



# HASD Business Office

December 2012

## New information on 2012 W-2

Part of the health care reform bill requires employers to report the cost of employer sponsored group health coverage on the IRS Form W-2. This reporting is for informational purposes only. You are not able to claim this health insurance amount

on your taxes since premiums are already tax deferred through the District Flex program. Additionally, you will not be taxed on this amount from the IRS. The amount shown on your W-2 will be the total amount paid by you and by

the District on your behalf.

If you have any questions please contact Wendy Wirth @ Ext 17153 or [wendywirth@hasd.org](mailto:wendywirth@hasd.org)

The Eskimos had 52 names for snow because it was important to them; there ought to be as many for love.

~Margaret Atwood



## EAP (Employee Assistance Program) Newsletters

ThedaCare Workplace Solutions is providing monthly employee newsletters which can be found on the District webpage under Staff Resources > EAP. These newsletters provide helpful information for you and your family.

For those employees not familiar with the EAP, the EAP is a benefit sponsored by the District which is designed to assist employees and their families in identifying and resolving personal concerns. The EAP offers free counseling services and provides confidential and professional assistance. The program's goal is to keep valuable employees healthy and productive through

prevention, early intervention, and brief solution-focused assistance. Our EAP provider is ThedaCare Workplace Solutions (formerly known as Ingenuity First). Call for free and confidential assistance: (920) 749-2390 or (800) 236-3666.

Business Office contact: Brenda Bergmann @ Ext 17154 or [brendabergmann@hasd.org](mailto:brendabergmann@hasd.org)

### Special points of interest:

- New W-2 Information
- EAP Newsletters
- EAP Summary of Benefits
- Flex Spending Update
- Wisconsin Retirement
- Employee Expense Reimbursements
- 403(b)/457(b) Savings Plan



## EAP (Employee Assistance Program) Summary of Benefits and Coverage (SBC)



The Patient Protection and Affordable Care Act (PPACA) requires insurance carriers and employers to provide eligible employees with a Summary of Benefits & Coverage (SBC) for plan years beginning on or after September 23, 2012. PPACA dictates that an SBC should be provided for group health plans. The EAP falls under the definition of a group health plan. We have included the EAP SBC on our District website under Staff Resources

> EAP. Much of the information contained in the SBC does not apply, however, in order to be compliant with the PPACA, we are providing this information.

Business Office contact: Brenda Bergmann @ Ext 17154 or [brendabergmann@hasd.org](mailto:brendabergmann@hasd.org)

### FLEXIBLE SPENDING UPDATE

Participants now have the ability to complete claims online & upload the documentation. Participants can view all claims & documents they have submitted online at any time. The Diversified Benefits Services (DBS) claims service is fast, easy & secure.

To begin utilizing this service, participants simply need to go to [www.dbsbenefits.com](http://www.dbsbenefits.com) & log in to your account. If you don't have an existing

account, you can create one from the DBS home page. ([www.dbsbenefits.com](http://www.dbsbenefits.com))

See our Flex Page for more info: <http://www.hasd.org/businessservices/flexiblependingplan.cfm>

Business Office contact: Tera @ Ext 17156 or [teramyton@hasd.org](mailto:teramyton@hasd.org)

### Wisconsin Retirement System - Variable Fund

If your Wisconsin Retirement funds are currently being deposited in the Core Retirement Investment Trust (previously called the Fixed Trust) and you would like to switch to a Variable Fund, the Department of Employee Trust Funds must have your election form by January 1, 2013. If the department receives your election form after January 1<sup>st</sup>, your election will not take effect

until January 1<sup>st</sup>, 2014. Election forms are available at [etf.wi.gov](http://etf.wi.gov) or on the Business Services page at the following link: <http://www.hasd.org/businessservices/wisconsinretirement.cfm>

If you make the election to participate in the Variable Fund, 50% of all your future contributions will be deposited in the Variable Trust Fund. The other 50%

will be invested in the Core (Fixed) Retirement Investment Trust Fund. Existing contribution balances may not be transferred to the Variable Trust Fund. If you wish to cancel your Variable Fund participation, information can be found at the Department of Employee Trust funds website at <http://etf.wi.gov/>. For more information, please contact Brenda Bergmann in the Business Office.

**The world's tallest snowman ever made measured a massive 113 ft & 7 inches and was made by the people of Bethel, Maine. It took 2 weeks to build, finally being completed in February 1999. The snowman, nicknamed Angus was so big that he had vehicle tires for his mouth and trees for arms.**

## Expense Reimbursement/Mileage Form

All reimbursement requests **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. PLEASE USE THE UPDATED FORM ON OUR WEBSITE. The link is:

[www.hasd.org/businessservices/miscellaneousforms.cfm](http://www.hasd.org/businessservices/miscellaneousforms.cfm)  
"2012 Mileage Reimbursement"

Items to keep in mind when submitting reimbursements:

- Print legibly, always print your name
- Turn in the request after the expense is incurred
- Please do not double up on reimbursement requests



## Employee Expense Reimbursement—ACH

In October 2012—we began reimbursing employees for expenses incurred via ACH. The Direct Deposit will be made to your Bank Account on record with Payroll. Employee Reimbursements, unless unusually large will be reimbursed to you this way once a month, generally at the end of the month. You will receive an emailed advise of deposit for the payment, similar to our payroll direct deposit notifications. If you do not currently have an HASD email, a copy of the deposit advice will be mailed to you.

## 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. 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. You may also choose a Roth contribution. Roth contributions are different from before-tax contributions in that Roth contributions are made with after-tax dollars, as opposed to the before-tax dollars. In other words, with

the Roth option, you've already paid taxes on the money you contribute. With before-tax deferrals, you pay taxes when you take a distribution. Whether you choose to participate in any of the plans is entirely up to you and can be started at any time. There are two brochures explaining the 403(b) and 457(b) plans along with a Salary Reduction Agreement on the Business Services page. Please see Brenda Bergmann in the Business Office if you are interested in obtaining more information.

Please contact Brenda Bergmann with any questions you may have.



**If we had no winter, the spring would not be so pleasant; if we did not sometimes taste of adversity, prosperity would not be so welcome.**

**Anne Dudley Bradstreet**

## SAFETY TIP:

### Winter Walking Safety

Whether you work indoors or outdoors, you will have to do at least some walking outside. Keep an eye out for ice, and if it's dark outside when you arrive to or leave work (something that is very common in the thick of winter), walk as a duck would walk, as if slightly squatting (to center your balance and walk flat-footed). This will help you avoid slipping and falling. Please WEAR BOOTS! <http://www.soyouwanna.com/winter-safety-tips-workplace-6600.html>

## Work Related Injuries

Please remember to report all work-related injuries immediately by completing our Employee Accident Form on our Workers Comp Page & forward to your supervisor & to Tera in the Business Office. It is important that all injuries are reported in a timely fashion to insure coverage from our insurance carrier. Please include if you are going or have gone to the doctor, if not, please indicate that as well.

The link to our page is: [www.hasd.org/businessservices/workerscomp.cfm](http://www.hasd.org/businessservices/workerscomp.cfm)



### 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 non-wage income (interest, dividends, capital gains, etc.)?

- Your family wage income (you or your spouse started or ended a job)?
- Your 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. W-4 forms are available on the HASD Business Office website under District/Business Services/Forms/W-4, follow the link: [www.hasd.org/businessservices/Payroll/w4.pdf](http://www.hasd.org/businessservices/Payroll/w4.pdf) or visit the IRS website ([www.irs.gov](http://www.irs.gov)).

Business Office contact:  
Wendy Wirth @ Ext 17153  
or [wendywirth@hasd.org](mailto:wendywirth@hasd.org)

#### Business Office:

Dave Wuebben .....Ext 17152  
Brenda Bergmann .....Ext 17154  
Wendy Wirth .....Ext 17153  
Helen Johnson.....Ext 17157  
Tera Mytton .....Ext 17156  
Sherry LaCrosse.....Ext 15162

## Check out the Business Services Page

Our Business Services page is located at: [www.hasd.org/businessservices](http://www.hasd.org/businessservices)

You will find information regarding payroll, employee benefits, human resources, workers compensation, FMLA, the EAP, etc., as well as the application forms and contact information for our staff.

*Happy Holidays from the Business Office*