



Mount Olive Board of Education



Payroll/Benefits Information for New Employees

Payroll:

- Semi Monthly – Paid on the 15th and 30th of each month. Check yearly pay schedule for any changes.
- Direct Deposit is mandatory for all employees/substitutes. First paycheck will be a live check while account information is prenoted/tested unless bank document submitted. Notify Payroll immediately if there are any changes to your account.
- Online Portal for access to pay stubs once direct deposit is active (my.doculivery.com/systems3000-mtoliveboe)

Health Insurance:

- Horizon Blue Cross/Blue Shield of NJ - NJEHP or GSHP – Medical/Rx Benefits (see Employee Benefits Guide on District Website). ***CHOOSE 1***
- Delta Dental HMO or PPO (see Employee Benefits Guide on District Website) ***CHOOSE 1***
- EyeMed Vision plan (see Employee Benefits Guide on District Website)
- Waiver payout available if eligible – **waiver form & copy of current insurance card required every school year**
- All aides are eligible for single coverage only – whether working full-time or part-time
- Part-time aides working 19 ¾ - 29 ¾ hours per week – single coverage only, would be required to contribute 50% of the premium cost (premiums are on the enrollment worksheets).
- Complete & submit the Enrollment/Waiver Worksheet in Frontline Central.

Mandatory Deductions:

- Pension–TPAF for full time teachers, PERS for non-certificated staff, or DCRP for those working less than 32 hours/week.
- Regular contributions to pension and contributory life insurance, as well as back deductions retroactive to your hire date, will begin once the Payroll Certification is received from the Division of Pensions.
- Union/Teamster Dues – Your school/location union representative will provide an application form, if applicable.

Voluntary Deductions: (all contact information for the following can be found on the Payroll Stub Abbreviations form)

- Short & Long Term Disability insurance available through Prudential or Colonial Life. (*Please note*, we do not contribute to NJ State Disability Insurance – you must purchase a private plan if you want coverage).
- Tax Shelter Annuities (403B plans) – tax exempt opportunity to supplement retirement savings.
- Flexible Spending Accounts for Healthcare and Dependent Care.
- Visions Federal Credit Union offers “Summer Saver” program for 10 month employees.

Attendance:

- Personal and sick days are given at the beginning of employment
**see EAMO contract, if applicable, for usage restrictions on personal days*
- Frontline Absence Management is used to record all absences – you will receive an email with more information.

Payroll contacts:

Cathy Jacobsen cathy.jacobsen@motsd.org 973-691-4008 x8701
Michelle Warrington michelle.warrington@motsd.org 973-691-4008 x8702

Human Resources - Attendance & Health Insurance contact:

Lisa Jones lisa.jones@motsd.org 973-691-4008 x8703

MOUNT OLIVE BOARD OF EDUCATION
NORTHWEST PROFESSIONAL CENTER
227 ROUTE 206, SUITE 10, FLANDERS, NJ 07836

Important payroll information, instructions & forms can be found at www.motsd.org...
Human Resources, Employee Relations, Payroll & Benefits.

**** All deadlines must be adhered to in order to be eligible for insurance coverage and waivers ****