

# NEWS FROM HUMAN RESOURCES, PAYROLL, & BENEFITS

NOVEMBER 2015

## Important Dates

### Leave of Absence Workshop

Attend on Tuesday, December 15th  
3:45 p.m. @ District Office  
RSVP: Ostrowicki.dee@cusd80.com

### AZ Certification Open House

Emergency Appointments Only. Contact Elizabeth Barker.

### Employee Fingerprint Session

By appointment only. To renew a Fingerprint Clearance Card, please contact Elizabeth Barker at 812-7668 to schedule your appointment.  
Teachers renewing fingerprint card will need a money order for \$67  
Community Ed employees contact Angie Larsen 224-3907

### Upcoming Payroll Dates

12/03/15—Bond Bonus  
12/10/15—PFP Payment  
1/21/16—HSA 2nd Installment

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## HUMAN RESOURCES

### LOSE TO WIN

Twenty-four sites are planning a Lose to Win program beginning January 2016. Lose to Win is designed to help individuals understand the many benefits that they will win when they lose unwanted pounds, including reducing risk for disease and disability, increasing self-esteem and living a longer healthier life. The Lose and Win program will provide fundamentals of weight loss and offer you practical everyday tips on how to lose pounds or maintain a healthy weight.

Participating sites will also be competing for prizes based upon their success. Below is a list of participating sites to date. If your school/department is not listed and you would like to facilitate for your site, please see your principal and contact Veronica King in Human Resources at 480-812-7624.

**Elementary:** Andersen, Basha, CTA Humphrey, CTA Independence, Frye, Fulton, Galveston, Hancock, Jacobson, Knox, Navarrete, Riggs, Sanborn, Santan, and Shumway

**Secondary:** AJHS, ACP Erie, ACP Oakland, BJHS, Elite Performance Academy, WJHS and Casteel HS

**Departments:** District Office and Transportation

## **Letter from Karen M. McGee, President, Chandler Unified School District Governing Board**

To Arizona's Best,

November 3<sup>rd</sup> was an awesome day . . . the Bond passed!!! This was great news for Chandler Schools!

As you are aware, current funding sources have been insufficient to maintain our schools and meet our capital needs. The successful passage of the bond has created a funding source for much-needed capital items such as facility upkeep, technology upgrades, textbooks, transportation, etc. Additionally, this relieves our Maintenance & Operations budget (salaries). Consistent with contract language, if more funds are available in the general Maintenance & Operations budget, the Governing Board may approve an additional one-time payment to employees. **The Governing Board is so pleased to announce a one-time payment of \$500 (\$250 for part-time employees) to be paid on December 3, 2015.**

We hope this makes your holidays a little brighter.

On behalf of the Governing Board, thank you for all you do for our students and families each and every day. You are truly Arizona's best!



Karen M. McGee  
President, Chandler Unified School District Governing Board

## **Frequently Asked Questions regarding One-Time Payment for Human Resources**

### **Who is eligible?**

CUSD employees hired on or before October 31, 2015 who are on active status on November 23, 2015.

### **How much will I receive?**

Employees who work 20 or more hours per week will receive \$500. Employees who are scheduled to work less than 20 a week will receive \$250.

### **When will the money be distributed?**

This one-time payment will be paid on a separate check on December 3, 2015.

### **Will I have taxes taken out of my check?**

Yes, federal and state taxes and Arizona State retirement contribution will be deducted. Voluntary deductions will not be deducted.

### **Will the payroll be direct deposit?**

Yes

### **What if I am on leave of absence on December 3, 2015?**

Employees on a paid leave will receive the compensation on December 3, 2015. Employees who are on an unpaid leave will receive the compensation upon their return to active paid status.

### **I am out for a one year leave. Am I eligible?**

No, you will not be eligible.

# PAYROLL

## **Important Payroll Updates for Year End**

New for 2015 filing requirements, if at any point during the year you qualified as a full-time employee, you will be receiving *Form 1095-C – Employer-Provided Health Insurance Offer and Coverage* from Chandler Unified School District. Form 1095-C includes information about the health insurance coverage offered to you, your spouse, and dependent(s) by your employer. If you purchased health insurance coverage through the Health Insurance Marketplace and wish to claim the premium tax credit, this information will assist you in determining whether you are eligible. You may receive multiple 1095-C forms if you had multiple employers during the year that met the filing criteria.

For purposes of the employer shared responsibility provisions, a full-time employee is, for a calendar month, an employee employed on average at least 30 hours of service per week, or 130 hours of service per month.

**Similar to Form W-2, Form 1095-C for tax year 2015 are due to individuals by February 1, 2016.** For tax year 2015, all Form 1095-C will be mailed via US mail to the address on file with CUSD; an electronic option is not currently available.

The information above should not be construed as tax advice and you should consult with a licensed tax professional for details regarding how your taxes may be impacted.

## **2015 W-2**

Beginning with tax year 2013, CUSD was proud to announce the availability of electronic W-2's online. CUSD employees may choose to receive their W-2 statements electronically by visiting the link "Electronic W-2 Consent Form" through [Employee Online](#). Employees may still elect to receive a paper copy of their W-2 via U.S. mail.

### **Consent to Receive Your Form W-2 in Electronic Format in Lieu of Paper Format:**

Giving your consent only takes a few minutes:

1. Access [Employee Online](#)
2. Click on the link "Electronic W-2 Consent Form" under Pay Information
3. Located at the top, in **red**, will show your current election (if your current election is current, there is nothing else that needs to be done).
4. To change the currently set election, please:
  - \*Read the Disclosure Statement
  - \*Fill out the information requested
  - \*Click "Save"

*If the information entered for the Employee ID or the last 4 digits of your SSN does not match the data on record, when you try to save the consent, you will see a message that states the information could not be saved. Please review the inputted fields and retry to save the form. If unsuccessful, please contact your Human Resource Tech to review the correct information.*

### **W-4/A-4**

If your filing status, exemption allowances, or exempt status changed since your last filing of a W-4 or A-4 form, you must file an amended form. In lieu of a form, [Employee Online](#) now accepts the completion of any W-4 or A-4 changes directly on the website, under "Tax Info". To plan ahead, please be aware that any changes made will be effective after one pay period cycle.

### **Name/Address Change**

Per IRS guidelines, employers may not change an employee's name unless the employee has changed their name with Social Security. Please visit the FAQ regarding [Address Change Questions](#), to find out more information on how to update a name or address change.

### **Jury Duty Reminders**

If you are called to jury duty, you will be required to call the night before to find out the status of your duty. **Only input an absence if you are called to jury duty at that time.** You will be told one of the following:

- You are dismissed from jury duty or
- Call the next day at 11:00 am to see if you will be need for the afternoon session

Please advise your supervisor when you are called and secure a substitute if required for your position. If you are asked to call the next morning at 11:00 am, **please go into work at your scheduled time.** When you call at 11:00 am and are required to go to jury duty, a substitute (if needed) will be called at that time. **If you elect to stay home that day, this time will be charged to your General Leave time.**

Please send your Payroll Tech a copy of your Summons when you are called to serve for Jury Duty. If you are selected, you will need to send you pay stubs to payroll. Your pay will be docked for your Jury Duty service since you were already paid by CUSD. You would, however, keep the monies paid for mileage.

## **BENEFITS**

### **Leave of Absence Workshops**

This workshop is provided for employees who wish to take a short leave of absence due to medical/maternity. Representatives from Benefits and Payroll will cover the steps needed to request a leave of absence, sick leave usage policy, short term disability, impact on contract, and documentation needed upon return. The next workshop will be Tuesday, December 15, at 3:45 p.m. at the District Office. RSVP to [Ostrowicki.dee@cusd80.com](mailto:Ostrowicki.dee@cusd80.com).

## **Wellness Incentive**

CUSD is excited to announce the opportunity for employees to earn a \$200.00 wellness incentive. You may view the official wellness incentive guidelines on our district website at:

[www.cusd80.com/WellnessIncentiveProgram](http://www.cusd80.com/WellnessIncentiveProgram).

## **Retirement Seminars**

### **Planning for Retirement—Presented by ASRS**

Planning for retirement is vital for members who are planning to retire within three years. Attendees will learn from ASRS about the pension benefit and how it is calculated, options for retiree health insurance and other benefits and member responsibilities. In addition, you will receive general information in regards to the sick leave payoff process and the phased retirement program through Smartschoolsplus.

#### **Dates & Times:**

Thursday, December 3, 2015—4:15—5:45 PM      Location: District Office—Board Room

Tuesday, January 5, 2016—4:15—5:45 PM      Location: District Office—Board Room

### **Understanding Medicare & Social Security upon Retirement—Presented by Dana Artzer**

Come and learn the basics of Medicare, what each Medicare part covers, your potential cost, when to apply for Medicare and the impact of Medicare on health savings accounts. Learn about the changes in Medicare beginning January 1, 2016 and when you should apply for social security.

#### **Dates & Times:**

Wednesday, February 10, 2016—4:15-5:15 PM      Location: District Office—Training Room

Thursday, February 25, 2016—4:15—5:15 PM      Location: District Office—Training Room

### **“Retire Now” Workshop—Presented by ASRS**

This workshop is vital for members who are planning to retire at the end of the 2015-16 school year. During this group session ASRS will cover each section of the retirement application and the necessary documents. In addition, ASRS will provide each employee their pension benefit, explain the calculation method, what health insurance options retirees will have as well as the rules of returning to work.

#### **Dates & Times:**

Thursday, January 14, 2016—4:15—5:45 PM      Location: District Office—Board Room

Thursday, February 11, 2016—4:15—5:45 PM      Location: District Office—Board Room

Tuesday, February 23, 2016—4:15—5:45 PM      Location: District Office—Board Room

### **Phased Retirement—Presented by Smartschoolsplus**

Employees who have been with CUSD 10 or more years with 80 points and will be retiring at the end of the 2015-16 school year may apply to participate in Phased Retirement. The individual retires through ASRS thus severing his/her employment with CUSD. Then he/she continues to provide services as a contracted employee through a third party, Smartschoolsplus.

#### **Date & Time:**

Thursday, March 3, 2016—4:15-5:15 PM

Location: District Office—Board Room

### **CUSD Retiree Exit Meeting—CUSD HR Representative**

Only retirees who will be retiring at end of the 2015-16 school year should attend this meeting. In this meeting we will ensure all CUSD required separation paperwork is completed and ensure all other forms necessary for ERPEP and smartschoolsplus participation have been completed and turned in so that you may be able to enjoy your retirement.

#### **Dates & Times**

Monday, March 21, 2016—3:45—4:45 PM

Location: District Office—Training Room

Tuesday, March 22, 2016—4:15—5:15 PM

Location: District Office—Training Room

Thursday, March 24, 2016—4:15-5:15 PM

Location: District Office—Training Room

## **Please register for classes through My Learning Plan**

[www.mylearningplan.com](http://www.mylearningplan.com)

### **Care 24 - *“Anytime, any Reason”***

#### **Call 888-887-4114 for employee assistance**

As a CUSD employee enrolled in a district insurance plan, CARE 24 gives you access to professionals who will support you in treatment decisions, health coaching and emotional concerns at no cost to the employee. In addition, eligible employees may receive counsel from experienced professionals for legal and financial decisions.

# WHO TO CALL IN HUMAN RESOURCES, BENEFITS AND PAYROLL

*To help us answer your questions, the first point of contact is outlined below. Please direct your initial email or phone call to a single person to ensure a timely response.  
You may carbon copy others for information only.*

<b>Sandy Cooper</b>		
<b>Assistant Superintendent of Human Resources</b>		
Certified and Support Staff Performance Evaluations, Employee Relations, Policies, Legal Questions		
Veronica King Administrative Assistant	812-7624	Employment References, Loan Forgiveness Forms, Newsletter, Phased Retirement, Unemployment
Theresa Self District Wide Receptionist	812-7000	Mortgage Verifications

<b>Jeff Filloon</b>		
<b>Director of Human Resources</b>		
Administration of HR-Payroll-Benefits Operations, Americans with Disabilities Act Employee Accommodation		
Rosemary Palma Administrative Assistant	812-7640	General Leave Exceptions, Medical Leave Donation, Perm Sub Custodian, Student Teachers
<b>PRE-EMPLOYMENT AND RECRUITMENT- CERTIFIED AND SUPPORT STAFF</b>		
Kathleen Jett Employment/Recruitment Coordinator	812-7623	Selection and Processing New Employees, Job Descriptions, Volunteers <u>Certified:</u> Job Postings, New Employee Orientations <u>Support Staff:</u> Transfer Requests
Patricia Rosell Human Resource Generalist	812-7622	<u>Support Staff:</u> Job Postings, Employment, Orientations, Badges
Elizabeth Barker Human Resource Assistant	812-7668	<u>Certified:</u> Certificate Renewals, Transfer Requests, Highly Qualified, Fingerprint, Badges
Gayle Rafferty Human Resources Generalist	812-7664	Professional Growth For Salary Increase
Keri Connolly, Substitute / Absence Coordinator	812-7625	Absence Reporting, Substitute Coverage
<b>BENEFITS</b>		
Dee Ostrowicki Employee Benefit Coordinator	812-7036	Family & Medical Leave, Health & Voluntary Insurance, Flex, Health Savings, Short and Long Term Disability, Retirement, Life Insurance, Care 24 (Employee Assistance)
<b>HUMAN RESOURCES AND PAYROLL OPERATIONS</b>		
Verines Cummings HR and Payroll Operations Manager	812-7626	Salary Rates, Additional Compensation, Reports, Salary Schedules, Summer School, Support Staff Allocation
Tammy Kleck Payroll Coordinator	812-7614	Administrator Payroll, 403B's/457's

**HUMAN RESOURCE AND PAYROLL TEAMS BY SITE** – Specialists from Human Resources and Payroll work together to provide quality customer service for each employee. Day to day, the HR/Payroll team is the employees’ first contact.

Questions for HR:	Questions for Payroll:
Employee Work Calendars Contracts/Reasonable Assurance Pay Rates Resignation Letters	Name Change Direct Deposit Pay Check Timesheet Request for Leave of Absence Form Workforce Timekeeping

Tammy Aiono , HR Tech Ann Angell, Payroll Tech	812-7648 812-7677	Humphrey, Independence, Liberty, Frye, Hull, Patterson, Riggs, San Marcos, Sanborn, Weinberg, WJHS, CHS, Support Services, Warehouse
Kristina Eckenboy, HR Tech Christine Bassett, Payroll Tech	812-7639 812-7679	Conley, Goodman, Hartford, Jacobson, Knox, Navarrete, Ryan, Shumway, AJHS, SJHS, PHS, Beyond the Bell, Lil’ Explorers, Community Ed
Pam Lundbohm, HR Tech Annette Bennett, Payroll Tech	812-7665 812-7682	Basha, Chandler Early College, Freedom, Fulton, Galveston, Hill, ICAN, Santan, Tarwater, BJHS, BHS, CCHS, Chandler TV, DO, Transportation
Kimberly Montoya, HR Tech Sheila Wentz, Payroll Tech	812-7638 812-7678	Andersen, Auxier, Bologna, Carlson, EPA, Haley, Hancock, ACP Erie, ACP Oakland, PJHS, Online Academy, HHS, Care Center, IRC, Nutrition & Food Services
Yvette Ardans, Payroll Tech	812-7606	Substitute Employment Payroll

**Payroll/Benefit Compliance**

Heather Caviar Payroll Compliance Specialist	812-7675	Benefit Deductions
Maricela Garcia Payroll/Benefit Assistant	812-7605	

**EMPLOYEE ONLINE**

Access your employee information securely through Employee Online (Staff Resources & Links):

Access your Check Stubs Change Direct Deposit Change your Address Get a copy of your Contract	See your Health Insurance Selections Check your Leave Balances Access W2s for the past three years Change W4 and A4 Forms
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**CARE 24**

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# December

	Mon	Tue	Wed	Thu	Fri
		1	2 Hourly pay week ends	3 All hourly time Workforce software due (Workforce and timesheets)	4
7		8	9 Hourly pay week ends	10 All hourly time Workforce software due <b>Pay Day</b>	11
14		15 <b>Leave of Absence Workshop 3:45 p.m. District Office</b>	16 Hourly pay week ends	17 All hourly time Workforce software due (Workforce and timesheets)	18 <b>No General Leave</b>
21 <b>Winter Break 11/21/15- 1/1/16</b>		22	23 Hourly pay week ends	24 All hourly time Workforce software due <b>Pay Day</b>	25
28		29	30	31	Jan. 1, 2016 <b>No General Leave 1/4/16</b>

