

2016-2017 SCHOOL YEAR

PAYROLL / HR NEWS

- Pension and Health Benefit Reform (P.L. 2011 c.78) impacts during the upcoming year
 - Pension contribution increased to 7.2%, effective July 1, 2016
 - Health Benefit contribution is calculated at the Year 4 percentage.
Contributions toward your health benefits will increase based on premiums and salary increases.

- Health Benefits
 - Prescription premiums increased effective July 1, 2016.
 - Dental premiums have been locked in with no increase until July 1, 2018.
 - Medical premiums will increase effective January 1, 2017.
 - Vision premiums have been locked in with no increase until July 1, 2020.
 - The only plan changes that can be made during the year are family life changes, which must be made within 60 days of the event with legal documentation (see below).
 - Divorce requires divorce decree
 - Marriage/Civil Union requires marriage certificate or civil union license
 - Birth requires birth certificate
 - Adoption/Guardianship requires legal guardian documentation
 - Death requires death certificate/other documentation
 - Loss of other coverage requires termination notice
 - Non-family life changes cannot be made until open enrollment.
 - Due to IRS reporting of health benefits, names on your health insurance MUST agree with the name on file with the Social Security Administration.

- Mandatory Direct Deposit became effective July 1, 2014
 - New employees – if a direct deposit enrollment form is not received one week prior to your first pay, a debit card will be issued in your name.

- Banking changes – if changes are submitted regarding your banking information, you will receive one check following the submission of the change. This will allow your bank to confirm the information we have in our system. All future salary payments will be sent directly to this account, until we are notified by you.
 - Closing Bank Accounts – we strongly suggest that you do not “close” the bank account affiliated with your direct deposit, until you have received a pay check, district issued debit card, or the direct deposit has been sent to the new account.
 - Paystubs are available on the Employee Portal. The portal is located on our district website: [Staff>Employee Portal Logon](#). Your user ID is your employee ID number; your PIN is the last four digits of your social security number.
- Change of Information – If you have a change of name, phone number and/or address, please remember to contact Human Resources. Forms can be found on our district website: [Employment>Human Resources> Forms](#). Please be sure to include a copy of your current social security card, name changes will not be made without this documentation due to IRS reporting requirements.
 - Illness – Any illness of 3 or more days will need a doctor’s certificate. Please send original certificate to Karen McCafferty in HR.
 - Leave of Absence – Please contact Karen McCafferty at (856) 327-7590 in HR if you need a leave of absence. A leave of absence is 10 or more days that you are not at work. Paperwork will need to be completed and submitted for approval prior to your leave of absence. Please make sure paperwork is submitted in a timely fashion in order to process your leave.
 - Unpaid Leave of Absence (Intermittent Leave)
 - Pension – If you go into an unpaid status for a portion of one month, we will be unable to report the salary for that month to the Pension System. If you are on intermittent leave, we will attempt to take pension. In the event we are unable to take pension for a full month, it will be your responsibility to initiate a “purchase of service credit” through the MBOS System

(<http://www.state.nj.us/treasury/pensions/>) if you wish for this time to be reflected in your years of service. (If we take pension for a portion of a month, but cannot take the balance of the month, your contribution will be returned to you)

- Health Benefits – You will be responsible for making your health benefit contribution while on an unpaid leave. After 12 weeks of unpaid leave, you will be responsible for 100% of your premiums. Please contact Leslie Morello at (856) 327-6009.
 - Disability – It is your responsibility to contact your disability vendor regarding payment of premiums while on an unpaid leave of absence. Your policy may lapse if you do not make your payments. If your premiums are returned by the vendor, please notify Laurie Saporito at (856) 327-6136 so that she can confirm the status of your payroll deduction.
- Attendance – Please view your attendance through the Employee Portal. If there are any discrepancies between AESOP and the Employee Portal, please contact Karen McCafferty at (856) 327-7590.
 - New Jersey Pension & Benefits is now on Facebook, Twitter, and YouTube. These social media accounts have been created for the limited purpose of generally discussion pension plans, and Pension & Benefit administration and operations. These sites are not intended to be a general public forum, or to discuss individual member information.
 - www.facebook.com/NJDPB
 - <https://twitter.com/NJDPB1>
 - <http://www.youtube.com/newjerseydpb>

Contact Information:

Karen McCafferty – Attendance / Leaves – (856) 327-7590

Leslie Morello – Payroll and Health Benefits – (856) 327-6009

Laurie Saporito – Payroll and Pension – (856) 327-6136

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