



24 Pay Selection - 2024-2025 School Year

As you may be aware, IRS Regulation 409A, allows for 10- and 11-month employees of BOCES to opt to have their salary deferred so they can receive what many refer to as the “big pay” in their last pay in June. IRS Regulation 409A further allows BOCES to provide that a pre-existing election may stay in place indefinitely until the employee provides written notice to cancel the 24-pay selection or the “big pay”. Once this option is selected and you receive a paycheck, the 24-pay selection or “big pay” is required to stay in effect for the remainder of the school year, per IRS regulations.

For the upcoming 2024-25 school year:

BOCES will be processing the 24-pay selection for any employee, *who has not previously enrolled*. *For those who have the 24-pay option this year, you do not have to complete a 24-pay form each year.* Once you have completed your selection form for the 2024-25 school year, you will automatically have the 24-pay option *renewed each following year.*

The form is available in Frontline Central, My Forms -> FORMS I CAN START. All forms must be submitted by June 20, 2024.

If you wish to cancel your 24-pay option, you must complete the “24 Pay Cancellation” form in Frontline Central before September 1, 2024, 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 the Payroll office at 383-2251 or by email to Payroll_department@boces.monroe.edu

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 28, 2024.
- The dental deductions will be **tripled** on the June 28th 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.

Attendance Calendars – WinCapWeb

Your Attendance Calendar can be printed by going to WinCapWeb - Employee Self Service-My Attendance Balances. The calendar will show all 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. For any questions about your attendance, please send an email to Payroll_department@boces.monroe.edu

Vacation Reminder

Personal Days

Employees do NOT necessarily lose their personal days if they are not used. In some situations, personal days may be carried over as sick bank days or personal bank days, if they are not used by the end of the school year. Please refer to your collective bargaining agreement for specific details.

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 WinCapWeb account. You may carry over a max of (5) five days to the next fiscal year.

Virtual Information Sessions with St. John Fisher University

Monroe One BOCES employees are eligible for a 20% tuition discount on select graduate programs at St. John Fisher University, when three or more employees enroll in the same term. Below is a list of upcoming virtual information sessions.

Online M.S. in Literacy Education Virtual Information Sessions

Join us for an Information Session on Zoom to learn more about the online M.S. in literacy education program offered by the Ralph C. Wilson, Jr. School of Education at Fisher.

Tuesday, May 14 at 3:30 p.m. [Register for the 5/14 session](#)

Tuesday, June 11 at 3:30 p.m. [Register for the 6/11 session](#)

How to Become a Teacher: M.S. in Inclusive Adolescence Education and M.S. in Inclusive Childhood Education Virtual Information Sessions

In less than two years, you can earn dual teaching certification through Fisher's inclusive adolescence education or inclusive childhood education master's degree programs. Join us for a Zoom session to learn about program requirements, the application process, and get your questions answered.

Tuesday, May 14 at 4:30 p.m. [Register for the 5/14 session](#)

Tuesday, June 11 at 4:30 p.m. [Register for the 6/11 session](#)

M.S. in Educational Leadership Information Sessions

Receive an overview of Fisher's 32 credit educational leadership program. Join us for a Zoom session to learn about program requirements and the application process, and get your questions answered.

Tuesday, May 21 at 3:30 p.m. [Register for the 5/21 session](#)

Tuesday, June 18 at 3:30 p.m. [Register for the 6/18 session](#)

Thursday, July 11 at 12 p.m. [Register for the 7/11 session](#)