



Welcome Back!

As we embark on a new school year, the HR department would like to highlight some important information created to assist employees.

Important Reminders

Human Resources can be reached at:

For Payroll/Benefit/Retirement questions **585-383-2251** HR Office **585-383-2221**

Website: [Monroe One / Homepage](#)

Help Desk/Tech Services/Password reset/trouble: **585-383-2217**

Pay Dates 15th/30th each month (unless falls on weekend). If you have a *new* direct deposit, your first check will be a live check, mailed to your home address. Full schedule and information:

www.Monroe.edu > Employment > Human Resources Office > Payroll/Personnel Information

BOCES EMAIL

Employees are **required** to check their BOCES email on a regular basis. This is a KEY method of communication from the Human Resource office to employees. Contact the Help Desk at 383-2217, press 3 if you need your password reset.

WinCapWeb

This is where you will submit your leave requests (sick day/personal day), view your paycheck, update personal demographics, print W2 and 1095C copies, etc. You can view your Attendance Balance under Employee Self-Service, as well as your personal attendance calendar. **If you recently moved, please use WinCapWeb or Frontline Central to update your address with us.**

Frontline Central

www.monroe.edu : Staff Zone > Frontline (using your same login as your BOCES email.)

In Frontline Central look for "MY FORMS" and then "FORMS I CAN START"

You will find electronic forms to change/update your personal information/address, taxes, benefits, leave of absence requests, etc.

Open Enrollment Starts November 1st

The open enrollment period for medical, dental, Medical Opt Out, flex spending, AFLAC, and optional life insurance will begin on November 1 and end on November 30. Keep in mind that you need to re-enroll for your Flexible Spending Accounts (FSA) every year. FSA is optional. You will also need to re-certify for Medical Opt out for 2024 at that time. Please look out for the "Open Enrollment HR News Update" in your BOCES email inbox at the end of October for further details and specific instructions. Forms are not available at this time.

Medical & Dental Rates for 2024

New 2024 Rates for Medical and Dental will be emailed to employees by October 31st. They are not currently available.

Please do **NOT** fill out any forms for Open Enrollment until November 1st. We have not uploaded the **2024** forms to Frontline Central at this time. Any incorrect forms will be denied and not processed. The forms will be available from November 1st to November 30th.

COVID Benefits for those under Monroe 1 BOCES Health Plans.

The COVID-19 National State of Emergency (SOE) ended May 11, 2023. After May 11, the cost for COVID-related services will now be based on the details of your current health plan benefits. For any specific questions, please reach out to Excellus directly. See chart below for further details.



Benefit	What Happens When the PHE Ends
Vaccinations	<ul style="list-style-type: none"> FDA authorized COVID-19 vaccines available at no cost with in-network providers A standard cost share charge may be incurred if using an out-of-network provider
COVID-19 Testing	<p>Over-the-counter Tests (OTC):</p> <ul style="list-style-type: none"> OTC tests will no longer be covered after May 11, 2023 <p>Lab Testing:</p> <ul style="list-style-type: none"> For non-high deductible health plans (non-HDHP), service will revert to the diagnostic laboratory benefit for in and out of network HDHPs will have a deductible/coinsurance for both in and out of network <p>Related Visits Associated with Testing:</p> <ul style="list-style-type: none"> For non-HDHP (in and out of network), service will revert to: <ul style="list-style-type: none"> Emergency Care benefit Urgent Care benefit Office Visit PCP/Specialist benefit For HDHP (in and out of network), deductible/coinsurance will apply
COVID-19 Telehealth	<ul style="list-style-type: none"> Non-HDHP (in and out of network) will be covered at the primary care physician or specialist benefit For HDHPs (in and out of network), deductible/coinsurance will apply

Sick Leave Quick Guide



Sick 1-5 days

Employee must follow their department's 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: Email proof of appointment to Payroll_department@boces.monroe.edu within 5 school days of appointment. Proof not received within 5 school days will result in absence being changed to .5 day.

Family Sick 1-5 days

Employee must follow their department's call-in procedure.

Employee must enter a request in WinCapWeb to use family sick time.

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

2-hr Medical Appt for family: Email proof of appointment to Payroll_department@boces.monroe.edu within 5 school days of appointment. Proof not received within 5 school days will result in absence being changed to .5 day.

COVID

Employee must follow their department's call-in procedure.

Employee must enter a request in WinCapWeb to use sick time.

Submit proof of positive lab-administered test to:
Payroll_department@boces.monroe.edu within 5 school days.

Subject of email should be **"Proof of positive COVID test"**.

If eligible, HR will recode sick days to "State Quarantine" (SQ).

HR will NOT clear employee to return following isolation. Minimum length of isolation is five days after onset of symptoms.

Following a positive result, employee will need to wear a mask if returning to work on days 6-10.

If an employee does not wish to provide proof of a lab-administered test, they will need to stay home until symptoms are improving and they are fever free for at least 24 hours, while using the employee's own sick time.

Extended Leave – 6 or more days

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

Further instructions will be sent to employee's BOCES email.

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

Workplace Injuries

If you are injured during the workday, you must immediately visit a Monroe #1 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 #1 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 \(monroe.edu\)](https://www.monroe.edu/human-resources/workplace-injuries)

Monroe 1 BOCES

ARE YOU AWARE OF YOUR 403(b) BENEFIT?

New accounts may be opened with the following approved service providers.

THE OPPORTUNITY

You have the opportunity to save for retirement by participating in your Employer's 403(b) retirement plan. A 403(b) plan is a retirement plan for certain employees of public schools, tax-exempt organizations and ministries. We recommend that all employees visit our education page which can be found here:

<https://www.omni403b.com/Employees/Education>

WHY SAVE WITH 403(b)?

1. You do not pay income tax on allowable contributions until you begin making withdrawals from the plan, usually after your retirement.
2. Investment gains in the plan are not taxed until distribution.
3. Generally, retirement assets can be carried from one employer to another.

Future retirement savings value assuming 6% growth

Monthly Contributions	5 Year	15 Years	20 Years
\$50	\$3,489	\$14,541	\$23,102
\$200	\$13,954	\$58,164	\$92,408
\$500	\$34,885	\$145,409	\$231,020

HOW CAN I PARTICIPATE?

Prior to contributing you must open an account with an investment provider authorized in the Plan, a list of which is available on the right. You may then complete a Salary Reduction Agreement (SRA) online at:

<https://www.omni403b.com/SRA>

If you are already contributing to your Employer's Plan and you want to change your contribution amount or investment provider, simply complete and submit a new SRA. You can begin or change your contributions as soon as your next payment cycle following our receipt of a completed SRA.

HOW MUCH CAN I CONTRIBUTE ANNUALLY?

In 2023 you may contribute up to \$22,500 if you are 49 years of age or below and up to \$30,000 if you are 50 years of age and over. You may also be entitled to additional catch-up provisions like the 15 Year Service Catch-up. Please contact OMNI's Customer Care Center at **877.544.6664** for further details

Contribution Limits		15 Yr. Service Catch-up (if eligible)	Maximum Employer Contributions	Combined Limit	
Age 49 & below	Age 50 & above			Age 49 & below	Age 50 & above
\$22,500	\$30,000	\$3,000	\$66,000	\$66,000	\$73,500

LOOKING FOR HELP?

Click the link below for an investment professional to reach out to you.

<https://www.omni403b.com/PlanDetail>

AMERIPRISE FINANCIAL RIVERSOURCE
ASPIRE FINANCIAL SERVICES
COREBRIDGE FINANCIAL FORMERLY AIG VALIC
EQUITABLE FORMERLY AXA
INVESCO OPPENHEIMERFUND
LINCOLN INVESTMENT PLANNING
METLIFE
NY LIFE INS ANNUITY CORP
ORION PORTFOLIO SOLUTIONS LLC FORMERLY FTJ FUNDCHOICE
SECURITY BENEFIT
THE LEGEND GROUP A LINCOLN INVESTMENT COMPANY
VOYA FINANCIAL NATL NY