

**The Pathways Schools**  
**Information from Human Resources for All Staff ~ 2023-2024**  
Becky Baldwin, HR Administrator ~ Administrative Office – 301-649-0778

The purpose of this summary is to highlight some key points for the start of the new school year.  
**Deadlines and procedures are included, so please take the time to review this information carefully!**

## **PAYROLL**

For RETURNING EMPLOYEES, based on your 2023-2024 Personnel Action Notice (PAN), you will receive your first full semi-monthly paycheck on **August 31<sup>st</sup>**. Deductions (e.g., health insurance, dental, vision, retirement, FSA & other voluntary benefits) will begin with the **September 15<sup>th</sup>** paycheck.

If you are a NEW EMPLOYEE starting by August 31, you will receive your first payment on September 15. Deductions will also commence on September 15.

Payroll checks are issued on the 15<sup>th</sup> and the last day of each month. If the 15<sup>th</sup> or the last day of the month is a holiday or weekend, the pay date is the previous workday. Ten (10) month employees will receive 21 paychecks from August 31<sup>st</sup> to June 30<sup>th</sup> (unless as noted above for new employees, who will receive their payments from September 15<sup>th</sup> to July 15<sup>th</sup>). Employees with a PAN to work more than 10 months will receive 24 paychecks from August 31<sup>st</sup> to August 15<sup>th</sup>. Pay stubs are available through <https://myapps.paychex.com>. All employees are *encouraged to utilize direct deposit*. (The Pathways Schools banks with Eagle Bank.)

## **ADDRESS, PHONE NUMBER, & NAME CHANGES**

Whenever your name, address or phone number changes, it is important that you go to Paychex Flex **AND** Employee Navigator <https://myapps.paychex.com> to enter the new information.

## **STAFF ID CARD**

*If you are a returning employee*, the new school year sticker will be available at All-Staff Orientation at the Meeting House. *If you are a new employee*, you may have a photo taken at the All-Staff Orientation meeting to be used to create a Staff ID for you. Please note that for returning employees, REPLACEMENT STAFF ID CARDS COST \$5.

## **BENEFITS MEETINGS**

Representatives of our various benefits (supplemental insurance, FSA, retirement) will be providing an overview on Wednesday, August 23<sup>rd</sup>. They will then be available to meet with individual employees August 24<sup>th</sup> and 25<sup>th</sup>. ***Please be sure to sign up for an individual virtual meeting if you have any questions or are interested in signing up to take advantage of a benefit option.*** Information regarding employees eligible for benefits is available in the Pathways Staff Handbook.

***It is suggested that NEW employees meet with the representative individually to learn more about the benefits options*** whether or not you want any of the benefits. The sign-up links for individual virtual meetings will be available the week of the 14<sup>th</sup>. **The sign-up link will be in an all-staff email from Becky Baldwin dated August 21, 2023.**

## **REQUIRED FORMS AND BENEFITS INFORMATION**

Deadline for all benefits documents *to HR is* **August 31!**

### **EMPLOYEE NAVIGATOR**

*Employee Navigator is our online benefits administration and HR platform. All employees must login to the website to complete the following Orientation tasks:*

- *Complete annual staff forms, and*
- *Manage benefits.*

The link to Employee Navigator can be found on the Employee Resources page at [www.pathwayschools.org](http://www.pathwayschools.org). New employees should have already received an invitation to create their account. Please contact Becky Baldwin at the Administrative Office if you have not.

### **REQUIRED ANNUAL STAFF FORMS** in Employee Navigator

All employees are required to complete each of the following forms by **August 31:**

- Acceptable Use of Electronic Devices
- Acknowledgement of Staff Policies and Procedures
- Benefits Participation Survey
- Driving Certification Form (Driving Policy) - inc. uploading your Auto Insurance Declaration page
- Staff Information and Emergency Contact Form

### **BENEFITS MANAGEMENT**

Employee Navigator allows you to review your benefits anytime day or night. On this site you will be able to report any updates to your demographic information, report life events such as the birth of a child and make eligible benefit enrollment changes. You can also download the mobile app for Apple and Android smart phones to access this information.

We have partnered with Clarity to provide you with a system for enrolling in and managing the following benefits:

- Kaiser Permanente health
- Ameritas dental and vision
- Equitable group life insurance, long term & short-term disability
- TransAmerica universal life insurance
- Clarity Flexible Spending Account (FSA) and Dependent Care Account (DCA)
- Reliance Standard Supplemental Voluntary Benefits:
  - Critical illness
  - Accident coverage
- Empower retirement 403(b) plan

Once you are logged in to Employee Navigator you can:

- review the benefits that you've already enrolled in (including premiums, deductions, etc.), click on "Benefits Summary" to see what plans you are enrolled in and if they are correct;
- view options for the new school year;
- enroll as a new employee; or
- if you are an existing employee, enroll in new benefits or make changes during open enrollment **(August 21-31)**

Please take a THOROUGH look at the system and familiarize yourself. If you have any questions, please don't hesitate to ask Becky Baldwin at [bbaldwin@pathwayschools.org](mailto:bbaldwin@pathwayschools.org) or 301-649-0778.

### **>Health Insurance Plans (Kaiser Permanente & Ameritas)**

If you are interested in enrolling as a new member on a Kaiser or Ameritas insurance plan, you may want to meet individually with the representative virtually during orientation week before enrolling in Employee Navigator.

There are changes to the Kaiser plans available and covered by Pathways. If you are interested in changing the Kaiser Plan (Signature DHMO7 vs. Signature DHMO11 vs. Flex Choice 1) in which you are enrolled, **you must request this change within Employee Navigator on or before August 31.**

If you are currently enrolled AND DO NOT submit your application on time, you will be enrolled in the Signature DHMO7 plan based on the current Employee, Employee + 1, or Family selection as the current year. The plan deductions will be deducted from your paycheck beginning September 15. Also, please note that you may **NOT** change plans during the year!!!

### **>Voluntary supplemental benefit offerings (Reliance Standard & TransAmerica)**

The above providers offer supplemental insurance for medical events such as hospital confinement, routine visits to the doctor for injuries/illnesses, maternity, or any other short-term disability scenario. The plans will give you cash benefits which you can then use to pay for things such as your mortgage, rent or utilities, which medical insurance does not cover. It can also cover the entire family to include kids or spouse.

A brief overview of the plans will be provided during the Benefits Review Meeting on **August 23<sup>rd</sup> (as further detailed below)**. A link will be provided to allow sign-up for one-on-one meetings with Tribridge staff.

### **>Flexible Spending Accounts (Clarity)**

Flexible spending accounts (FSA) are available through Clarity for unreimbursed medical (FSA) & dependent care expenses (DCA). You are encouraged to consider these plans if you have childcare, elderly care costs or unreimbursed medical expenses such as prescriptions, co-payments, eyeglasses, contact lenses, orthodontia, etc. This is a savings to you because the designated money is withheld from your paycheck tax-free.

Health FSA Increase for 2023: **\$3,050** annual maximum Health FSA (**\$610** carryover from 2023 to 2024)

### **>Retirement 403(b) Plan (Empower)**

You are encouraged to participate in this benefit even if at a minimal level (the highest possible levels are up to **\$22,500** in 2023 for those under age 50, and a **\$7,500 catch up limit** for those age 50 and over). ***New employees are automatically enrolled with a contribution of 3% of their salaries.***

If you currently participate and do not submit any paperwork, the deductions from your paycheck and contributions to the plan will remain the same.

If you currently participate and WANT TO MAKE CHANGES OR if you want to be a NEW PARTICIPANT, you may want to meet with the Empower Retirement representative virtually the week of August 22<sup>nd</sup>. **If you do not submit any paperwork, there will be NO changes to your plan.** Changes may be made online at any time.