



## United Way 2022

Our 2022 United Way Campaign is coming to a close. Thank you to all who have donated so far. Its not too late to donate!

You should have received an email from United Way for the 2022 Campaign a couple of weeks ago. In that email is a direct link for you to submit electronic donation form. Your election, if chosen, will be deducted from your paycheck over 20 pay periods starting September 2022 school year.

If you did not receive the email, and would like to donate, you can email Tracy Birge and she will send you your Username and Password to do your online election. Please take time to visit our United Way page on the Monroe One website for valuable information and a great video on this year's campaign.

**Your support strengthens our community by advancing the next generation, sparking equal opportunity, and keeping our region moving forward.**



## 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, 2022.
- The dental deductions will be **tripled** on the June 30<sup>th</sup> 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.

## Opt Out for Medical Insurance Elsewhere

Payments will go out to employees on June 15<sup>th</sup> for those who have medical insurance elsewhere, qualify for this benefit and have completed the required form with proof of medical for 2022.

## 2022-2023 24 Pay Selection

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 salaried 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 2022-23 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 2022-23 school year, you will automatically have the 24-pay option *renewed each following year*.

The forms is available in Frontline Central, My Forms -> FORMS I CAN START. All forms must be submitted by June 21, 2022.

If you wish to cancel your 24-pay option, you must complete the “24 Pay Cancellation” form in Frontline Central before September 1, 2022, 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.

## 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.

## 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.