

Important Information from the Business Office

403(b)/457(b) Savings Plan

As an employee of the District, you are eligible to start a tax sheltered annuity (TSA). A tax sheltered annuity is an investment plan which may be used to reduce current taxes and invest for retirement. You can choose between a Pre-tax and/or a Roth After-tax savings plan. If your deduction is a Pre-tax deferral election, you decide on the amount to be deducted from your paycheck and this amount is then deducted from your gross wages.

Federal and state taxes are determined on the remaining amount of gross wages. Because gross wages have been reduced, the resulting taxes will also be reduced. Whether you choose to participate in the plans is entirely up to you. Attached to this notice are two brochures explaining the 403(b) and 457(b) plans. Please see Brenda Bergmann in the Business Office if you are interested in obtaining more information.



Wisconsin Retirement

If you are interested in switching your Wisconsin Retirement funds from a fixed account to a variable account, the Department of Employee Trust Funds must have your election form prior to January 1st, 2010. If the department receives your election form after January 1st, your election will not take effect until January 1st, 2011. Election forms are available from Brenda Bergmann in the Business Office or at etf.wi.gov. If you make this election, 50% of all your future contributions will be deposited in the Variable Trust Fund. The other 50% will be invested in the Core (Fixed) Trust Fund. Existing contribution balances may not be transferred to the Variable Trust Fund. Your election to participate in the Variable Trust Fund is permanent and will continue as long as you are employed in a position covered by the Wisconsin Retirement System or until you cancel participation in the Variable Trust Fund by filing an Election to Cancel Variable Participation, or you close your WRS account.

Informational Meeting to be Rescheduled

Due to the snow day, the informational meeting with the Wisconsin Retirement Council that was scheduled for Wednesday, December 9th was cancelled. We are hoping to reschedule the meeting for some time in January. We will let you know when the meeting date has been determined.

Form W-4

Since you last filed your Form W-4 with our office, did you

- Marry or divorce?
- Gain or lose a dependent?
- Change your name?

Were there major changes to

- Your nonwage income (interest, dividends, capital gains, etc.)?
- Your family wage income (you or your spouse started or ended a job)?
- You itemized deductions?
- Your tax credits?

If you can answer “yes” to any of these questions or you owed extra tax when you filed your last return, you may need to file a new Form W-4. See the Business Office for a W-4 Form or visit the IRS website (<http://www.irs.gov/pub/irs-pdf/fw4.pdf>).



Expense Reimbursement/Mileage Form

All reimbursement requests (other than the teacher seven hour request form) must be accompanied by a completed District reimbursement form with an administrator’s signature. After an administrator has approved your expenses, your expense form can be sent directly to Helen Johnson in the Business Office for reimbursement. We can no longer accept a receipt/slip/scrap of paper for reimbursement; we must have the reimbursement form. The forms are located on our network under the administration file. The link is [\\HASD.ORG\ADMINISTRATION\Reimbursement](http://HASD.ORG/ADMINISTRATION/Reimbursement).



Bank Changes

Because the District uses a direct deposit system for making payroll payments, our payrolls have to be processed 4-5 days before the actual payroll date. Therefore, any bank changes should be to Wendy Wirth at least one week before the actual payroll date. Please do not close your bank account before notifying Wendy since your bank cannot deposit your pay into a closed account.

Vehicle Information

For those employees that drive their own vehicle on behalf of the Hortonville Area School District, please be aware of the following: In the event of an accident, your liability insurance is primary. Also, you are responsible for your collision or comprehensive deductible as well.

Accounts Payable

Please attach all packing slip copies and /or invoices to a copy of the purchase order when returning to Helen Johnson in accounts payable (779-7907 or ext. 17151) for payment. If a packing slip has a price on it (for example Staples packing slips), please make sure you attach that copy to the purchase order. Please forward this information as soon as possible so vendors can be paid in a timely manner.

Tuition Reimbursement

All reimbursements for tuition reimbursement should be submitted to Mary Snyder in the District Office (779-7900 or ext. 16112). After Mary records the information, your request will be forward to the Business Office for payment.

Are You Interested in a Short Term Disability Plan?

We are trying to gauge the interest in a short term disability plan for our employees. The cost of the plan would be paid exclusively by the employee and would not be funded by the District. If you might be interested, we have information regarding a plan sponsored by National Insurance Company of Wisconsin, Inc., who currently handles our long term disability plan. If you would like an informational sheet that explains the plan and its associated costs, please contact Brenda Bergmann in the Business Office. If we find that there is enough interest, we can pursue this option for our employees.

Free and Reduced Lunch Information

If a student/parent has a concern regarding free and reduced lunch, please have them contact Julie Manthe in Food Service

Check out the Business Services Page

Our Business Services page is located at www.hasd.org/businessservices/. You will find information regarding payroll, employee benefits, human resources, worker's compensation, FMLA, the Employee Assistance Program, etc., as well as the applicable forms, and contact information for our staff.

Work Related Injuries

Please remember to report all work-related injuries **as soon as possible** to Tera Mytton in the Business Office (779-7907 or ext. 17156). It is important that all injuries are reported in a timely fashion to insure coverage from our insurance carrier. If you do have a work-related injury, please also fill out the Employee Accident Form found on the Business Service page and return it to Tera. The link to the page is www.hasd.org/businessservices/workerscomp.cfm. If you see anything that seems to be unsafe, please notify your school principal, maintenance technician, Tim Diestler, or the Business Office as soon as possible.