

ANNUAL PAYROLL NEWSLETTER

IMPORTANT DEADLINES



December 2022 / January 2023

2022 W-2

Please go into Employee Access (EA+) to confirm your mailing address. If it is not accurate, please email Leesa Bowie (leesa.bowie@bremertonschools.org) to update it before January 6, 2023. We are excited to announce you again, have a choice to receive your 2022 W-2 electronically. Please be sure to respond to the question when you first log into EA+. If you do not answer or select “ask me later” and never respond before January 6th, the system will look at your last selection and that will be how you will receive your 2022 W-2. The default is no longer a printed form. W-2’s will be available on or before January 31, 2023.

2022 1095-C

Confirming the accuracy of your address in EA+ will also assure the receipt of your 2022 1095-C, should you be required to receive one. We are excited to announce you also have the ability to choose to receive your 2022 1095-C electronically. If you have not yet done so, please log into your EA+ account to make your choice. Form 1095-C’s will be available on the date required by the Internal Revenue Service.

Your Official Name

The name on your Social Security Card is your Official Name. The Internal Revenue Service may impose a \$50 fine if the name and social security number, on your W-2, do not match the name and number on your Social Security Card. The District requires the name in our HR System to match the name on your Social Security Card. However, the name on your 1095-C must match the name you used to file your Federal Income Tax Return. If the two do not match, the IRS will reject your 1095-C. Our Payroll system does not allow for multiple names; therefore, it is important for you to ensure you use your Official Name (per your Social Security Card) when you file your Federal Income Tax Return. Please closely review and compare your social security card to your Name and Social Security number in EA+. If the two do not match, please notify the Payroll Office, immediately. We will request you to bring in a current copy of your social security card.

Opportunity for PLAN 2 Members

Certain **TRS and SERS Plan 2** members are eligible to **transfer to Plan 3**, during the month of January ONLY. If you wish to transfer, contact DRS at 1-800-547-6657 to determine if you qualify and to obtain assistance with locating and completing the Member Transfer Form. The form must be submitted to the Payroll Office on or before January 31, 2023. Information may also be found on the DRS website: <http://www.drs.wa.gov>. Search for “Plan 3 January Transfer Opportunity”. Remember, once you transfer to Plan 3 it is irrevocable.

Sick Leave Incentive Program

The District’s sick leave incentive program provides you the ability to cash out up to twelve (12) days of sick leave earned in the prior calendar year (January 1, 2022 – December 31, 2022), less any sick leave used during the same time period. Selling back sick leave is optional. If eligible, you may receive a “cash out” or a “VEBA” contribution at an effective rate of 25% (four days of sick leave equals one day of pay).

To determine if you are eligible to sell back sick leave:

- 1) Obtain your sick leave balance through Staff Access to EA+. Subtract from that balance any sick leave you used in December 2022 (December sick leave usage is not recorded in EA+ until the middle of January).
- 2) Divide the result in 1) above, by the number of hours you are contracted/assigned to work on a daily basis.
- 3) If the result in 2) above, is greater than 68, you may be eligible to sell back up to twelve days above 68. If the result is less, you are not eligible.

If you determine you are eligible and you choose to take advantage of the program, complete and submit a "Request For Annual Sick Leave Buy Back" form to the Payroll office no later than February 1, 2023. The form is included as an attachment with this e-mail.

Other Important Details:

- 1) To qualify for a VEBA contribution, your sick leave balance as of September 1, 2022 (July 1, 2022 for Administrators) must have been at least 180 days.
- 2) District policy allows each employee to carry from the "ending" school year to the next school year a sick leave balance equal to 100% of your contract/assigned hours for the "ending" year. Any excess hours on August 31st will be forfeited. An adjustment for excess hours will be made on the September payroll, after the August leave is recorded. Participation in the annual sick leave buyback program may assist you in preventing a forfeiture.
- 3) If you were previously notified of an excess sick leave balance, but your excess hours were being "Grandfathered" as long as you annually participate in the Sick Leave Buyback program, this is your ONLY reminder of your need to participate. Failure to comply will result in the forfeiture of your excess hours in August 2023.

"GENERAL INFORMATION"

2023 Employee Payroll Tax Rates & Maximums

Washington State Minimum Wage: \$15.74 per hour (was \$14.49)

Social Security: 6.2 % of wages up to \$160,200 (was \$147,000)

Medicare: 1.45% of all wages (plus the employee, only, pays an additional .9% on wages over \$200,000) (no change)

Washington Paid Family Leave: .5821% of wages up to \$160,200 (was .43932% up to \$147,000)

Unemployment Wages: up to \$62,500 (was \$62,500)

Long Term Care Tax (WACARES): .58% of Wages, scheduled to begin July 1, 2023

"DUE IN FEBRUARY/MARCH"

If you applied for and were approved to receive sick leave buyback in January 2023, please closely review your February 2023 earnings statement. If there is an error in your sick leave buyback, it **MUST BE** addressed by March 10, 2023.

BREMERTON SCHOOL DISTRICT

Payroll Department
134 Marion Avenue North
Bremerton, WA 98312-3542
(360) 473-1038 / 1039
Fax: (360) 473-1045

2023 REQUEST FOR ANNUAL SICK LEAVE BUY BACK

To be eligible, after cashing out, you must have a sick leave balance of at least 68 days. Only the unused portion from calendar year 2022 (maximum of 12 days) can be cashed out. Payment is at the rate of one day for every four days of sick leave (25%). In order to contribute your buyback to a VEBA account you must meet both of the following criteria: 1) your union must have voted to contribute the annual sick leave buyback to a VEBA account and 2) your Sick Leave Balance, at the beginning of your plan year (July 1, 2022 for Administrator's, September 1, 2022 for all others), must be equal to or greater than 180 days.

PLEASE SUBMIT THIS REQUEST TO THE PAYROLL OFFICE BY FEBRUARY 1, 2023.

I wish to participate in the Annual Sick Leave Buy Back Program for the 2022-2023 school year. I understand the calculation for buy back is based on leave earned and taken from January 1, 2022 through December 31, 2022.

PRINTED NAME _____

BUILDING ASSIGNMENT: _____

LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NO _____

SIGNATURE

DATE

I **DO** _____ **DO NOT** _____ have an existing VEBA account.

To assist in processing, please complete **either** #1 or #2 listed below.

#1 _____ I wish to buy back the **maximum** number of days available to me.
(use when buyback of all days possible is desired – maximum of 12)

#2 _____ I wish to buy back a total of _____ days.
(use when less than maximum buy back is desired)

If you have questions please call the payroll office at (360) 473-1038 / 1039. Be sure to thoroughly review your February earnings statement. Any error **MUST** be addressed before March 10, 2023.