

ESTACADA SCHOOL DISTRICT #108
PAYROLL AND FRINGE BENEFIT INFORMATION
2011-2012

PAYROLL

Payday is determined by District Policy as the **20th day** of the month. The cut-off date for time data to be included in the paycheck is the **6th day** of the month all other changes deductions ACH and ect. need to been by the 30th of each month. The schedule of paydays is as follows:

July 20, 2011	December 16, 2011	March 20, 2012
August 19, 2011	November 18,2011	April 20, 2012
September 20,2011	December 16, 2011	May 18, 2012
October 20, 2011	January 20, 2012	June 13, 2012 Licensed
November 18,2011	February 17, 2012	June 20, 2012 Classified

Employees other than Substitutes and Contracted workers payroll checks and direct deposit slips will be picked up by a building representative on designated pay date.

Substitutes and contracted workers paychecks and all direct deposit slips will be mailed on payday.

Any data affecting the paycheck must be submitted to the Payroll Office by the **30th 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 **30th day** of the month. Any notifications from companies or organizations such as Credit Unions or Annuity Companies, not actually received in the Payroll Office on the **30th day** 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 W-4 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 SUB FINDER to report the absence, whether a substitute is needed or not and must complete an absence form on TEACHER SOLUTION, contact Tech Department for instructions. An employee absence form is to be completed **before leaving work** unless it is an emergency situation. Sick leave claims must be completed on the day the employee returns to work and submitted online that day. Personal Leave forms must be submitted and approved three (3) days in advance of date requested, unless it is an emergency. Call the Subfinder to report all absences: **Phone number is 866-326-6995 or www.esd108.org.**

DIRECT DEPOSIT OF PAYCHECK

An employee may have their paycheck Direct Deposited to the bank or credit union of their choice. Forms are available on the Estacada Web-site www.esd108.org

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 Retirement Income is taxed on the first **\$106,800.00** 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 and at the beginning of the New 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 representation for further information.

WORKMENS COMPENSATION

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

CREDIT UNIONS

Deduction(s) may be made to OnPoint Credit Union and/or Clackamas Federal Credit Union. Information and sign-up forms are available from the Credit Unions.

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 TSA 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.

MEDICAL-DENTAL BENEFITS

Medical, dental, life insurance and long term disability benefits are provided as stated in your negotiated agreement. Open enrollment is during the month of August through September 6, for an effective date of October 1. All employees are responsible to go on line to [://myoebb.org/oebb!/pb.main](http://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 maybe 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 May 31 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. It is important to provide the payroll department with all changes, because we are required by law to provide everyone with a choice for COBRA.

Further information regarding COBRA is provided by OEGB at the time of your enrollment for benefits.

OEGB will provide forms for continuation of benefits and will forward your premium payments to the carriers. If the employee, or family member, participates in the COBRA plan, they will receive instructions from OEGB regarding payment arrangements.

The District is not responsible for lapse of coverage due to missed or late payment, enrollment or billing periods.

The District is not responsible for enrollments which are improperly submitted or are late.