

**"ELECTIVE"
26-PAY OPTION FOR
11-MONTH EXEMPT EMPLOYEES
(ESP NOT ELIGIBLE)**

August 7, 2020 through July 23, 2021

Washington County Public Schools offers an "elective" **option of 26 pays for 11-month exempt employees**. Enrollment for the 26 pay option beginning with the 2020-2021 school year and continuing for subsequent school years will be made available mid-May through July 30, 2020 (excluding new hires).

If you wish to enroll in the 26-pay option, print and complete the 11-month 26-pay authorization form and return it to the Accounting Department (Payroll) no later than July 30, 2020.

The first bi-weekly paycheck for 11-month exempt employees for the 2020-2021 school year will be August 7, 2020.

Please carefully consider the following before making your decision since this is **irrevocable** during the school year. Open enrollment and cancellation will not be offered again until May 2021 for the following school year.

Here is a review of some of the deductions:

➤ *Retirement (24-Pay Bi-Weekly Deduction)*

For the school year 2020-2021, retirement and pension deductions to the Maryland State Retirement System will be deducted from 24 bi-weekly paychecks August 7, 2020 through June 25, 2021. Retirement and pension deductions will not be deducted from the last two pays July 9 & July 23.

➤ *Medical, Dental, Vision, Supplemental & Dependent Life, and Voluntary AD&D (26-Pay Bi-Weekly Deductions)*

Premiums for these insurances will be deducted from 26 bi-weekly paychecks beginning with the August 7, 2020 paycheck.

➤ *Flexible Spending Accounts (20-Pay Bi-Weekly Deductions) CALENDAR YEAR DEDUCTION*

Flexible spending accounts will be deducted over 20 bi-weekly paychecks as designated by the Benefits Office. The last eight deductions for calendar year 2020 will start on the September 18, 2020 paycheck.

➤ *Credit Union & Escrow (26-Pay Bi-Weekly Deductions)*

Credit union and escrow deductions to the Washington County Teachers Federal Credit Union will be deducted from 26 bi-weekly paychecks beginning August 7, 2020. For those selecting the 26-pay option, you may wish to stop your escrow deduction or change your payroll deduction. Please contact the Washington County Teachers Federal Credit Union at 301-790-3131 regarding any changes for those deductions.

➤ *403b & 457 Plan (26-Pay Bi-Weekly Deductions)*

Deductions into WCPS approved 457 or 403b plans will be deducted from 26 bi-weekly paychecks beginning August 7, 2020. You may wish to adjust your per pay amount.

➤ *Direct Deposit*

For regular teacher pay, **DIRECT DEPOSIT CANNOT BE CHANGED for the last two paychecks received with this option (July 9 & 23, 2020)**. Please remember that these last two paychecks will be preprinted by the end of June and your account number and banking information must remain the same and cannot be changed. You may change (or add) up to two accounts for direct deposit by completing the Direct Deposit Authorization Form. This form can be downloaded from the ESS (Employee Self Service) "Resources" section after you login or the Accounting Department on the WCPS website. Please remember to FAX, mail, or deliver and not to scan.

➤ *ESS (Employee Self Service)*

This system allows you to update your personal information, access certifications, and view check stubs. Some changes such as address changes, require approval from Human Resources and are not immediately visible in ESS—please don't repeat the process.

To access ESS from WCPS computers, click on the icon on the desktop. You log into ESS using your Outlook username and password.

To access ESS from a remote site, click on the link for MUNIS Time Card & Employee Self Service under the Faculty & Staff section of the WCPS website.

Contact the **HELPDESK** @ 766-8911 if you are unable to log into ESS.

➤ *Summer Pay (Possibility of 2 checks)*

If you receive summer pay, you may receive two paychecks or two direct deposits on July 9 & July 23, 2020. Employees who select the 26-pay option will receive a paycheck for their regular assignment pay to complete the 2020-2021 school year AND a separate paycheck for any additional hours worked during the summer. They will not be combined since they are issued from different fiscal years.

It is imperative that you familiarize yourself with the differences between the 24-pay and the 26-pay option. Each of the above factors is important to consider when making this decision and since each paycheck may vary, individualized calculations **cannot** be done by payroll. **The decision is ultimately yours and all decisions must be made by July 30, 2020** for the school year 2020-2021 (except new hires).

The payroll staff will be available to answer any additional questions you may have.

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AUTHORIZATION

26-PAY OPTION FOR 11-MONTH EXEMPT EMPLOYEES (ESP NOT ELIGIBLE)

(Automatic Enrollment in 26 Pays Beginning August 7, 2020)

I request that my salary be spread over twenty-six pays bi-weekly from the first pay beginning August 7, 2020 through July 23, 2021.

I understand this is an automatic enrollment for 26 pays in subsequent school years.

I understand this option is a continuous authorization and does NOT have to be renewed each year.

*I understand this option is **irrevocable** throughout the school year.*

I understand that cancellation and open enrollment will be mid-May thru July each school year for implementation with the first contractual pay in August.

NAME (PLEASE PRINT)

SCHOOL/LOCATION

EMPLOYEE IDENTIFICATION NUMBER

SIGNATURE

DATE

**RETURN ALL FORMS BY JULY 30, 2020 TO THE ACCOUNTING DEPARTMENT
(PAYROLL).**

If you need further assistance, please contact Christy Moser @ 766-2834 or Eva Mallow @ 766-2833.