

Payroll Information

2016-2017 School Year

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State Taxes-NJ W4 Form for 2015

- To change your State Tax Exemptions
 - Google NJ W4 form for 2015
 - Print and complete the form
 - Send to Board Office
 - Within one pay cycle, change will be made

*Note: If your marital status *legally* changes, your address changes, or you want to increase or decrease your tax allowances, please come to the board office to fill out an updated W4 form.

Federal Taxes-W4 Form for 2015

- To change your Federal Tax Exemptions
 - Google W4 form for 2015
 - Print and complete the form
 - Send to Board Office
 - Within one pay cycle, change will be made

*Note: If your marital status *legally* changes, your address changes, or you want to increase or decrease your tax allowances, please come to the board office to fill out an updated W4 form.

Direct Deposit Form

- Direct Deposit is **mandatory**
- Find form on the Branchburg School Website
 - Click Departments
 - Click Business Office
 - Under Employee Information
 - Click Payroll Direct Deposit
 - Click Direct Deposit Form
- Please submit a voided check with the direct deposit form
- You can deposit money in multiple accounts
 - If you are depositing money into multiple accounts, please provide a voided check for each account

Tax-Deferred Annuity Plans

403B & 457 Plans

- **All Branchburg Twp. School District employees, who work at least 20 hrs./week, are eligible to contribute to a tax-deferred retirement plan.**
- **The District offers three Service Providers:**
 - **AXA Equitable**
 - **Fidelity Investment**
 - **Lincoln Investment**

Steps to Enroll in a Tax-Deferred Annuity Plans 403B & 457 Plans

- **Contact each provider we use and decide which plan is best for you:**
 - ✓ AXA Equitable-(732-865-4504)
 - ✓ Fidelity Investment-(1-800-343-0860)
 - ✓ Lincoln Investment-(1-800-242-1421 Ext. 4543)
- **Contact the individual company of your choice to choose your preferred plan**
- **The company of your choice along with OMNI (our third-party service provider) will then send the necessary information to the Board Office to begin contributions**

OMNI GROUP

- **Branchburg School District has a 3rd party administrator, OMNI Group, to “oversee” our 403B & 457 tax-deferred annuity plans. Due to changes in IRS regulations, OMNI has the knowledge and expertise to administer these changes.**
- **Customer Care Center at 877-544-6664, 7:30AM-5:00 PM Monday through Friday**

Salary Reduction Agreement Form

- Go to <http://www.omni403b.com>
- Click Salary Reduction Agreement “On Line”
- Complete Form
 - Bottom of form enter S.S. #
 - Hit Continue
 - Enter S.S # again
 - Hit Submit
- Receive a Tracking # (Confirmation #)

NJEA Union Dues

- Rhonda Sherbin- BTEA President
 - Ext. 3371
- Abbie Sutherlin- BTEA Treasurer
 - Ext. 1106
- Complete a NJEA Membership Application
- Amount Deducted per Pay:
 - Teacher \$59.85
 - Instructional Aides \$30.43
 - Secretaries \$30.43
 - Custodians \$30.43
 - Bus Drivers \$30.43

Types of Saving Plans

- Direct Deposit \$\$ into your Personal account
- Direct Deposit into County Educators Federal C.U.
 - To establish an account:
 - Go to: www.CountyEDfcu.org
 - Or call: (908) 245-0173
- Deposit \$\$ into Branchburg Summer Savings Account
 - One check issued to employee at the end of the school year
 - The form is located on the school website. Click on the “Staff” tab at the top, then in the drop-down menu, click “Information for Employees”
 - **Please submit the Summer Savings form by 9 a.m. on Wednesday, September 7, 2016**

Employee Portal

- A unique Website will be created where paychecks will be uploaded for all employees to view their own paystub.
- You will not receive a “paper” paystub any longer, at this time you may go to this unique website to set up your “own” account.
 - ✓ User Name=Last name+ last 4 digits of S.S. #
 - ✓ Password=your own personal password
 - ✓ Answer 4 Security Questions

Employee Portal (con't)

- Paystub notification (email, text, etc...) will need to be establish by the employee during the account set up process.
- User Guide (1 page document) will be provided by Systems 3000 and will be located on the district's web page.
- Paystubs/W2's may be viewed and printed for 7 years.
- Effective January 1, 2015, you will no longer receive "paper" paystub.

Stipends/Timesheet Details & Deadlines

In order to pay all part-time employees and employees earning stipends and overtime, the following schedule must be followed. All timesheets and names of those being paid stipends must be turned into the Board Office by **9:00 a.m.** on the date indicated below:

Principals, Directors and Supervisors are reminded that all timesheets and **timecards/timesheets must be checked, approved and initialed with the appropriate account numbers listed prior to their submittal to the Board Office. Please give yourself enough time before the deadline for your timesheet to be approved and signed by your supervisor.**

****You are also reminded that timesheets are to be submitted absolutely no later than one month following the date on which the services were rendered.**

| <u>TIMESHEETS/STIPEND TURNED IN BY 9:00 A.M.</u> | | <u>PAYDATES</u> | |
|---|---------|------------------------|---------------------|
| July | 6 20 | July | 14 28 |
| August | 8 23 | August | 15 30 |
| September | 8 23 | September | 15 30 |
| October | 7 21 | October | 14 28 |
| November | 7 22 | November | 15 30 |
| December | 2 15 | December | 9 22 |
| January | 6 23 | January | 13 30 |
| February | 8 21 | February | 15 28 |
| March | 8 23 | March | 15 30 |
| April | 3 21 | April | 7 28 |
| May | 8 23 | May | 15 30 |
| June | 2 13 | June | 9 20 (Tentative) |