



monroe one
EDUCATIONAL SERVICES



Medical/Dental Deduction Reminder

A reminder about your medical and dental deductions for June:

- For medical, we have been taking deduction to cover premiums for July and August with each check since January, until June 30, 2021.
- The dental deductions will be **tripled** on the June 30th paycheck to cover the payments for June, July and August.
- There are no medical or dental deductions in July or August for any employee, unless benefits start after the last pay period or a past due amount is owed.

24 Pay Elections - Reminder

As mentioned in last month's newsletter, any new 24 Pay elections are due to be completed in Frontline Central by June 21, 2021. Please note if you have the deduction code "24" with a \$0 next to it, then you have a current 24 pay election on file.

The form is available in Frontline Central, My Forms -> FORMS I CAN START.

If you wish to cancel your 24-pay option, you must submit notification in writing before September 1, 2021 to the Payroll Department, as we must cancel before the first payroll of the new school year. Once you have received a paycheck in the new school year, IRS Regulation 409A, states it must remain in effect for the remainder of the school year.

If you have any questions or concerns with the 24 pay, please call Marivel Winn at extension 6683.

Vacation Reminder

Personal Days

Employees do NOT lose their personal days if they are not used. Personal Days are carried over as sick bank days, if they are not used by the end of the school year.

Personal Days: *Attention BUP Unit Members*

BUP members may carry over up to one (1) earned but unused Personal Day into a Personal Day Bank. Please check the BUP contract for details.

Vacation Days: *Attention 12-month Staff – Non-Admin*

Please check the Available Balance of your vacation days on your pay stub or on your WinCapWeb account. You may carry over a max of (5) five days to the next fiscal year.

Attendance Calendars – WinCapWeb

Your Attendance Calendar can be printed by going to WinCapWeb - Employee Self Service-My Attendance Balances. The calendar will show all of the attendance days taken as well as your available balances for the entire fiscal year formatted as a .pdf.

Please remember that if you are working ESY, you will have two attendance calendars-one for the regular school year and one for ESY.

Emergency Contact – WinCapWeb

Now is a great time to make sure your Emergency Contact information is up to date in WinCapWeb.

You can find it here: [WinCapWeb](#) > [Employee Self-Service](#) > [My Employee Demographics](#)