



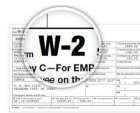
# SEQUIM SCHOOL DISTRICT

Volume VIII, Issue I

January 2017

## Payroll/Human Resources Newsletter

### 2016 W2s



A printed copy of your 2016 W-2 was mailed the week of January 16, 2017. It is also available electronically through Employee Access.

An estimate of your W-2 Taxable Income can be determined by reviewing Calendar YTD or your December pay stub, and doing the following calculations:

1. Start with your Gross Wages
2. Subtract your Deferred Retirement –found under deductions TRS or SERS
3. Subtract your Other Deferred deductions— includes Section 125 Medical, Flex and/or Annuity, and Deferred Comp
4. Balance will be very close to Box 1: WAGES, TIPS and OTHER COMP on your W-2.

### Is your Federal Withholding too low or too high?

2017 W-4 forms are available by logging onto the Sequim School District website. Click on Departments/ Business Operations/Payroll/General Information. Keep up to date on your total withholding amount for the year by logging on to Employee Access, Calendar YTD, and also check your current W-4 status by clicking on W4 Information. A Check Estimator is also available.

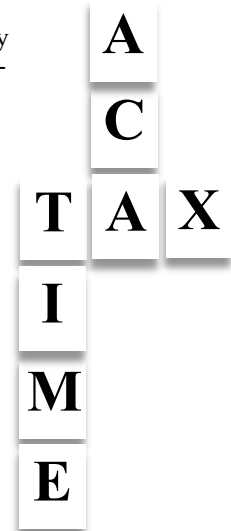
### W-4 2017



The required 1095C forms were sent out the week of January 16th. These forms are a record of an offer of healthcare coverage or enrollment in a healthcare plan through the Sequim School District.

The Affordable Care Act (ACA) requires employers to compile information every calendar year about offers of healthcare coverage and enrollment in healthcare coverage for their full-time employees (avg. of 30 hrs per week) during the calendar year. The employer reports this information on an individual 1095-C form .

In addition to receiving a W-2 you will also receive Form 1095-C from the district which is to be filed with your taxes. The IRS will review the submitted information to determine if individuals or employers are complying with the requirements of the ACA.



*“I love deadlines. I like the whooshing sound they make as they fly by.”*  
Douglas Adams

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## Annual Sick Leave Buyback

Eligible employees may elect to exchange unused sick leave earned during the 2016 calendar year for cash payment, or to a VEBA account, if eligible, and the bargaining unit has a VEBA agreement.

Eligible employees are those current employees who:

- Had accumulated more than 60 full days (480 hours) of unused, earned sick leave, as of December 31, 2016.
- Did not use all of their sick leave which was earned during the 2016 calendar year, and;
- Notify the District in writing by January 31, 2017 of their election to exchange unused sick leave. Forms are available at the District Payroll Office for this purpose.

Your current sick leave balance is available through Employee Access.

Payment is based on a 1:4 ratio, which means that the employee is entitled to one day of pay for every four days of unused sick leave accumulated in the 2016 calendar year and will be included in the February 29, 2016 payroll.

If you have questions about sick leave buy-back or if you elect to exchange your unused, earned sick leave for the 2016 calendar year, please contact:

Sonja Brown, 582.3267, or Kathy Wright , 582.3247 or refer to your collective bargaining agreement.



### Payroll and Human Resources Contacts



**PAYROLL BENEFITS & H R SPECIALIST**  
Sonja Brown, 360.582.3267

**PAYROLL SPECIALIST**  
Kathy Wright, 360.582.3247

**EXECUTIVE DIRECTOR of HUMAN RESOURCES**  
Paul Wieneke, 360.582.3261

**HUMAN RESOURCES SPECIALIST**  
Valorie Knieper, 360.582.3418

### Special Points of Interest



- **Significant life events:** Notify Payroll/Human Resources of any significant life events such as marriage, divorce, birth, death, address change, dependent status (reached age 26?), etc.
- **Deadline for extra pay, timesheets is the last day of the month.**
- **Deadline any payroll changes is the 10th of the month** (W-4, deductions, direct deposit, etc).
- **Retiring or resigning?** Please notify the personnel office in writing as soon as possible.
- **W-2s for 2016**—Will be accessible through Employee Access. Payroll will send an e-mail notification.
- **Teachers, will your certificate expire on June 30, 2017?**  
\*Start the update process ASAP. Contact Paul Wieneke, Executive Director of Human Resources, if you have questions.
- **IMPORTANT DATES in January 2017—**
  - ⇒ Week of January 18-24—2015 W2's will be mailed
  - ⇒ January 31st—Pay Day
  - ⇒ January 31st—Annual Sick Leave BuyBack Forms due in the Payroll Office
  - ⇒ 2017 Flex Plan Year Deductions will begin with the January payroll.