



Minster Local Schools
100 E. Seventh St.
Minster, OH 45865
419-628-3397 x2020

New Employee Payroll & Benefit Orientation

Table of Contents

School Calendar	page 3
Payroll Forms	page 4
Pay Schedule	page 5
When Will I Receive My First Check?	Page 6
Payroll Errors	page 6
Mandatory Deductions	page 6
Active Annuities	page 6
Health Benefits	pages 7 & 8
Other Benefits	page 9
Other Information	page 9 & 10
Purchasing	pages 9
Professional Days	pages 10
Keys, Phone Codes	page 10
Changing Address and Phone Information	page 10
	Appendix

Welcome to Minster Local Schools

As a new employee of Minster Local Schools I'm sure you have many questions regarding everything from payroll to how to obtain the resources you need to do your job. There are many forms and lots of information I will share with you to help you have a smooth transition in your new endeavor. If at any time you have questions regarding the information contained herein, please know that I am here to help! I wish you only the best and most success with Minster Local Schools!

MINSTER LOCAL SCHOOLS - 2007-2008 CALENDAR

CIS	County In-Service
TW	Teacher Workday
PT	Parent Teacher Conference
F	First Day For Students
L	Last Day For Students
**	End of Nine Weeks Period
	No School

August					September				
M	T	W	T	F	M	T	W	T	F
					3	4	5	6	7
13	14	15	16	CIS 17	10	11	12	13	14
TW 20	F 21	22	23	24	17	18	19	20	21
27	28	29	30	31	24	25	26	27	28

3	Labor Day
19	Professional Development

October				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	** 26
29	30	31		

November				
M	T	W	T	F
			1	2
5	6	7	8	PT 9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

12 WOE Day

8	Professional Development
9	PT Conferences (AM & PM)
21-23	Thanksgiving Vacation

21-31 Christmas Vacation

January				
M	T	W	T	F
		1	2	3
7	8	9	10	** 11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

February				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

March				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	** 20	21
24	25	26	27	28
31				

1-2 Christmas Vacation
21 Martin Luther King Day

15-18 President's Day

21-24 Easter Break

April				
M	T	W	T	F
		1	2	3
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	L 22	TW 23
26	27	28	29	30

*** Make-up days: If required to make up any or all days, any of the following days may be used for make-up: 1-21; 2-15; 2-18; 3-21; 3-24; and extend school year if needed.

15 Professional Development

26 Memorial Day

	In Session	Prof.	TW	PT Conference Schedule:
1st Nine Weeks -	47 (August 21 – October 26)	3	1	10-15 Evening (H.S. only)
2nd Nine Weeks -	44 (October 29 - January 11)	1	0	11-5 Evening (KG only)
3rd Nine Weeks -	46 (January 14 – March 20)	0	0	11-6 Evening (K-3 only)
4th Nine Weeks -	43 (March 25 - May 22)	1	1	11-7 Evening (4-8 only)
	<u>180</u>	3	<u>2</u>	11-8 Evening (K-12)
		5		11-9 Morning & Afternoon (K-12)

PAYROLL FORMS

1. New Employee Data Sheet
 - a. Certified personnel must submit transcripts and license
 - b. If you would like to receive your direct deposit form emailed to you, include your email address and sign this form.
 - i. You may list more than 1 email address
2. Public School District Tax Withholding Form
 - a. Minster Schools recently passed a .5% income tax if you are a resident in Minster
 - b. I can input the school district number for you
3. State Tax Withholding Form
4. Federal Tax Withholding Form
5. I-9 Form
 - a. Established USA citizenship
 - b. Need Driver's License
 - c. Need Social Security Card or Birth Certificate
 - d. Valid/current passport may replace requirement for b & c
6. STRS/SERS Form
 - a. 10% Withholding from pay per pay period
 - b. Replaces Social Security Tax
 - c. Employer required to contribute 14% of your pay
7. Direct Deposit Form
 - a. Mandatory Direct Deposit
 - b. May deposit into 4 different accounts
 - c. Attach a voided check or deposit ticket
8. Social Security Acknowledgement
9. Terrorism Form

WHERE WILL MY DIRECT DEPOSIT FORM BE?

If you elect to not have your direct deposit form emailed, the forms will be delivered to the buildings on pay day Friday morning to the building secretary who places the forms in your mailbox.

MINSTER LOCAL SCHOOLS

All Time Sheets are

due to Payroll no later
than 3:30 on these dates

PAYROLL DATE	DUE DATE	Absence Days Recorded this Pay
July 6, 2007	June 29, 2007	6/18-6/29
July 20, 2007	July 13, 2007	7/2-7/13
August 3, 2007	July 27, 2007	7/16-7/27
August 17, 2007	August 10, 2007	7/30-8/10
August 31, 2007	August 24, 2007	8/13-8/24
September 14, 2007	September 7, 2007	8/27-9/7
September 28, 2007	September 21, 2007	9/10-9/21
October 12, 2007	October 5, 2007	9/24-10/5
October 26, 2007	October 19, 2007	10/8-10/19
November 9, 2007	November 2, 2007	10/22-11/2
November 21, 2007	November 16, 2007	11/5-11/16
December 7, 2007	November 30, 2007	11/19-11/30
December 21, 2007	December 14, 2007	12/3-12/14
January 4, 2008	December 28, 2007	12/17-12/28
January 18, 2008	January 11, 2008	12/31-1/11
February 1, 2008	January 25, 2008	1/14-1/25
February 15, 2008	February 8, 2008	1/28-2/8
February 29, 2008	February 22, 2008	2/11-2/22
March 14, 2008	March 7, 2008	2/25-3/7
March 28, 2008	March 21, 2008	3/10-3/21
April 11, 2008	April 4, 2008	3/31-4/4
April 25, 2008	April 18, 2008	4/7-4/18
May 9, 2008	May 2, 2008	4/21-5/2
May 23, 2008	May 16, 2008	5/5-5/16
June 6, 2008	May 30, 2008	5/19-5/30
June 20, 2008	June 13, 2008	6/2-6/13
July 3, 2008	June 27, 2008	6/16-6/27
July 18, 2008	July 11, 2008	6/30-7/11
August 1, 2008	July 25, 2008	7/14-7/25
August 15, 2008	August 8, 2008	7/28-8/8

WHEN WILL I RECEIVE MY FIRST PAY?

Your first pay will be in the form of a check. This allows me to test your direct deposit account to avoid having your pay float in cyber-space.

PAYROLL ERRORS

We strive to make sure that errors do not happen, however, there are times when we do have to deal with this situation. If you notice an error, please email or call me immediately so that I can correct it the next payroll.

MANDATORY DEDUCTIONS

By law you are required to pay the following deductions:

- State Teachers Retirement System (certified staff only) 10% of gross per pay
- School Employee Retirement System (classified staff) 10% of gross per pay
- Federal taxes
- State taxes
- Medicare – 1.45% of gross per pay for employees hired after 1/1/1986
- Minster Village Income tax – 1.5% of gross per pay
- OEA dues (if under contract)
- Health care 5%

ACTIVE ANNUITIES

The following are current participating annuities and local agents available for payroll deduction.

GREAT AMERICAN (GALIC)	Dan Bensman—1 st National Bank New Bremen
AMERICAN FUNDS	
ZURICH KEMPER	Tom Roetgerman
DELTA LIFE INSURANCE	Paul Albers
TOUCHSTONE FAMILY OF FUNDS	Leugers Insurance Co.
VERITRUST	Sue Swank
IDS/AMERICAN EXPRESS	Keith Fledderjohann
THE LEGEND GROUP	
AXA	
ING 457 PLAN	Matthew Carter

HEALTH BENEFITS

1. Life Insurance
 - a. \$35,000 for full-time employees
 - b. Includes Accidental Death and Dismemberment
 - c. Designate a beneficiary and contingent beneficiary
 - i. You may designate a Trust Fund as contingent
 - d. No cost to employee
2. Vision
 - a. VSP
 - i. Call a VSP provider and they will contact VSP
 - b. Provides a check-up every 24 months
 - c. Covers most costs for eyeglasses and contacts
 - d. \$.89 per month for family or single plan
3. Prescription Drug Card
 - a. \$5 generic/\$10 name-brand
 - b. Mail order provides 90 day supply
 - i. \$8 generic/\$16 name-brand
 - ii. \$3/\$8 reimbursed
 - c. Name-brand requires doc to write the script as DAW—Dispense as Written.
 - d. \$10.83 per month family plan or \$5.24 single plan
4. Dental
 - a. Dental PPO
 - i. Must attend a net-work dentist
 - ii. Superior Dental—www.superiordental.com
 - b. Regular Dental Plan
 - i. Dentist of your choice
 - c. See appendix A for benefit comparison
 - d. PPO=\$3.11 per month family/\$1.16 per month single
 - e. Regular Dental—\$3.77 per month family/\$1.40 per month single
5. Medical
 - a. Mercer/Auglaize Employee Benefit Trust
 - b. Self-Insured and claims paid by CoreSource, Inc.
 - c. Medical Mutual of Ohio approves/disapproves all claims
 - i. PPO
 1. Board's base plan
 2. \$ 41.68 per month family
 3. \$ 16.27 per month single
 - ii. 80/20 Comprehensive Medical Plan
 1. Pay difference between this plan and PPO plus 5% of PPO plan
 2. \$320.97 for family or \$121.96 for single plan per month

- d. See Appendix B for comparison among plans
- 6. OPT out
 - a. You may opt out of any of the benefits
 - b. In lieu of insurance, the board will contribute 15% of their monthly cost into a tax sheltered annuity of your choice from the listed annuities.
- 7. Open enrollment occurs annually in November-December time frame depending on when new rates are established by the Board of Directors of the Mercer/Auglaize Employee Benefit Trust
- 8. New rate take effect January 1. Employees contributions do not change with the new rates until July 1 of each year.
- 9. Worker's Compensation
 - a. Sheakley UniComp is the MCO (managed care organization)
 - b. Sheakley Uniserve administers claims
- 10. ALFAC
 - a. Flex Medical Accounts
 - b. Dependent Care Reimbursement
 - c. Offers other products
 - i. Cancer
 - ii. Short term disability
 - iii. Wellness Plans
 - d. Open enrollment in November for plans to take effect January 1
- 11. EAP Program
 - a. Employee Assistant Program
 - b. Part of Health Insurance
- 12. Health Fair
 - a. Voluntary testing available
 - b. Held in spring
- 13. Flu shots available in fall
- 14. COBRA
 - a. Continuation of benefits
 - b. See Appendix C
- 15. HIPPA
 - a. Privacy Notice
 - b. See Appendix D

OTHER FRINGE BENEFITS

1. Sick Days
 - a. 1.25 days earned per month
 - b. Accumulation—no max for severance (discussed under 3)
 - c. May use 220 days for illness
 - d. Submit Absence Sheet—Appendix E
2. Personal Days
 - a. 5 per year
 - b. Number of unused days paid at substitute rate for position in July
 - c. Unrestricted
3. Severance Pay
 - a. Must have 10 years with Minster Local Schools
 - b. Upon retirement, $\frac{1}{4}$ of sick days up to maximum of 65 days paid at per diem rate
 - c. Paid when you present your retirement check to show proof of retirement
4. Early Retirement Incentive
 - a. First time eligible to retire
 - b. Must have 26-30 years with STRS/SERS
 - c. Paid for each year in education at per diem rate
5. Increase in Education
 - a. Complete form—Appendix F
 - b. If move across salary schedule during year, you may move first pay in February

OTHER INFORMATION

1. Ethics Form
 - a. Appendix G
2. Requisitions
 - a. Appendix H
 - b. Computer Form
 - i. Server 2
 - ii. Staff Data
 - iii. Admin forms
 - iv. Blank requisition
 - c. Must be signed by building principal
 - d. Indicate what Admin Office needs to do with it once approved for purchase
3. Order Received
 - a. Check the package against the packing slip

- b. If all ok, sign and date the packing slip
- c. Send to admin office
- 4. Professional Day Request Form
 - a. Appendix I
 - b. Complete form and submit to building principal
 - c. Forward to Superintendent
 - d. Explain how this relates to State Standards
- 6. Facilities & Keys Questions—Tim Jay
- 7. Technology Questions—Greg Berning
- 8. Phone Code
 - a. For long distance calls, last 4 digits of social security number
 - b. Each month, you'll receive a slip if you've made any calls.
 - c. Personal calls, pay the building secretary
 - d. If school business, state so on slip and turn into building secretary

CHANGES

If the following change, you are responsible to contact me or Brenda Young as soon as possible:

- 1. Address
- 2. Phone
- 3. Email address (home)
- 4. Bank Account
- 5. Beneficiary information due to change in marital status or dependent changes

COMING SOON

- 1. KIOSK
 - a. Will allow you to look at your payroll information on-line
- 2. Treasurer's Web Page
 - a. Financial Links—become knowledgeable on our state of affairs
 - b. Personnel Links
 - c. Download Forms

If you have any question please feel free to contact me at ext 2020 or email l_klosterman@minster.k12.oh.us