
Business Office Newsletter December 2019

Dear Staff,

Karen Colangelo is retiring the end of this month. Karen has worked for the district for 30 years, and has worked in various positions. Most recently as our Accounts Payable person, and prior to that many years in Payroll. We wish Karen the best in her retirement!

We are recruiting for two vacancies: the one created by Karen's retirement, and the Payroll position. While these are competitive Civil Service positions, there are currently no valid lists to control the hiring so we are seeking all qualified applicants. Individuals must live in Schenectady County to be eligible to sit for the exam.

Kimberly M. Lewis, District Director of Business and Finance

IMPORTANT UPDATE

Employees Retirement System (ERS) – As previously communicated in the November newsletter, we had made the necessary adjustments to March and April 2019 files for members of ERS and resubmitted. **We have recently learned that there appears to be discrepancies in salaries reported to ERS for prior years.** We are currently investigating the cause and the impact. As I have more information I will provide an update.

Important Pension Change impacting all employees! We have been notified that ERS is going to require all Districts to report all salaries of employees to the ERS even if they are not members of the system. This will include salaries of employees who are members of the Teachers Retirement System. The reason for this change is because there are frequently individuals who seek to buy back time as they look to retire and the paperwork around that work is extensive. Therefore, they will collect it all as it occurs, and then if someone decides to become a member, the information will already be in the system. As we have more details as to the implementation, I will share them.

Upcoming Events

December 20

- Payroll
 - ✓ SFT-Para Unit retro pay
 - ✓ Urban Education Conference Parking reimbursement

January 3

- Payroll -- Live paychecks will be held at Central Office and available for pickup from the Central Office Receptionist (Blue Canopy door at the back of Mont Pleasant)
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Staff

Kimberly M. Lewis, District Director of Business & Finance
Taryn Breen, Assistant School Business Official

Stacey Tasselmyer, Executive Secretary

Katie Devine, District Treasurer

Billy Carr, Fiscal Analyst

Ann Testa, Tax Collector & Deputy Treasurer

Elaine Reynolds, Food Service Manager

Kristin Chotkowski, Purchasing Agent

Karen Colangelo, Senior Account Clerk Typist

Nicole Livingston, Senior Account Clerk Typist

Angela MacVilla, Senior Account Clerk Typist

Mekkah Bergeron Senior Payroll Audit Clerk,

Irene Mazzucco, Account Clerk Typist

Beth Carusone, Account Clerk Typist

[Who to contact list](#)

Need a form? Visit our website
[click here for Business Office Forms](#)

Payroll Office

New IRS W-4 form for 2020!

We have been advised that the IRS is implementing a new W-4 form effective January 1, 2020. The form has several questions to be answered and you need to calculate what your deductions will be. What does this mean for you?

- If you have filed as Exempt, the Payroll office will be contacting you to complete a new form. Exempt status is no longer permitted.
- If you seek to change your withholdings you will need to use this new form.

Please be advised District staff may not provide you with advice as to how it is completed. You will want to consult with your tax advisor or call the IRS.

How you can contact the Payroll Office

Our new process seems to be going well, and we appreciate everyone who has been utilizing it.

First step: Enter your inquiry into Let's Talk. If it is straight forward, the response will be provided through Let's Talk.

Appointments: *Please provide all pertinent information when scheduling, so that necessary research can be completed prior to the meeting.*

Drop-in visits: Best to avoid stopping by during the appointment block times. Please be aware that you will also need to check in with the Central Office receptionist, who will then notify the Payroll staff that you are here to see them.

Mileage Reimbursement

Effective January 1, 2020, the IRS mileage reimbursement rate is 58 cents. Employees are entitled to reimbursement for mileage pursuant to the terms of their collective bargaining unit, if members, or for non-unit members by the relevant document governing their employment with the District. ***Please make sure you are familiar with the terms that apply to you.***

If you travel frequently on school business and are to be reimbursed, please make sure that your supervisor has a purchase order set up in your name to cover the estimated expenses for the fiscal year (July 1 to June 30).

Let's Talk – November

Business Office Area

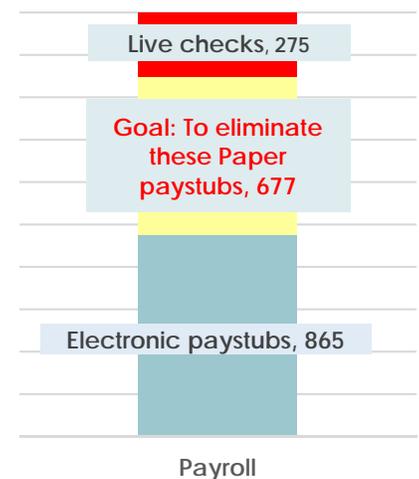
Total: 4
Dialogue Age: 3.4 days

Payroll Office Area

Total: 134
Dialogue Age: 2.7 days

Direct Deposit Electronic Paystub Campaign

December 6 payroll had **677** employees with direct deposit, who are receiving a **paper copy of their paystub instead of an electronic version**. We want everyone to switch to the electronic receipt of their pay stub. Here is the [form](#) to select email delivery.



Has something changed in your life that we need to know?

If your name, address, phone number or email changed, then you need to complete the [change form](#) and submit in Let's Talk to the Human Resources interest area.

Please also remember to contact the Pension systems to report changes of your name as well.

December 2019