



HASD Business Office

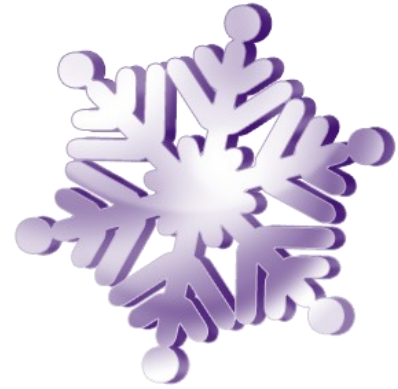
November/December 2011

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 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.



The world's largest ever snowflake to date found was 15 inches wide and 8 inches thick. This snowflake occurred at Fort Keogh, Montana, USA in January 1887.

New EAP (Employee Assistance Program) Newsletters

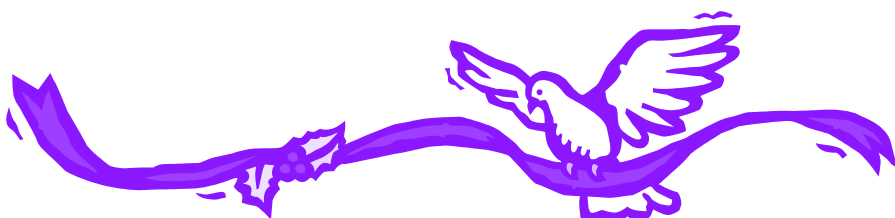
ThedaCare At Work EAP is providing monthly employee newsletters which can be found on the District webpage under Staff Resources > EAP. For those employees not familiar with the EAP, the EAP is a benefit sponsored by the District which is designed to

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 Ingenuity First. Call for free and confidential assistance: (920) 749-2390 or (800) 236-3666.

Special points of interest:

- 403(b) /457(b) Savings Plan
- EAP Newsletters
- New Delta Dental Provider
- Employee Access
- Wisconsin Retirement
- Deferred Compensation
- Adult Dependent Coverage—Changes



New Delta Dental Provider



- Effective September 1, 2011, the dentists of Webster Dental Associates SC in Green Bay have joined the list of providers in the Delta Dental Premier network. Delta Dental continually strives to increase their dentist networks, which gives employees more choices of dental providers who have agreed to the same quality assurances and cost containment processes. The dentists associated with Webster Dental Associ-

ates SC are as follows: Dr. Curt Hendrickson, Dr. Michael Hendrickson, Dr. David Mason, and Dr. Charles Mueller. Their office is located at 2121 S. Webster Ave in Green Bay, and you can reach them for appointments and additional information regarding their services at 920-435-1998.

- Please refer to www.deltadentalwi.com for additional listings of Premier dentists.

New In July 2011

The Wisconsin Deferred Compensation (WDC) Program, our 457(b) savings plan, now accepts Roth 457 contributions to the WDC, giving you the flexibility to designate all or a portion of your WDC elective deferrals as Roth contributions. 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 you traditionally have contributed to the WDC. 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. For more information, contact the WDC at (877) 457-9327 or online at www.wdc457.org

Wisconsin Retirement System

If you wish to either elect to participate in the Variable Fund or cancel your Variable Fund participation, the Department of Employee Trust Funds must have your election form by January 1, 2012. If the department receives your election form after January 1st, your election will not take effect until January 1st, 2013. Election forms

are available at etf.wi.gov or on the Business Services page at the following link: www.hasd.org/businessservices/election.pdf

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) Trust Fund. Existing contribution balances may not be transferred to the Variable Trust Fund. If you wish to cancel your Variable Fund participation, please go to 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 ever snowman 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.

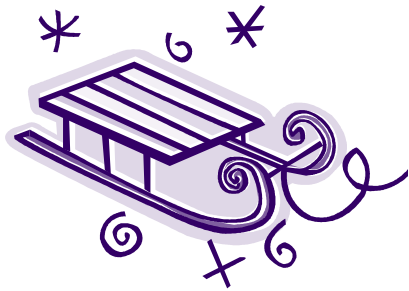
Expense Reimbursement/Mileage Form

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

"2011 Mileage Reimbursement"

On the Network: <\\HASD.ORG\ADMINISTRATION\Reimbursement>.



Employee Access

Please visit our Employee Access page on HASD.ORG. With Employee Access you can view & print past checks, view & print your W2, and view Sick/Vacation/Personal time off balances.

www.hasd.org/businessservices/employeeaccess.cfm

Email us for the link, for your login ID or to reset your password.

teramyton@hasd.org or wendywirth@hasd.org

Coverage of Adult Dependents—Changes

- Legislation was recently signed into law by Governor Scott Walker which simplified Wisconsin's income tax treatment of employer provided health/dental insurance benefits for adult children. Employee coverage of their adult children on their employer's health/dental plan will now be tax free for any adult child through the end of the year they turn age 26. If you currently have coverage for your adult child(ren), you will be receiving information which will further explain this legislation.
- The other change recently made had to do with adult children coverage requirements in Wisconsin. All adult children are eligible to age 26 regardless of student, marital or employment status, other coverage, tax

dependency, etc. Previously, unmarried adult children to age 27 were covered unless they had access to less expensive coverage through their own employer. Wisconsin repealed the age 27 mandate and now conforms to the federal requirements. This change will bring the Wisconsin law closer to the federal law, but it is important to note that the Wisconsin budget bill allows coverage of a dependent to the age of 27 if they meet the federal active duty criteria. Effective June 30, 2012, adult children over the age of 26 will not be eligible to be covered on your health or dental insurance plan.



Nine years later in 2008 the same town in Maine created the world's tallest snowwoman. The snowwoman stood 122 feet 1 inch tall.

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



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.

The link to the page is: 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 or visit the IRS website (www.irs.gov).

Business Office:

Dave WuebbenExt 17152
Brenda BergmannExt 17154
Wendy WirthExt 17153
Helen Johnson.....Ext 17157
Tera MyttonExt 17156
Sherry LaCosse.....Ext 15162

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, workers compensation, FMLA, the EAP, etc, as well as the application forms and contact information for our staff.



Happy Holidays from the Business Office