



HASD Business Office

December 2010

Wisconsin Retirement

If you are interested in switching your Wisconsin Retirement funds from a fixed account to a variable account, you will need to fill out an Election to Participate in the Variable Trust Fund form. The Department of Employee Trust Funds must have your election form prior to January 1st, 2011. If the department receives your election form after January 1st, your election will not take effect until January 1st, 2012.

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.



“The human race is faced with a cruel choice: work or daytime television.”

-Dave Barry

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. Whether you choose to participate in either plan is entirely up to you. Please see

Brenda Bergmann in the Business Office if you are interested in obtaining more information. Currently only 78 of our 250 teachers are taking advantage of this retirement investment option.

Special points of interest:

- Wisconsin Retirement/Savings
- Payroll Info: W-4; Bank Changes
- Employee Mileage/Reimbursements
- Work Related Injuries
- Business Office Web-Page
- Open Enrollment

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)?
- 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 or visit the IRS website (www.irs.gov).



*I always thought my friend was disorganized, but after helping her move, I stand corrected. The label on a box I carried read "Stuff off the floor."
-Ting Sun*

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.

Work Related Injuries

Please remember to report all work-related injuries immediately (or 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. #1 - If you do have a work-related injury, you must fill out the Employee Accident Form found on the Business Services page on the HASD website and return to Tera. #2 - If you are going to seek medical attention for your injury, ALWAYS let the physician know that the injury is work related. Failure to do #1 &/or #2 listed above may lead to denied claims & unpaid doctor bills!

The link to the page is: www.hasd.org/businessservices/workerscomp.cfm.

If you see anything on the HASD Campuses that seem to be unsafe, please notify your school principal, maintenance technician, Tim Diestler, or the Business Office as soon as possible.

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 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. WEAR BOOTS!

Read more: Winter Safety Tips in the Workplace

<http://www.soyouwanna.com/winter-safety-tips-workplace-6600.html>



Open Enrollment Questions

If you are contacted by a parent with open enrollment questions, please direct them to our Open Enrollment page on the HASD website located under the PARENTS Tab. Often times most of their questions can be answered by viewing this page. If they still have questions, all the pertinent contact information is listed there.

<http://www.hasd.org/businessservices/openenrollment.cfm>

If they still have questions, please contact Tera Mytton in the Business Office at (920) 779-7900 Ext. 17156, or by email: teramytton@hasd.org

**Why was
the opera
singer
arrested?
He got into
treble.**

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. 779-7904 or ext 13132.



Application of Fee Waiver

Please submit Application of Fee Waiver to Julie Manthe in Food Service. The Spanish version of this application is available on HASD's website under Business Office/Forms.

Apéritif

French for "a set of dentures."

Business Office:

Dave WuebbenExt 17152

Brenda BergmannExt 17154

Wendy WirthExt 17153

Helen Johnson.....Ext 17157

Tera MyttonExt 17156

Sherry LaCosse.....Ext 16117

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.