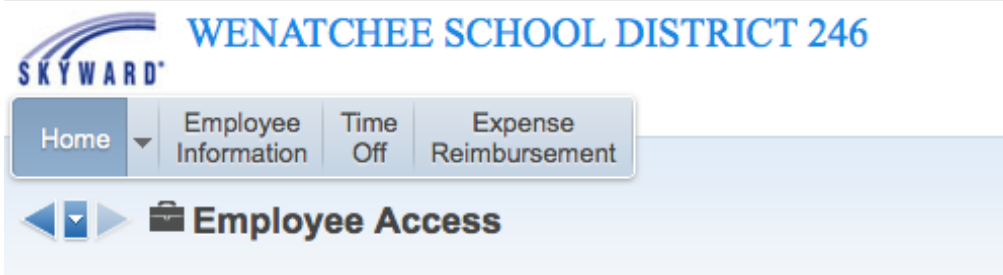
Skyward Employee Access

To log into Employee Access, go to the Wenatchee School District Home Page www.wenatcheeschools.org

- Click on "Staff"
- Click on "Log into Skyward"
- This will bring you to the log in screen.



- Enter your Login ID:
- Enter your Password:
- Click the Sign in button.
- Once you have gained access, click on "Employee Information"



If you are unable to gain access, contact payroll:

If your last name starts with A-H and all M&O Employees
If your last name starts with I-L and all Food Service Employees
If your last name starts with M-Z and all Transportation Employees

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Time Sheets

CERTIFICATED EMPLOYEES

District Time Sheet – For extra time over and above your contract time.

- Staff Meetings
- Staff Training
- Curriculum Development

Per Diem Time Sheets – Twenty one (21) Per Diem Days.

- In the 2016-2017 school year the equivalent of twenty one (21) workdays shall be made available to each employee from August 1st through July 31st each school year. These days shall be optional, paid by timesheet at the teacher's discretion, at any time during the school year. Per Diem Days should be submitted as 7.5 hours per day for full time staff or the appropriate hours per day as determined by your FTE for part time staff.
- Per Diem timesheets shall be submitted to the immediate supervisor for approval. Time sheets will submitted in seven and one-half (7.5) hour increments for full time staff or the appropriate hours per day as determined by their FTE for part time staff (i.e., a .5 FTE teacher would submit 3.75 hours).
- To be paid for these days, the Per Diem time sheet must be received by Payroll no later than sixty (60) days following completion of the day worked. All work completed in June and July must be received by Payroll no later than August 10th.

CLASSIFIED EMPLOYEES

District Time Sheet – For extra time over and above your contract time.

- Staff Meetings
- Staff Training

Department Time Sheets – For departmental use.

- Food Service Time Sheet
- M&O/Custodian Time Sheet
- Secretary Para Technical Time Sheet
- Transportation Time Sheet

All time sheets need to be turned in to your administrator for approval at the end of each month. Time sheets without an Administrator's signature will not be paid. All corrections and cross outs must be initialed by both the employee and the Administrator!

Absence Report

All employees are required to report their absences in AESOP, our absence recording and substitute calling system. Absence reports are pulled from the absence entries and processed by Payroll. Your Office Manager can give you more details about recording your absences in AESOP.

TYPES OF ABSENCES

Sick Leave:	Employee illness or doctor appointment.
Emergency Leave:	Family member illness, doctor's appointment, or other emergency as approved by administrator. Must provide explanation in Aesop under "notes to administrator".
Family Leave:	Certificated employees only Note: Sick leave, Emergency leave, Family Leave are all deducted from the employee's sick leave balance. Absences of 3 or more consecutive days will require a doctor's note.
Bereavement Leave:	In Aesop under "notes to administrator" Identify type (<i>parent, cousin, friend, etc.</i>)
Jury Duty:	Keep the check you receive from the court.
Subpoena:	Give explanation (<i>work related or personal - only paid if work related</i>)
Personal Leave:	If you have a personal leave balance and you want to take time off it must be approved by your Principal/Administrator prior to taking the time off.
School Business:	Give explanation of school business and account number.
Vacation:	260 Day employees ONLY

An absence report showing total hours absent with a reason should be signed, dated, and turned in to administrator for approval by the 1st of the month following the absence. All corrections and cross outs must be initialed by both the employee and the Administrator!
Absences for the current month are posted in the following month.

Deductions

ANNUITIES 403(B), DEFERRED COMPENSATION 457, AND ROTH 403(B)

TSA Consulting Group Inc
1-888-796-3786
www.tsacg.com

We offer the opportunity to participate in Annuities, Deferred Compensation, and Roth Salary Reduction Agreements through TSA Consulting Group Inc. If you wish to participate, contact TSA Consulting Group or your representative to help you enroll. If you already have an account and wish to make a change, fill out the appropriate Salary Reduction Agreement form found on the TSACG website, make sure you have your representative's signature, and submit it to Payroll. When Payroll receives your Salary Reduction Agreement form your automatic contribution amount will be deducted from your paycheck.

DEFERRED COMPENSATION PROGRAM

Department of Retirement Systems
1-888-327-5596
www.wa.gov/DRS/dcp

The Deferred Compensation Program is another opportunity to invest more of your funds into a deferred compensation retirement plan. If you are interested, go to their website listed above for information and to enroll. Payroll will be notified and your automatic contribution amount will be deducted from your paycheck.

CANCER INSURANCE

AFLAC Cancer Insurance
1-800-992-3522
www.aflac.com

To purchase any of AFLAC's insurance plans contact the number above and they will assist you. When we receive your enrollment information from the AFLAC representative your automatic premium amount will be deducted from your paycheck.

OPTIONAL INSURANCE

Salary Insurance – American Fidelity – 509-279-2540
Optional Life Insurance/AD&D – AON Hewitt – 1-206-467-4646

To find out more about these optional insurances you can contact Payroll for brochures and enrollment forms. When Payroll receives your enrollment information your automatic premium amount will be deducted from your paycheck.

CREDIT UNIONS – PAYROLL DEDUCTIONS

Numerica Credit Union
662-6117
www.numericacu.org

Inspirus
1-800-552-7447
www.secuwa.org

If you have an account, or would like an account with either of the above Credit Unions, contact the Credit Union to enroll in automatic payroll deductions. When Payroll receives your enrollment information your automatic contribution amount will be deducted from your paycheck. This process will take two payrolls to complete. The first payroll will verify with the credit union that we have the correct account information and will not deduct your automatic contribution amount. If the account information is cleared then the automatic deduction will begin with the second payroll.

FITNESS CLUBS

Gold's Gym
663-4965

WRAC
662-3544

YMCA
662-2109

As school district employees you have the opportunity to join these three Fitness Clubs at a discounted rate. Contact the Fitness Clubs to find out more information and join. The Fitness Clubs will notify Payroll that you have joined and your automatic membership dues amount will be deducted from your paycheck. To cancel your membership you need to contact your Fitness Club and they will notify Payroll of your membership cancellation.