

# Welcome to MCPS!

Payroll & Benefits  
Orientation Information

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Encourage  
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Public Schools



# General Pay Information/ Pay Types

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# 11/12 Pay Types

## Teachers, Counselors

- Contract
- 200, 210, or 220 days

## Aides, Bus Drivers/Aides

- Notice of Appointment
- 180 days

- Fiscal Year: August - July = 12 paychecks
  - MCPS takes your annual salary and divides it into 12 equal paychecks; this way you can receive summer checks
- \*826 Adjustment
  - If hired mid-year, this is listed on your paystub for the remainder of the school year
  - This adjusts your annual / monthly salary to accommodate your late hire date
- Code days are paid (Inclement Weather)
  - Indicate on time sheet the code and number hours you would have worked
- Complete monthly time sheet for leave/auditing recordkeeping purposes – give to Admin Assistant



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# 12 Month Pay Types

## **Administrators, Admin Assistants, Custodians, Facilities**

- Notice of Appointment
  - 260 days
  - Paid Current
- Fiscal Year: July - June
- Adjustment
  - Listed on 1<sup>st</sup> paycheck if not hired on the 1<sup>st</sup> of the month
- Code days are paid (Inclement Weather)
  - Indicate on time sheet the code and number hours you would have worked
- Complete monthly time sheet for leave/auditing recordkeeping purposes – give to Admin Assistant



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# Time Sheet / Hourly Workers

## Lunch Aides, SOL Tutors, Aides, Custodians, Substitutes, Temporary Employees



- Complete time sheet each month, submit by due date to administrative assistant
- Pay is one month behind  
(Example: September hours are paid at the end of October)
- Code Days are paid (Inclement Weather)
  - Indicate on time sheet the code and the number of hours you would have worked
- No pay checks in July and August (unless required to work in the summer)



# Information



- **Pay Day** – Last working day of each month
  - Exception: December - last day school is in session
- **Pay Advice** - Emailed **AND** sent to ESS
- **Direct Deposit** – Net pay will be deposited into savings or checking account (mandatory)
  - Please notify payroll if you need to make a change

(Further information on MCPS Website, under Payroll & Benefits Information)

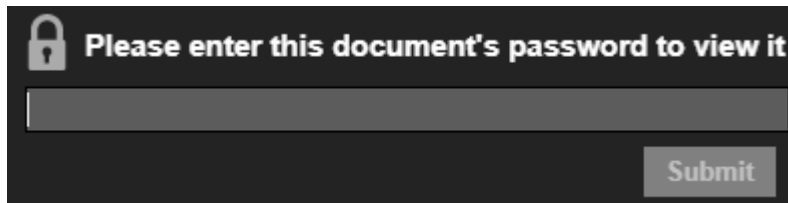


# Emailed Pay Stub/Advice



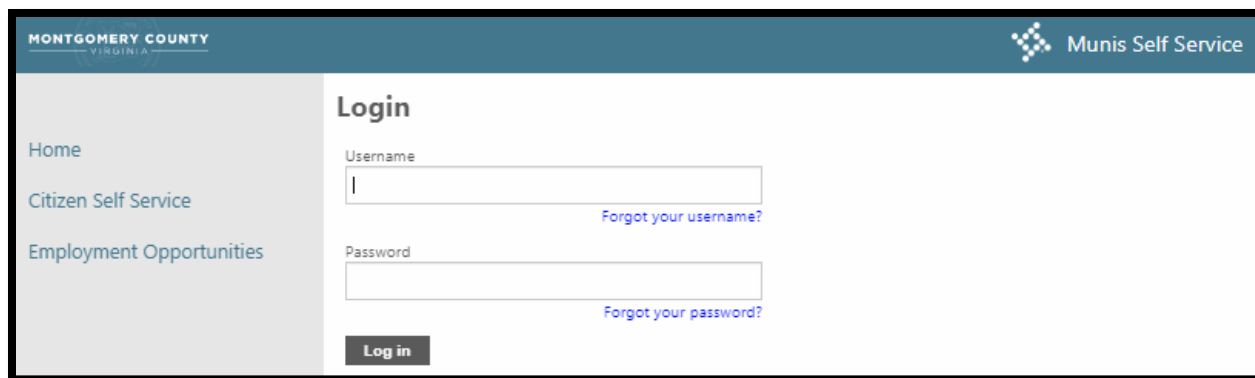
## Pay Advice

- Monthly paystub is emailed to your MCPS email address
  - Normally your email address is your “firstnamelastname@mcps.org”
  - Example: johnsmith@mcps.org
- Direct Deposit Notification
  - Labeled as **PRNotification**
  - Password to open the attachment:
    - Last 4 digits of your social security number



# Employee Self-Service (ESS)

→ Log-on instructions and other information on [www.mcps.org](http://www.mcps.org)



The screenshot shows the login interface for the Montgomery County Public Schools Munis Self Service system. The header includes the county name and the service title. A sidebar on the left contains links to Home, Citizen Self Service, and Employment Opportunities. The main area is titled 'Login' and contains fields for Username and Password, each with a 'Forgot your [username/password]?' link. A 'Log in' button is at the bottom.

## With ESS you are able to:

- View and print current and previous pay stubs
- View year to date payroll information
- View deductions
- Print W-2's for income tax returns
- Print 1095-C for health insurance coverage verification
- View annual, sick, and personal leave
- Change your address, phone number, tax status and contact information

## First Time Login Instructions:

**Username:** Last name, first name initial

**Password:** Last 4 of SSN#

Example: Username: smithj

Password: 1234



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# General Benefits Information for All Employees

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# Workers' Compensation



- Coverage for all employees
- Report any job-related injury or illness to your supervisor immediately
- Call Company Nurse Injury Hotline to report the injury/illness as soon as possible
- For emergency medical situations seek treatment immediately
- Use of a Panel Physician is required
- If seen by a physician a “Return to Work” note is required before returning to work

(Further information on MCPS Website, under Payroll & Benefits Information)



# Voluntary Payroll Deductions



- Education Association Membership Dues
- [Tax Sheltered Annuities](#)
- Donations
  - United Way
  - Montgomery County Education Foundation (MCEF)

(Further information on MCPS Website, under Payroll & Benefits Information)





# Benefits for employees working at least 4 hours a day

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# Employee Assistance Program (EAP)

## Carilion Employee Assistance Program

- Up to four (4) counseling sessions available for employees and immediate family members
- CONFIDENTIAL
- Call 1-800-992-1931 to schedule an appointment

(Further information on MCPS Website, under Payroll & Benefits Information)



# Leave

## 1. Sick Leave (Advanced at beginning of the school year)

- a) **Employees working 20 – 29 hours/week**  
0.5 day per contracted month, no accrual limit
- b) **Employees working 30+ hours/week**  
1.0 day per contracted month, no accrual limit\*

\*VRS Hybrid plan employees may not exceed 90 days of sick leave balance

## 2. Personal Leave:

- a) **Employees working 20 – 29 hours/week**  
1.0 day per school year, 5 days accrual limit
- b) **Employees working 30+ hours/week**  
2.0 days per school year, 5 days accrual limit

## 3. Wellness Leave (Employees working 30+ hours/week):

Eligible for one (1) day per semester if no sick leave taken during that semester; maximum of two (2) wellness days per school year. Must be taken during the following school year.

## 4. Annual Leave (12 month employees working 8 hours a day)

Earned at the rate of 1.0, 1.25, or 1.5 days per month depending on length of service

- All leave must be taken in full or half day increments
- Leave is posted one month behind
- Since sick leave is advanced, if you resign & have used all of your sick leave, MCPS will deduct from your final paycheck the days that have not been earned

See SB Policy Section 5-7.5 for details.



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# Sick Leave Bank



- The Sick Bank provides job and income protection in the event you have an illness or injury and have exhausted all of your leave.
- There is a six month waiting period before benefits become active for most employees.
- VRS Hybrid employees do not have a waiting period, but can only be enrolled for one year; after one year of employment, Hybrid employees have short term disability coverage that goes into effect.

Please refer to SB Policy Section 5-7.5 for more details.



# Sick Leave Bank



- Voluntary Membership
- Must enroll within 30 days from date of hire or during Open Enrollment
- VRS Hybrid employees only eligible to participate during their 1st year of employment; must enroll at time of hire
- Form **needed** to enroll or decline membership
- Open Enrollment August 20 thru August 30

See SB Policy Section 5-7.5 for details.



# Long-Term Disability



- MCPS pays 100% of the premium
- Disability insurance pays after sick leave is exhausted and/or 90 days have passed
- Pre-existing condition exclusion (treated within 3 months before coverage became effective)

(Further information on MCPS Website, under Payroll & Benefits Information)





# Optional Benefits

## Cafeteria 125 Plan by Gallagher



- Pre-tax benefits:
  - Health Care and Dependent Care Reimbursement Accounts
  - **Dental (Late entrant provision)**
  - Vision
  - Accident
  - Cancer
  - Critical Illness
- After-tax benefits:
  - Short Term Disability
  - Life Insurance

→ **No late entrant provisions if enrolled as a New Hire!**



# To Enroll in Benefits:



You **MUST** call to speak with a representative to  
Enroll OR Waive  
Optional Benefits

877-819-0617

Hours of Operation:  
Monday – Friday  
9 AM – 6 PM

**\*\*You have 30 days from your date of hire to enroll in benefits.\*\***

After that you must wait for Open Enrollment.

MCPS' annual Open Enrollment period is in August.

MCPS' Benefit Plan Year is from October – September.



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# Benefits for employees working at least 6 hours a day

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# Health Insurance



Choose from two (2) Anthem health insurance plans:

- HMO (Open Access plan)
- Lumenos High Deductible Health Plan with an HSA (Health Savings Account)

**Lumenos employee only coverage 100% paid for by MCPS.** Pre-tax payroll deductions for dependents' premiums are available. For details refer to your benefit booklet.

(Further information on MCPS Website, under Payroll & Benefits Information)



# To Enroll in Benefits:



You **MUST** call to speak with a representative to  
Enroll OR Waive  
Anthem Benefits & Optional Benefits

877-819-0617

Hours of Operation:  
Monday – Friday  
9 AM – 6 PM

**\*\*You have 30 days from your date of hire to enroll in benefits.\*\***

After that you must wait for Open Enrollment.

MCPS' annual Open Enrollment period is in August.

MCPS' Benefit Plan Year is from October – September.

A decorative graphic in the bottom right corner features two pencils, one yellow and one red, pointing upwards. Overlaid on the pencils are three overlapping banners with the words "Engage", "Encourage", and "Empower" written in white, sans-serif font. The banners are colored teal, green, and red respectively.

# Benefits



## How to find the Online MCPS Benefits Guide:

[www.mcps.org](http://www.mcps.org)

- Departments
- Finance
- Payroll & Benefits Information
- Optional Benefits
- MCPS Benefits Booklet

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# Benefits for employees with VRS

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# Virginia Retirement System (VRS)



Depending on your date of hire under VRS, it determines which plan you are covered under though VRS

**Plan 1:** A defined benefit plan for employees hired before July 1, 2010, and vested as of January 1, 2013

**Plan 2:** A defined benefit plan for employees hired:  
After July 1, 2010, and before December 31, 2013; or  
Before July 1, 2010, and were not vested as of January 1, 2013

**Hybrid:** A combined defined benefit and defined contribution plan for members hired on or after January 1, 2014

## **VRS WEBSITE**

➤ VRS also offers Purchase of Prior Service

(Further information on MCPS Website, under Payroll & Benefits Information)



# Other Paid Benefits



- [VRS Group Life Insurance](#) through Securian / Minnesota Life

MCPS automatically gives you coverage

- 2x your annual salary for natural death
- 4x for accidental death

→ [VRS Beneficiary Designation Form](#) should be completed  
or order of precedence is established  
by order of law

(Further information on MCPS Website, under Payroll & Benefits Information)



# Other Optional Benefits



## Optional VRS Life Insurance available through [Securian / Minnesota Life](#)

→ Must enroll within 30 days from your date of hire or sign the waiver form  
[Securian / Minnesota Life Enrollment Form / Waiver](#)

→ If you add dependents and choose above Option 1, you must fill out the  
Evidence of Insurability form  
[Securian / Minnesota Life Evidence of Insurability](#)

(Further information on MCPS Website, under Payroll & Benefits Information)





## ICMA-RC Defined Contribution Plans Retirement Specialist



**Lauren Hand**

*Defined Contribution Plans Specialist*

800-338-5804

LHand@icmarc.org

### Reach out to your ICMA-RC Defined Contribution Plans Retirement Specialist, **Lauren Hand**

Lauren is available to assist you with the Commonwealth of Virginia's Retirement Plans in the Southwestern Region of Virginia.



*Questions about your retirement plan accounts?*

- Commonwealth of Virginia 457 Deferred Compensation Plan
- Virginia Cash Match Plan
- Hybrid 457 Deferred Compensation Plan
- Hybrid 401(a) Cash Match Plan
- Optional Retirement Plan for Higher Education
- Optional Retirement Plan for Political Appointees
- Optional Retirement Plan for School Superintendents
- Virginia Supplemental Retirement Plan

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# Thank you!

Please contact the Payroll & Benefits Office for further information at  
(540) 382-5100 or [payrollbenefits@mcps.org](mailto:payrollbenefits@mcps.org)



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