

NORTH KINGSTOWN SCHOOL DEPARTMENT
EMPLOYMENT RELATED INFORMATION AND DOCUMENTATION REQUIREMENTS

FORMS REQUIRED AT ANY TIME DURING THE YEAR DEPENDING UPON EMPLOYEE CIRCUMSTANCES

IRS FORM W-4 (FEDERAL AND STATE): Required by IRS prior to employment and at any time employee wishes to change income tax withholdings.

Hardcopy form can be found under staff/forms and is updated by the IRS for each tax year. Hardcopy of this form should be delivered to the payroll department upon completion.

Form can also be found under our Employee Self Service module and employee may update withholdings directly in this site. THIS IS THE RECOMMENDED FORMAT FOR THIS TYPE OF CHANGE.

Changes will typically be processed with the second payroll following submittal of this form.

403B SALARY REDUCTION AGREEMENT FORM: This form cannot be completed online at this time. This agreement is required to enroll in or change pre-tax withholding for deferred compensation plan (403b).

Hardcopy form can be found under staff/forms or on our Employee Self Service module but cannot be completed online at this time. Completed form should be delivered to District Benefits Coordinator. Changes will typically be processed with the second payroll following submittal of this form. This program is administered by a 3rd party vendor.

IRS limits apply to the yearly amount allowed for pre-tax contributions. Please consult your tax advisor or follow this link under Payroll & Benefits/benefits for further information
<https://www.nksd.net/apps/departments/>.

CHANGE OF ADDRESS: An employee's address should be updated using our Employee Self Service module. It is important that an employee's address is always current with the District so important information such as W-2s, payroll checks, healthcare information, just to name a few, are routed to the correct location.

CHANGE OF NAME: EMPLOYEE MUST COME TO HUMAN RESOURCES DEPARTMENT IN PERSON TO PROCESS NAME CHANGES. Employee must bring new, updated, Social Security card and license with new name when visiting the Human Resources Department.

DIRECT DEPOSIT: Employees are encouraged to have their payroll earnings deposited directly into a bank account of their choice. Direct Deposit forms can be completed using our Employee Self Service module. Hardcopy form can be found under staff/forms. Forms completed in hardcopy format should be delivered to the Payroll Department and changes will typically be processed with the second payroll following submittal of this form.

FORMS REQUIRED FOR DISTRICT PROVIDED HEALTH AND DENTAL BENEFITS

HEALTHCARE/DENTAL OPEN ENROLLMENT: Open enrollment typically occurs during the first 2 weeks in May of each year and employee's must complete required information using our Employee Self Service module (no hardcopy paperwork). Our healthcare and dental providers require that employees complete this information every year EVEN IF THERE ARE NO CHANGES FROM THE PRIOR YEAR.

It is important that ALL employees comply with the requirements of Open Enrollment in a timely manner to avoid interruption or cancellation of health and dental coverages.

Also, the IRS requires that an employee formally elect or deny coverage, providing information that must be reported yearly at income tax time based on the rules of the Affordable Care Act. Each employee receives 1095 information reporting as required by the IRS.

HEALTHCARE OPT OUT BUYBACK OPTION (FOR QUALIFYING EMPLOYEES):

Eligible employees (please refer to your Collective Bargaining Agreement or North Kingstown School Committee governing policy). No form is required for this buyback, if eligible, as long as the employee completes open enrollment on our Employee Self Service module. However, if an employee processes a mid-year qualifying event and is eligible for this buyback based on specific Collective Bargaining Agreement, our District Benefits Coordinator will request information at the time of being notified of the qualifying event.

HEALTH SAVINGS ACCOUNT (HSA) CONTRIBUTION ELECTION: This form cannot be completed online at this time. This election is optional for employees who participate in the District's High Deductible Healthcare Plan (HDHP) and who wish to contribute to the Health Savings Account (HSA) account set-up by the District for partial funding of the healthcare plan deductible.

The IRS imposes limits on contribution levels during the calendar year. The District allows employees to make/change an election at two (2) times per year – once in May effective July 1st and again in December, effective January 1st.

Further information on the Health Savings Account benefit can be found on the District website under Administration/Departments/Payroll/Benefits.

EMPLOYEE CONTRIBUTIONS TO THE EMPLOYEE'S INDIVIDUAL HEALTH SAVINGS ACCOUNT ARE OPTIONAL.

IRS NON-DEPENDENT TAX STATEMENT: This form cannot be completed online at this time. This form MUST be completed based on IRS requirements for all employees who carry health or dental coverage with the District.

This form is required in December for the following calendar year. The District Benefits Coordinator will notify employees in early December by emailing the form for completion. This form can also be found under staff/forms and must be returned to the District Benefits Coordinator no later than December 31st each year.

DELTA DENTAL STUDENT STATUS VERIFICATION: In the fall of each calendar year, our dental coverage provider requires employees to complete this verification for coverage of dependent students between the ages of 19 and 23. This form is required to verify the student's full time college status. The Affordable Care Act does not require mandatory coverage of dependent children on dental coverage (this coverage is only required to age 26 for medical coverage). Our District Benefits Coordinator will reach out to those employees who are required to

OTHER FORMS/EMPLOYEE INFORMATION

FORMS REQUIRED FOR CHANGES IN HEALTH/DENTAL COVERAGE:

Many employees experience what are called "qualifying events" that precipitate the need to change health and/or dental coverage. Attached are forms from BCBS and Delta Dental identifying various reasons that an employee has experienced a qualifying event (highlighted in yellow). In order to process the change in coverage, an employee must complete an enrollment form (see attached) with the applicable information and send to the attention of the District Benefits Coordinator no later than 30 calendar days after the event has occurred. This form can be found under staff/forms.

Changes can also occur based on an increase or decrease in an employee's FTE or average weekly hours based on regulations imposed by the Affordable Care Act. Please contact our District Benefits Coordinator if you have further questions regarding your eligibility for health and dental coverage through the District.

All changes become effective with the first of the month (no mid-month changes or adjustments are permitted).

DEPENDENT CARE PRE-TAX WITHHOLDING ELECTION: Employees wishing to set aside money for day care expenses may do so by completing a Dependent Care election form. This form cannot be completed online at this time.

This form must be completed in December to be in effect for the following calendar tax year. This form is emailed to employees by the District Benefits Coordinator and can also be found online under staff/forms. The completed form must be delivered to the District Benefits Coordinator no later than December 31st of each year.

The use and reimbursement regulations of dependent care accounts are governed by the IRS. Further details regarding these IRS regulation can be found at this link under Payroll & Benefits/benefits for further information <https://www.nksd.net/apps/departments/>.

Reimbursement forms can also be found under staff/forms.

FLEXIBLE SPENDING ACCOUNT PRE-TAX WITHHOLDING ELECTION: The same form as noted above is used for employees who cannot participate in the District's Health Savings Account (HSA). An employee, who qualifies, may set aside pre-tax dollars for medical expenses. This form is emailed to employees by the District Benefits Coordinator and can also be found online under staff/forms. The completed form must be delivered to the District Benefits Coordinator no later than December 31st of each year.

Once enrolled and contributions are elected, the employee will receive a debit card with the available funds for the calendar year to be used on eligible medical expenses. Employees can also submit a claim form to London Health for expenses that were not processed through the use of the debit card noted above. USE OF THE PROVIDED DEBIT CARD IS THE RECOMMENDED FORM OF PAYMENT FOR THESE TYPES OF EXPENSES.

Permissible FSA expense items can be found attached to this document. Reimbursement forms, if needed, can be found under staff/forms.

The use and reimbursement regulations of flexible spending accounts are governed by the IRS. Further details regarding these IRS regulation can be found at this link under Payroll & Benefits/benefits for further information <https://www.nksd.net/apps/departments/>.

NORTH KINGSTOWN SCHOOL DEPARTMENT DISTRICT HANDBOOK: Beginning with the 2019/2020 school year, the District has created an employee handbook. Employees will be required to acknowledge receipt and understanding of the handbook on a yearly basis. This acknowledgement will be completed through our Employee Self Service module.

The District handbook can also be found under staff/forms. All changes to North Kingstown School Committee policies referenced in this handbook will be communicated to all employees via email as changes occur. The District Handbook will be updated on a quarterly basis, as needed.

This handbook can also be found under Human Resources at the following link - <https://www.nksd.net/apps/departments/>.

BLANK TIMESHEETS: Can be found online under staff/forms.

CLASS COVERAGE FORMS: Can be found online under staff/forms and should be completed within a payroll period. Pay will be included in the pay following receipt in payroll.

CLASS SIZE PAYROLL FORMS: Can be found online under staff/forms.

SCHOOL YEAR PAYROLL SCHEDULE: A copy of each school year's payroll schedule can be found on our Employee Self Service website under "Resources" and also on under staff/forms.

EXPENSE REPORT: All reimbursements for District related expenses must be processed through our Employee Self Service module. Please refer to Employee Handbook for further information.

SALARY NOTIFICATIONS: Changes to salary can be found on our Employee Self Service module under "Employee Notifications".

PAYROLL AND TAX INFORMATION INCLUDING PAYCHECK SIMULATOR, TOTAL COMPENSATION AND OTHER PAYROLL RELATED INFORMATION: On our Employee Self Service module, employees can view current gross wages and deductions and use the paycheck simulator to see how changes in deductions will affect net pay. For example, if an employee wants to change W4 withholdings in the paycheck simulator, the change in net pay can be viewed prior to submitting the request.

LINKS TO RI TDI (TEMPORARY DISABILITY INSURANCE), BCBS, DELTA DENTAL, RI DEPARTMENT OF LABOR, FSA ADMINISTRATOR, 403B ADMINISTRATOR, TIAA CREFF AND ERSRI PENSION INFORMATION AND THE INTERNAL REVENUE SERVICE: Employees can find links and further information for the above mentioned websites on the payroll and benefits department website at <https://www.nksd.net/apps/departments/>.