Payroll / Benefits

Important Insights

September 2024

Important Things to Know:

Payroll/Benefit: 585-383-2251

Email: Payroll_department@boces.monroe.edu

HR Office: 585-383-2221

Website: www.monroe.edu

Pay Dates are 15th/30th of each month. If those dates fall on a weekend or holiday, you will be paid the day prior.

You've Got Mail!

Employees are REQUIRED to check their BOCES email on regular basis. This is the KEY method of communication at Monroe One. If you need to reset your password, contact the Help Desk at 585-383-2217, press 3 to speak to a representative.

Name Changes

If you legally changed your name and have requested a name change with Monroe One BOCES, you also need to change your name in your TEACH account. You will need to make the request online and upload proof of the name change to the state.

Name Change:Certification Questions:OTI:NYSED

20 or 24 Pay Selection

The first payroll of the school year for 10-month employees was on September 13, 2024. Please be aware that we are unable to accept any changes to 20 or 24 pay selections until the next school year. Whichever option you selected prior to the first payroll must stay in place through June 30, 2025. Due to IRS regulations, we are unable to make any exceptions.

Open Enrollment

Our annual open enrollment period will be held from November 1 -30th. Please keep watch for the 2025 Open Enrollment Newsletter, which will be emailed to employees by November 1:

Enrollment period for:

- Medical
- Dental
- Medical Opt Out 2025 re-certification
- Flex spending,
- AFLAC
- Optional life insurance

The newsletter will provide important information to employees including the 2025 Medical and Dental rates. Rates and forms will not be available until that time.

"Life starts all over again when it gets crisp in the fall."

– F. Scott Fitzgerald

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Employee Calendars & Holidays

All employees have access to their own personal attendance calendar via WinCapWeb. By referencing this calendar, you will have the ability to see what days you are scheduled to work and what days you do not need to work. You are also able to see what sick, personal, vacation, etc. time you have used.

Follow the directions (included below) that show you how to access your calendar. If you have any questions about this, please contact the payroll department via email at: Payroll_department@boces.monroe.edu

Absences

Please remember that anytime you are absent from work, you need to enter a leave request through WinCapWeb, in addition to your department's reporting requirements. **All requests need to be entered by the employee**, and not the department.

Medical Notes

All medical notes are to be sent directly to the Payroll Department. **Do not** submit any medical documentation to your department, as they are unable to accept them. Employees are to email their medical notes to:

- Workers_comp@boces.monroe.edu for all medical notes associated with a workplace injury
- Payroll_deparment@boces.monroe.edu for all other medical notes

This includes verification of 2-hour sick leaves as well as sick time used by any 10-month employees before or after a school break.

COVID

Employee must enter a request in WinCapWeb to use sick time. If employee has no sick time available, a request should still be submitted via WinCapWeb.

Employee will use their own available sick time to be paid. Employees are no longer reimbursed for COVID time.

Workplace Injury

Any time that an employee is injured during the workday, the injury needs to be reported immediately to a Monroe One BOCES School Nurse. If the employee's place of work is not a location that houses a Monroe One BOCES School Nurse, the employee is to call the Creekside Nurse's Office at 585-383-6416. (Employees at the Linden Ave. campus also have the option to visit the School Nurse at Bird/Morgan.)

If you miss work due to a workplace injury, you may not return to work until Human Resources has given you clearance to do so.

For more information about workplace injuries and the Workers' Compensation process, please visit:

www.monroe.edu/WorkplaceInjuries.

See the attached Sick Leave Guide for quick reference!

Sick Leave Guide

Absences

Please remember that anytime you are absent from work, you need to enter a leave request through WinCapWeb, in addition to your department's reporting requirements. **All requests need to be entered by the employee**, and not the department.

Sick 1-5 days

Employee must follow their department call-in procedure.

Employee must enter a request in WinCapWeb to use sick time. If employee has no sick time available, a request should still be submitted via WinCapWeb.

2-hr Medical Appt: BUP/BUSS/PSP

Email proof of appointment to Payroll_department@boces.monroe.edu within 5 school days of appointment. Proof not received with 5 school days will result in absence being changed to .5 day.

Sick day 6+/FMLA

Employee must fill out the "Request for Extended Leave form in Frontline Central.

Further instructions will be sent to employees BOCES email.

Employee may not return to work until HR receives clearance from their Dr and notifies the employee they are cleared to return.

Professional Study LOA: Complete Professional Study Leave form in Frontline Central. Wait for approval.

Family Sick 1-5 days

Employee must follow their department call- in procedure.

Employee must enter their family sick time in WinCapWeb.

Check collective bargaining agreement for number of family sick days allowed in a school/fiscal year.

2-hr Medical Appt for Family: BUP/BUSS/PSP

Email proof of appointment to Payroll_department@boces.monroe.edu within 5 school days of appointment. Proof not received with 5 school days will result in absence being changed to .5 day.

Workers Comp

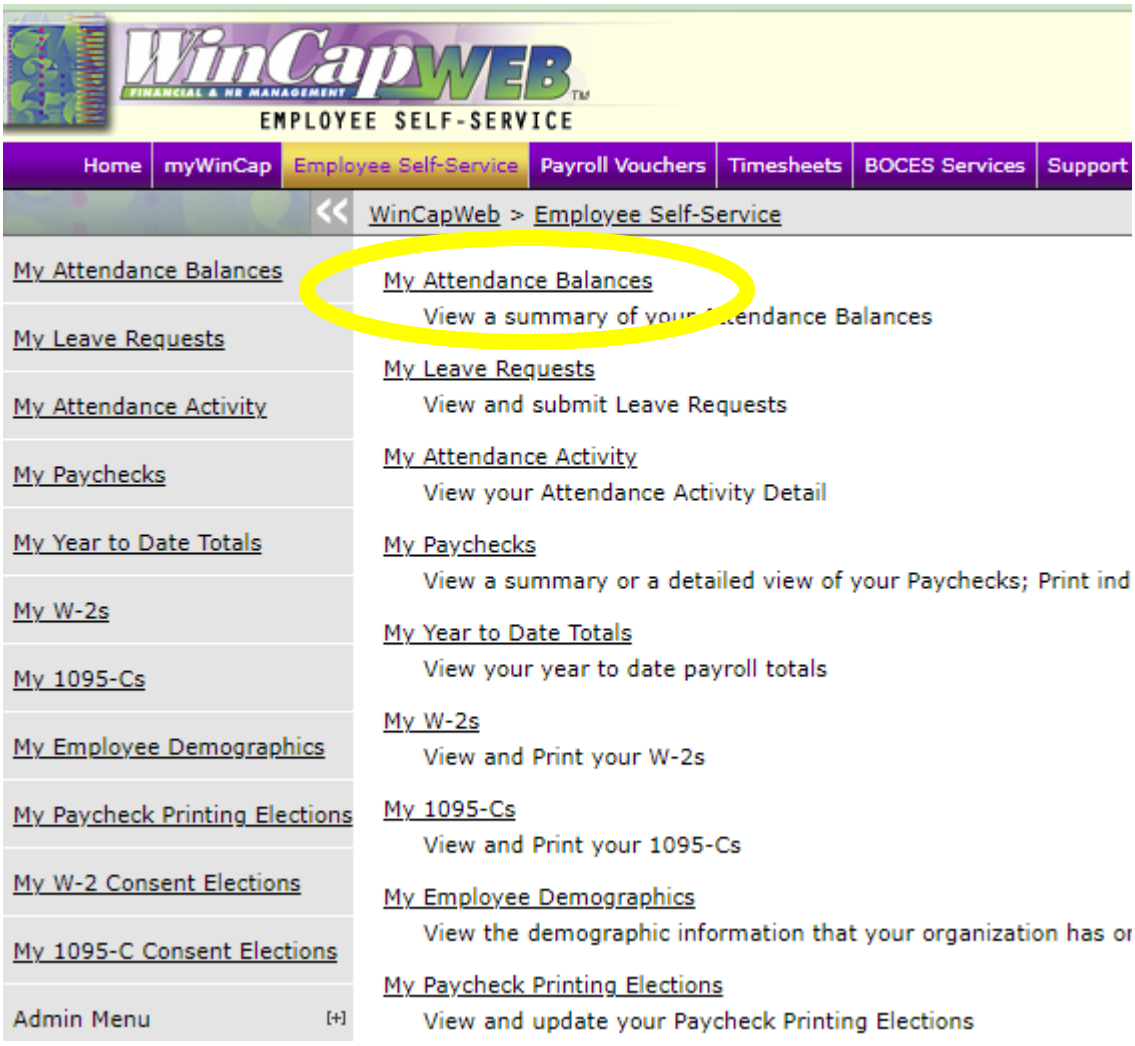
If you are injured during the workday, you must immediately visit a Monroe One School Nurse to complete an accident report. The School Nurse will provide additional information. If your place of work is not a location that houses a Monroe One School Nurse, you are to call the Creekside Nurse's Office at 585-383-6416.

If you miss work or seek medical attention because of this injury, immediately notify HR at Workers_comp@boces.monroe.edu. You may not return to work until HR notifies you that you are cleared to do so. All correspondence and medical documentation is to be sent to the email address above.

Additional information is available at Human Resources Office / Workplace Injuries (monroe.edu)

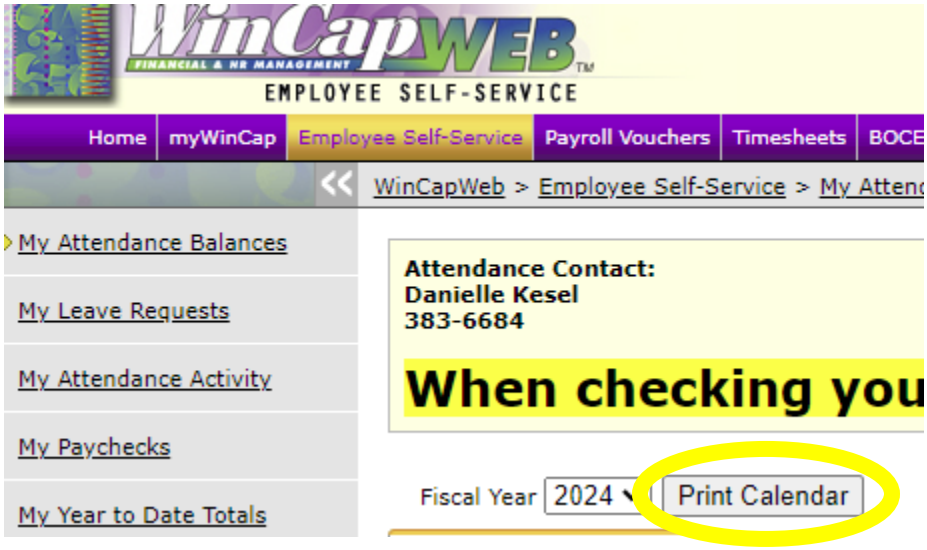
Directions for Viewing Your Personal Calendar in WinCapWeb

- Log into WinCapWeb.
- From the top menu bar, select ***Employee Self-Service*** > ***My Attendance Balances***



- Using the dropdown menu, select the correct Fiscal Year (School Year 2024-2025 is Fiscal Year 2025).

- Select ***Print Calendar***



- A pdf. document will download.
- Open the pdf. document to view your personal calendar.
    - Days that are white are the days you are expected to work.
        - If you use any of your allotted time off (sick, personal, vacation, etc.), the white days will then show as red with an attendance code notating what category of time you are using for that day.
    - Days that are yellow or gray are non-work days.
    - To the far right, you will see a cumulative record of the time you have taken off as well as your available balances.

Please be aware that your current available balances will not be accurate during the first few weeks of July (every year). Payroll will send an email in July to advise employees when attendance rollover has been completed for the new fiscal year. At that time, balances should be accurate.

If you have any questions about your personal calendar, please send an email to:

Payroll_department@boces.monroe.edu