



monroe one
EDUCATIONAL SERVICES



24 Pay Selection - 2023-2024 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 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 2023-24 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 2023-24 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, 2023.

If you wish to cancel your 24-pay option, you must complete the “24 Pay Cancellation” form in Frontline Central before September 1, 2023, 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.

Tax Withholding

We have seen a recent increase in the number of employees that would like to change their tax withholdings. Please be aware that we are only able to make changes when an employee submits a new Form W-4 (federal withholdings) and/or a new form IT-2104 (New York State withholdings). Both forms are available to all employees through Frontline Central, under “Forms I Can Start”.

Please be aware that the IRS revised Form W-4 a couple of years ago. In addition to the form’s appearance changing, the methods used to calculate the amount of money to be withheld has also been revised. We are seeing many situations where employees are intending to have more money withheld, but after completing the new W-4, less money is being withheld. Unfortunately, we are unable to give guidance on how to complete these forms. We highly recommend that you discuss your desired withholdings with your tax advisor or complete the IRS Tax Withholding Estimator (<https://www.irs.gov/individuals/tax-withholding-estimator>).

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, 2023.
- 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.

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.

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.

COVID-19

The COVID 19 National State of Emergency has ended on May 11, 2023. Please refer to the attached document from Excellus and the Human Resources Office page on our website for further details. Any changes to our existing COVID-19 protocols will be sent to staff prior to the new 2023-24 school year.

[Human Resources Office / Medical/Health Insurance \(monroe.edu\)](https://monroe.edu/human-resources/)



COVID-19 National State of Emergency (SOE) Ending May 11, 2023

The emergency declarations required that health insurers provide certain COVID-related services at no cost to your members.

After May 11, the cost for COVID-related services will now be based on the details of your current health plan benefits.

Excellus BCBS will implement the following updates beginning May 12, 2023, in accordance with the end of the SOE:

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

- If a member is required to be covid tested prior to a surgical procedure, the COVID test will be covered under the diagnostic lab benefit.
- You can still order free over-the-counter tests through [COVIDtests.gov](https://www.covidtests.gov) while supplies last. Also, you can purchase these tests with your Flexible Spending Accounts and Health Savings Accounts.