

Human Resources Bulletin

June 2004

Division of Human Resources – Office of Payroll/Benefits

Year-End

Year-End Reminders Look Ahead to the 2004-2005 School Year

Benefits/Deduction Information

Health Care Deductions

- The last health care deduction for 10-month employees for the 2003-04 school year will be June 9, 2004. At that time, all 10-month employees will have prepaid for coverage through August 31, 2004. Deductions will resume on September 15, 2004 for coverage from September 1 through December 31, 2004.
- Health care deductions for 12-month employees will continue throughout the summer.

Maryland State Retirement/Pension Deductions

Teachers' System

- The last deduction for **all** (10- and 12-month) members of the Teachers' System will be June 9, 2004.
- The first deduction for the 2004-05 school year will be September 15, 2004.

Employees' System

- Deductions for Employees' System members occur every pay for 10- and 12-month employees (22 or 26 pays).

TSA/403(b)/457(b) and Credit Union Deductions

- If you have a deduction for a 403(b)/457(b), the deduction will be taken from every pay (either 22 or 26 pays).
- Teachers receiving pay over 12 months may also elect to have their 403(b)/457(b) deductions over 12 months. To make this change, please contact your 403(b)/457(b) representative directly.
- Credit Union deductions will continue through the summer for all employees with the 12-month pay option.

Long-Term Care Insurance Deductions

- Deductions for long-term care insurance start June 9 for newly approved employees and spouses who applied in spring 2004. Deductions occur over either 22 or 26 pays, depending on your regular pay schedule.

Payroll Information

Last Pay for 10-Month Employees – 2003-04 School Year

- The last pay for the 2003-04 school year for all 10-month employees is June 23, 2004.

First Pay for 10-Month Employees – 2004-05 School Year

- The first pay for the 2004-05 school year for all 10-month employees is September 1, 2004.

10-Month Employees Receiving Pay Over 12 Months

- Teachers and Teacher Assistants who receive their annual salary over 12 months will continue to be paid on a bi-weekly basis through direct deposit throughout the summer.

- Direct Deposit stubs will be mailed to your home address.

Teacher and Teacher Assistant Pay Frequency Elections

- July 31, 2004 is the deadline to elect 12-month pay for the 2004-05 school year if you currently have a 10-month pay status.
- If you do not wish to change your current election, **do not** submit the election form. Your current option will remain in place next year.

Summer pay dates are as follows:

July 7, July 21, August 4, August 18

Funds will be available by 9 a.m. on payday

If you received your pay over 12 months for the 2003-04 school year, your pay will continue on the dates listed above. If you were actively employed throughout the school year, your bi-weekly **gross** pay during the summer will be slightly less than recent checks, due to the mid-year COLA. Since there will be fewer deductions, your **net** pay may actually be higher. If you did not work the entire year, had a pay rate change other than the COLA, or had any lost time, your summer bi-weekly pay will be reduced accordingly. Your summer pay is based on your actual earnings, not on your annual salary.

Important note regarding whom to contact

- Questions regarding payroll and benefit deductions (i.e. healthcare eligibility issues, 403b/457b, life, voluntary deductions, request for benefits forms, etc.) should be directed to your payroll or benefits clerk (see your timekeeper for phone number).
- Questions regarding benefits claims, COBRA/LOA benefits, and plan coverage issues should be directed to 410-222-5221.
- Questions regarding retirement for last names A-L should be directed to Deanna Chew. Questions regarding retirement for last names M-Z should be directed to Sherri Tolson. Both can be reached at 410-222-5224.

The Anne Arundel County Public School System does not discriminate on the basis of race, sex, age, national origin, religion, disability, sexual orientation, or familial status in matters affecting employment or in providing access to programs. Questions regarding non-discrimination should be directed to Mr. Leslie N. Stanton, Specialist in Human Relations, AACPS, 2644 Riva Road, Annapolis, Maryland 21401, (410) 222-5318; TDD (410) 222-5500.