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HR Connections

Quarterly Newsletter of the Human Resources Department

Winter 2019-2020

QUICK LINKS



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2019 Tax Documents: Do We Have Your Current Address?

Your 2019 W-2 tax form will be mailed to your home address in mid-January. To avoid any delays in receiving your W-2, please check the address on the next paper check you receive. If any updates need to be made, please complete and submit the [Employee Profile Update Form](#) which is located on the Forms for Staff webpage of the school district's website. This is an online form that you can quickly fill out and submit to ensure the Human Resources, Payroll, and Accounts Payable departments receive your updated information in a timely manner.



Employee Assistance Program



The holiday season can be both a joyful and stressful time of year. This makes it a good opportunity to remind you that our MIIA Employee Assistance Program is available to all employees, their dependents, and members of their household. It is a confidential counseling and referral service. Some of the services provided are:

- Confidential counseling with licensed mental health providers;
- Free legal and financial consultation with qualified attorneys and financial planners;
- Referrals to resources such as child/elder care, parent support groups, education programs, summer camps, fitness classes, weight loss and smoking cessation programs.

To speak to a counselor call their toll-free number: 800-451-1834. Additional information on the MIIA Employee Assistance Program is also available at <https://allonehealth.com/MIIAEAP>.

New Salary Increment Credit Application

If you're a teacher who is interested in taking a course, intensive workshop, or professional development program for salary increment credit but there is no option to receive graduate credit through an accredited college or university, the course may qualify for salary increment credit. A new [Professional Development Salary Increment Credit Application](#) lists the criteria that must be met for a course to qualify for salary increment credit and the documentation that needs to be submitted with the application for approval by the Assistant Superintendent. This application can also be used if the applicant would prefer salary increment credit in lieu of paying for graduate credits. This new form can be found under Professional Development Forms on the Forms for Staff webpage.



Important Dates and Deadlines



- ◆ January 1, 2020—Last day for **WTA** members to request severance payments due to the intent to retire. This is only applicable for those WTA members hired prior to July 1, 2013, who opted for severance in lieu of longevity.
- ◆ January 5, 2020 —Final day for **WTA** members on one-year evaluation cycle time line to submit evidence for formative assessment.
- ◆ March 1, 2020—Last day for **WTA** members to submit requests for leaves of absence (other than child rearing leave or if circumstances for which the leave is being requested are not known prior to March 1, 2020).
- ◆ March 1, 2020—Last day for **WTA** members to submit job share proposals.

Understanding Your Paycheck

A great deal of information is provided on the paper paycheck you receive each payday. Below is a guide to understanding each section of the paper paycheck you receive.

A - This line provides general information with regard to this pay period: employee ID number, name, what school location your paper check is sent to, the last four digits of your social security number, the date the check is issued, and the two weeks this paycheck covers for actual hours worked if they're not included in the biweekly pay that is based on your annualized salary.

B - Earnings is your gross earnings coded by type of pay, e.g., regular pay, summer work, additional hours, stipends, overtime.

C - Rate and Hours are your contracted hourly rate of pay and biweekly hours. If you're a WTA member, no hours or hourly rate are reflected. Hourly employees (e.g., WESA, Custodians, Food Service) will have their contracted hours and hourly rate reflected in this section. Please note that if your pay is based on an annualized basis, your hours times your hourly rate will not equal your gross biweekly pay.

D - Total Amount is your gross biweekly pay, which is your total contracted annual salary divided by the number of contracted pay periods. The typical number of pay periods are determined by your position: WTA - 26 pay periods, WESA - 22 pay periods, Custodians - 26 pay periods, school-year hourly employees - 22 pay periods, 12-month employees - 26 pay periods.

The image shows a sample paper paycheck from the Town of Wayland, MA. The form is divided into several sections labeled A through M. Section A contains employee information. Section B shows earnings. Section C shows rate and hours. Section D shows total amount. Section E shows deductions. Section F shows taxes. Section G shows contributions. Section H shows leave codes. Section I shows sick leave. Section J shows vacation. Section K shows other deductions. Section L shows advice totals. Section M shows withholding allowances. The bottom of the form includes the town's name, address, and a direct deposit instruction.

Understanding Your Paycheck (cont'd from page 2)

E - Deductions listed in this section are those deductions mandated by law and authorized by you. Some deductions are calculated based on a percentage of your gross pay and some are fixed amounts based on the cost of your plans.

- Medicare is 1.45% of your gross pay less health benefits payments.
- Federal and State taxes are determined by married or single and number of exemptions as completed on your W-4 and M-4 payroll withholdings forms.
- Retirement contributions are a percentage of your gross pay: 8%, 9% plus 2%, or 11%.
- Health, dental, and life insurance and flexible spending contributions are fixed amounts based on the cost of your plan(s).

F - Current lists all deductions taken for this pay period.

G - Year-to-Date lists all deductions taken for the calendar year (not school year) to date.

H - Leave Code lists the types of contractual leave days: vacation, personal, or sick days.

I - Earned is left blank at this time but is intended for listing the number of contractual leave days you have been assigned.

J - Used lists the number of contractual leave days used for this pay period.

K - Balance lists the number of contractual leave days by leave type that remain available for you to use.

L - Advice Totals

Total Pay	Total gross pay for this pay period
YTD	Total gross pay calendar year to date
FIT Gross Pay	Total gross pay less retirement and benefits; these are your wages that are taxable for FIT (federal income tax)
YTD	Total gross pay less retirement and benefits calendar year to date
Deductions	Total amount of deductions: taxes, retirement, and benefits for this pay period*
YTD	Total gross pay calendar year to date
Net Pay	Net pay amount for this pay period (net pay equals gross pay minus all deductions)*
YTD	Total net pay calendar year to date*

*Note: If you opted to direct deposit your wages into two accounts, the net wages from one account are included in the deductions amount, and Net Pay and the year-to-date net pay are net wages deposited into your second account.

M - Withholding Allowances are those tax withholdings you indicated on your Federal W-4 and State M-4 payroll withholding forms.

- M/S - Married or Single
- # - number of withholding allowances you selected
- Extra - additional withholding allowances you requested

N - This is your net pay for the pay period. Please note that if your wages are direct deposited into more than one account, this amount is the net wages deposited in only one of the accounts. This is also the amount shown as the Advice Amount at the top of your check.

Understanding Your Paycheck Frequently Asked Questions



1. How is my paycheck calculated?

Biweekly pay is calculated based on annualized salary divided by number of paychecks. The typical number of pay periods are determined by your position: WTA - 26 pay periods, WESA - 22 pay periods, Custodians - 26 pay periods, school-year hourly employees - 22 pay periods, 12-month employees - 26 pay periods..

2. When do teachers get paid for summer work? What do teachers have to submit for summer work?

Summer work is typically paid in September and before October 1. Summer Work Payment Requests must be completed and submitted to the Curriculum Office no later than August 31 or payment may be delayed. Please see Article IV, Section C, of the WTA collective bargaining agreement for more information on summer work.

3. When are sick, vacation, and personal days updated in our paychecks? When we're out, when are the days deducted?

Each collective bargaining agreement specifies the number of sick, vacation, and/or personal days to be awarded. Some agreements define when the days are to be awarded. As sick, vacation and personal days are used, the days are tracked at the building level and reported to the Payroll Department weekly by the school administrative assistants. At this time, days used are updated monthly. Beginning in the spring of 2020, days used will be updated each pay period. Each biweekly paycheck includes the balance of contractual days to date by leave code (sick, vacation, personal).

4. Are personal days tracked in our paychecks?

Yes. The leave code that provides the number of personal days remaining on each biweekly paycheck is referred to as "vacation."

5. When are dues deducted?

Each collective bargaining unit agreement specifies the date(s) when dues are deducted. Each association's treasurer provides to the Payroll Department the amount to deduct and confirms the list of members from whom dues should be withheld.

6. What's deducted or not when there's a third paycheck in a month?

There are two months during the year when a third paycheck is issued. For the 2019-2020 school year those two months are August 2019 and January 2020. Benefits are not withheld from the third paycheck.

7. Why are Medicare and Retirement deductions withheld when I didn't sign up for these programs?

Medicare is a payroll tax, and that deduction is required by law. Every employee contributes 1.45% of their total gross earnings less health benefits payments to Medicare. Your earnings are not covered by Social Security, therefore, when you retire you may receive a pension based on your earnings. For employees who work less than 0.5 FTE or less than 20 hours per week, retirement contributions are made to the Massachusetts Deferred Compensation SMART Plan - Mandatory OBRA. For employees who work at least 0.5 FTE or 20 or more hours per week, retirement contributions are made to the Massachusetts Teachers Retirement System (MTRS) or the Middlesex County Retirement System (MCRS).

8. Where can I find information on this year's rates for health, dental, life, and disability insurances?

The link to the Town of Wayland benefits programs' descriptions and premium costs can be found at <https://www.wayland.ma.us/employees-only/pages/insurance-information>. Information is also

Understanding Your Paycheck Frequently Asked Questions (cont'd from page 4)

available on the District website at https://www.wayland.k12.ma.us/employment/new_hire_forms.

9. Is it possible for Wayland to list all Gross Earnings pay codes on my paycheck? Which types of pay are pensionable earnings?

- There are hundreds of different earning pay codes. The most common are for annual or regular pay, stipends, and retroactive pay. Pensionable earnings include the following types of pay:
 - the annual rate of compensation in a member's salary schedule
 - longevity payments made for length of service
 - athletic coaching
 - annual stipends for additional services set forth in the collective bargaining agreement (e.g., yearbook advisor, class advisor, department head)
- For more about MTRS (Massachusetts Teachers Retirement System) pensionable earnings, click on this link: [MTRS Pensionable Earnings](#).
- For more about MCRS (Middlesex County Retirement System) pensionable earnings, click on this link: [MCRS Pensionable Earnings](#).

10. FIT Gross Pay under Advice Totals on paychecks is defined as: "Total gross pay, less deductions for Retirement and Benefits." Does that mean everything in the Deductions column?

- FIT Gross Pay reflects Total Gross Earnings less Retirement and Health/Dental deductions.
- Deductions reflects Total Gross Earnings less all deductions. (If your wages are split among two different accounts, the amount deposited in one of these accounts is also included in this total.)
- Deductions YTD reflects Total Gross Earnings calendar year to date. This amount is the same amount as the Total Pay YTD.

11. Who should I contact to arrange for or change my 403(b) or 457 withholding?

The Wayland Public Schools works with U.S. OMNI, a third party retirement plan administrator, to process your fund withholding requests for participation in 403(b) or 457 pre-tax programs. Please check out the OMNI website for more information: <https://www.omni403b.com/SRA/Landing>. Keep in mind that fund changes typically take three pay periods to process.

12. How long does it take for any changes to my withholdings to be reflected in my paycheck?

Changes to your withholdings (e.g., federal/state taxes, health/dental/life insurance benefits, 403(b)/457 contributions, direct deposits) typically take two to three pay periods to become activated.

13. Are reimbursements included in my paycheck?

No. Reimbursements for expenses incurred for courses, workshops, license renewals, mileage, etc., are issued through the Accounts Payable Department. Since reimbursements are not considered income, they are not included in your paychecks. Reimbursement checks are not direct deposited; they are live

With the approaching holiday season, the [Massachusetts State Ethics Commission](#) is reminding public school employees that they may not accept gifts worth \$50 or more that are given because of their public position. Even if a gift is worth less than \$50, they would be required to file a disclosure if accepting the gift would create the reasonable impression that they would unduly show favor to the giver. Class gifts to public school teachers are allowed within certain limits. The parents and students of a class may act together to give a gift worth up to \$150 to a teacher, provided that the gift is identified as being from the class, and that the names of givers and amounts given are not identified to the teacher. A teacher may not accept any other gift from someone who has contributed to a class gift.



We welcome your feedback and your suggestions as to topics you would like us to include in future newsletters. Please send your feedback and suggestions to Linda Lavenda in the Human Resources Department at linda_lavenda@wayland.k12.ma.us or 508.358.3773.

