



Payroll

Ms. Cathy Jacobsen

Ms. Lisa Jones

Ms. Michelle Warrington

Payroll Document Requirements

- Completed I-9 with ID's
- Completed W-4
- Signed 403(b) Reduction Contribution Eligibility
- Direct Deposit Authorization Form



Salary Information

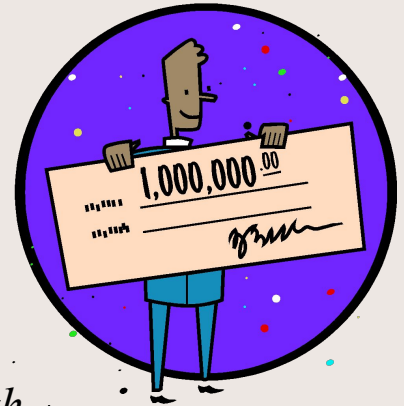
- For a complete list of salary information which may appear on your checks, refer to the handout titled “Check Stub Abbreviations”
- Pay dates: 15th and 30th

**Pay dates may vary* – please check the MOTSD website and Aesop main menu for exact pay dates

***For substitutes, there is a 2 week lag in payroll*

Payment for the 1st thru the 15th is the 30th of the month

Payment for the 16th thru the 31st is the 15th of the month



Check Stub Abbreviations

Salary Information

EARN - Base Salary this Pay
EXPY - Extra Pay for extra work
P EXPY - Pensionable Extra Pay
FRINGE - Excess Cost of Group Life Ins

Taxes:

FED - Federal Withholding Tax
EXFED - Additional Federal Tax elected
FICA - Social Security Tax
MEDI - Medicare portion of Social Security Tax
NJA,NJB,NJC,NJD,STE - NJ State Withholding Tax
NJEX - Additional State Tax elected
STPA - Pennsylvania State Tax Withholding
SUI - State Unemployment Insurance
FLI - Family Leave Insurance

Pensions:

ARREARS - Payment for Purchase of Previous Service - Pension
BKDED - Back Pension Deductions
BKCI - Back Contributory Insurance
CI - Contributory Insurance (Life)
DCRP - Defined Contribution Retirement Program
LOAN - Pension Loan
PERS - Public Employees' Retirement System
TPAF - Teachers' Pension & Annuity Fund



Other Deductions

ATTACH - Garnishment
BUSDUE - Bus Drivers Union Dues
NJEA - NJ Education Association Union Dues (also shows Balance due for the current school year)
DENTAL - Dental Benefit Contribution (employees who waive medical benefits but have dental coverage)
HBCONT - Health Benefit Contribution (employees who have both medical and dental benefits)
HB EXT - Health Benefit Extra (flat dollar amount in addition to Health Benefit Contribution)
EYEMED - Vision Coverage Contribution

Check Stub Abbreviations - *Voluntary*

Tax Shelters:

AME403	Ameriprise Financial
EQU403	AXA Equitable Financial
	or
SUN403	Sun America Mutual Funds
BRI403	Brighthouse Life Ins Co
VAL403	Valic
VAN403	Vanguard
NEA403	NEA Retirement Program
NAT403	National Life Group

NYL403	New York Life
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Other Elected Deductions:

DISAB	Colonial Life Disability Ins
FSA HC	Flex Spending Health Care
FSA DC	Flex Spending Dependent Care
PRUD	Prudential Disability Ins.
VFCU	Visions Federal Credit Union
PRUD-A	Prudential Disability Ins
NYLIFE	New York Life Insurance
LF/ADD	Hartford Life & AD&D
CRITILL	Hartford Critical Illness
ACCDNT	Hartford Accident

Contact:

Keith Smith
Greg Feinberg
Leo Walsh
Michael Ballan
Douglas Vogel
Robert Toth
Retirement Center
Sara Scholl
Joseph Scotti
Robert Diforio
Paul Belverio
Matthew Amelio

Phone#:

(973) 252-2433
(732) 452-7281
(732) 452-7280
(973) 423-2800
(973) 236-9873
(848) 666-2559
(800) 205-6189
(201) 221-9771
(941) 932-6592
(914) 960- 6328
(732) 770-3474
(973) 534-9778

Ext:

Claims/Inquires	(800) 325-4368
Enrollment Questions	(856) 983-9600
Flex Facts	(877) 943-2287
Flex Facts	(877) 943-2287
Kelly Ray	(800) 727-3414
Claims/Inquires	(800) 704-1365
	(908) 979-3184
Kelly Ray	(800) 727-3414
Nelson Barrera	(973) 444-1884
Hudson Shore Group	(732) 372-0601
Hudson Shore Group	(732) 372-0601
Hudson Shore Group	(732) 372-0601

ext. 32

ext. 32

Direct Deposit

- Direct Deposit is mandatory for Local Education Employees (including substitutes).
- Complete the direct deposit authorization form.
- Tested for one pay cycle (*unless bank document submitted*)
- Full deposit of net check is remitted to your selected banking institution.
- Please notify payroll immediately if there is a change in banking information.



DOCULIVERY ONLINE PAY STUB ACCESS

Use the Doculivery portal to conveniently access pay stubs and year end forms. You can also upload address changes or tax withholding changes to the Payroll Department from this portal. Use the following link to log into the Doculivery Online Pay Stub Portal:

my.doculivery.com/Systems3000-mtoliveboe

Your login is: The first letter of your first name plus your last name plus your 4 digit employee ID number.

Your initial password is: Your 4 digit employee ID number.

You will be prompted to change your password after logging in the first time.

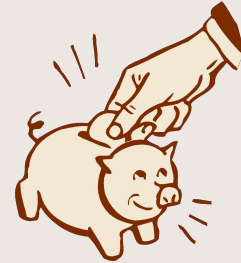
Upon logging in, follow the on screen instructions to set up your security questions. You will then be able to see the list of your pay stubs and also set up notifications via text or email whenever a pay stub or message is uploaded to the portal.

Please contact Cathy Jacobsen or Michelle Warrington in the Payroll Department if you need further assistance.



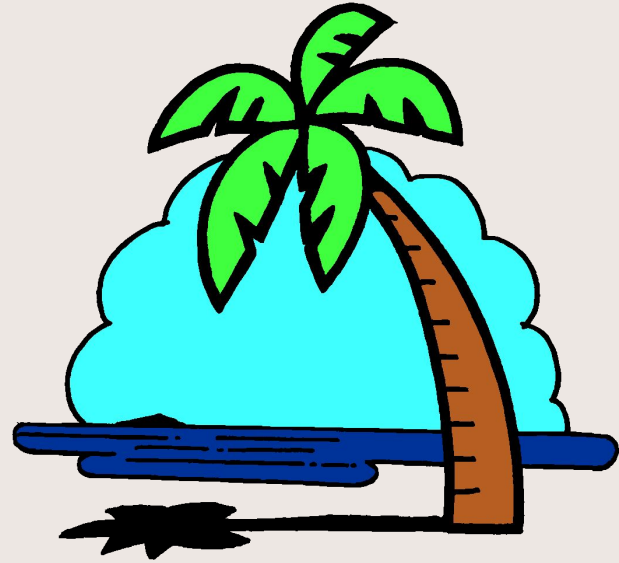
Voluntary Deductions

- Prudential Financial Disability Insurance
- Colonial Life Disability Insurance
- Hartford Life Insurance
 - *Life, Accident & Critical Illness*
- Visions Federal Credit Union
- Flexible Spending Account (Health Care and/or Dependent Care)



Tax Shelter Annuities (403B)

- Ameriprise
- AXA Equitable Financial
- Brighthouse
- Sun America
- Valic
- Vanguard
- NEA Retirement
- National Life Group
- New York Life



Pension Information



- Enrollments and transfers done on-line by the payroll office
- Deductions will begin when payroll receives the pension certification form from the State of New Jersey.
- Back deductions – retro to your hire date - (TPAF/CI) will also begin at that time.
- Contributory Life Insurance (CI)
- Employee must designate their beneficiaries on-line by registering for MBOS (Members Benefits Online System).
- See the MBOS handout for registration instructions.

Pension Certification

Payroll Certifications

Location: 02-00102-00 DIV OF PENSIONS AND BENEFITS

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
P.O. BOX 295
TRENTON, N.J. 08625-0295

CERTIFICATION OF PAYROLL DEDUCTION

ALL DEDUCTIONS BEGIN 02/09/2002

PUBLIC EMPLOYEES' RETIREMENT SYSTEM

NAME
MEMBER ID
SSN
ACCUMULATED BASE SALARY
SALARY THIS QUARTER
FULL PENSION RATE
PENSION DEDUCTION
SUPPLEMENTAL ANNUITY COLLECTIVE TRUST
CONTRIBUTORY INSURANCE EFFECTIVE
INSURABILITY REQUIRED
DATE OF BIRTH
DATE OF ENROLLMENT
DATE OF TRANSFER
MONTHS OF PRIOR SERVICE
ENROLLED AS:

MEMBER, IMA
02-0555999
123-45-6789
\$3,337.16
BIWEEKLY
5%
NO
05/28/1964
10/20/2001

SCHEDULE

LOAN

ARREARS

BACK DEDUCTION

PAY SCHEDULE

LOCATION#

NUMBER OF
PAYMENTS

AMOUNT PER
PAYMENT

TOTAL
AMOUNT

8

\$25.03

\$200.24

BIWEEKLY

102

DIV OF PENSIONS AND BENEFITS
SUPERVISOR PAYROLL UNIT
PO BOX 210
TRENTON NJ 08625-0295

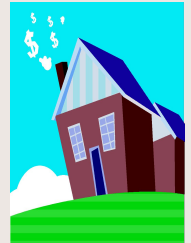
CONTRIBUTORY INSURANCE COVERED; RETRO PREMIUM DUE IS \$
33.37

Change of Phone/Address/ Life Changing Events



1. Notify your Building Principal
2. Notify the Payroll/Benefits department *within 30 days* (in writing) *

** If you make changes in RealTime to addresses or phone numbers, please make sure to notify the Payroll office as well.*





Attendance



- Allotted number of sick days - 10
- Allotted number of personal days - 4
- To report an absence – app.frontlineeducation.com



**These days apply
to 10 month
contracted
employees,
not substitutes*

Benefits - Medical/Rx, Dental, Vision

*Benefit Guides with plan information can be found on the district website under Human Resources, Compensation & Benefits, Benefits, then download the **Benefits Guide NJEHP & GSHP***

Horizon Blue Cross/Blue Shield of NJ *Medical & Prescription Plans (choice of 1)*

1. New Jersey Educators Health Plan (NJEHP)
2. Garden State Health Plan (GSHP) - only NJ network of doctors

www.horizonblue.com 800-452-9310



Delta Dental *Dental Plans (choice of 1)*

1. PPO + Premier – can go to any dentist in plan
2. DentalCare USA HMO - must designate a dentist in plan *(can only go to that dentist for coverage)*

www.deltadentalnj.com 800-452-9310

www.deltadentalins.com 800-422-4234



EyeMed *Vision Plan*

* can go to any eye doctor/facility in plan

www.eyemed.com 888-439-3633



**Waiver of Medical Benefits*
(Eligibility and Payment)*

Payroll/Benefits Contacts

973-691-4008

- Cathy Jacobsen – Payroll x8701
 - *cathy.jacobsen@motsd.org*
- Michelle Warrington – Payroll x8702
 - *michelle.warrington@motsd.org*
- Lisa Jones – Benefits & Attendance x8703
 - *lisa.jones@motsd.org*



***Most of this information can be found on
the district website under Human Resources***