Payroll Notes for 2021

SOCIAL SECURITY TAX
In 2021, the tax rate for Social Security (which is shown as FICA on your paystub) will remain at 6.2% with the maximum being $142,800.

MEDICARE TAX
The 1.45% Medicare Insurance tax will continue to be applied to total earnings with no maximum. An additional 0.9% will be withheld for earnings over $200,000. The combined employee tax rate for Social Security and Medicare will be 7.65%. The employer contribution remains the same at 7.65%.

FEDERAL TAX
The 2021 tax tables were implemented with the January 1, 2021 pay.

If you want to change your withholding allowance, please submit a new W-4 Form to Payroll. A form may be found by clicking here or going to www.dasd.org, Department, Human Resources, Payroll, Forms, W-4 Form.

LOCAL SERVICE TAX
If in 2020 you made less than $12,000 (as seen on your W-2 or last pay stub of 2020), and in 2021 will again make less than $12,000, you may apply for an exemption. To access this form, please click here or go to www.dasd.org, Department, Human Resources, Payroll, Forms, Local Service Tax Exemption Form. If you qualify, please print, complete, and send the form along with supporting documentation to the Payroll Office.

W-2 DISTRIBUTION
W-2 forms will be distributed on or before January 31, 2021. Please verify your address on the Employee Access Center (EAC). If this address is incorrect, a Certificate of Residency Form is required. Please click here or go to www.dasd.org, Departments Human Resources, Payroll, Forms, Certificate of Residency Form, complete and send to the Payroll Office.

You will receive one printed original W-2. Additional copies may be obtained from the Employee Access Center website. To access the EAC, please click here.

1095-C FORM
1095 Forms will be mailed by March 2, 2021 as required by the IRS. These required forms will serve as proof of health insurance when completing federal tax returns. Please watch for these forms in the mail and keep in a safe place. The cost information reported on these forms will not match the information on the W-2, as it is not the same reporting requirement.

26 PAYS
The last pay of 2020-2021 will be June 30, 2021 for all 12 month employees - Act 93, Confederals, Central Office Support, Facilities, Secretaries and Tech Support. The first pay of 2021-2022 will be July 16, 2021.

For any DAEA members who elected a lump sum or 22 pay cycle, June 30, 2021 will be the 22nd and final pay for the school year.

For any DAEA members who elected 26 pays and Act 93 - Group 3 members, there will not be a pay on July 2, 2021. This pay will also be issued on June 30, 2021. The next pay date will be July 16, 2021.

CULTURAL EQUITY
Have an interest in strengthening awareness of cultural equity at DASD? To join the Task Force, please click here. To find out more email equity@dasd.org.
TAX SHELTERED ANNUITY NOTICE

All employees, including part time and District paid substitutes, have the right to make elective deferrals to the Downingtown Area School District 403(b) or Tax-Sheltered Annuity Plan. Contributing to a 403(b) plan helps ensure that you will have funds to provide yourself with an income during retirement. A 403(b) plan allows you to contribute a portion of your compensation on a pre-tax basis in order to save for your retirement. Contributions are made to the plan via payroll deduction. The plan allows for loans, distributions, and hardship withdrawals under specific circumstances. The deferred salary is generally not subject to federal or state income tax until it’s distributed.

ROTH 403(B)

Downingtown Area School District offers Roth 403(b) or Tax Sheltered Annuity Accounts. Unlike a traditional 403(b), a Roth 403(b) means that you will now have the opportunity to contribute to a retirement savings plan on an after-tax basis. Therefore, when you retire, the distribution is generally tax free meaning that you will not be subject to federal income tax assuming all qualified distribution rules are met. A qualified distribution requirement that is different for a 403(b) and a Roth 403(b) is that a Roth must have contributions held for at least 5 years from the time of the first contribution to the time of the distribution. While DASD may offer the opportunity to participate in a Roth 403(b), it is also subject to availability with your provider.

COMBINED CONTRIBUTIONS

Employees may contribute to a Roth after-tax account, a traditional pre-tax elective deferral account, or both. You may allocate your contributions in any proportion you desire, as permitted under the terms of the plan.

The combined amount that an employee may contribute to a 403(b) and a Roth 403(b) is limited. The 2021 contribution limit is $19,500. If you are age 50 or older, you may contribute an additional $6,500. The maximum employee contribution of $26,000.

Once you contribute to a designated Roth account, you cannot change the contributions to pre-tax deferrals. DASD contributions such as payouts upon retirement may not be allocated to a Roth account. Therefore, you must have a traditional 403(b) plan established with your provider if you are expecting any DASD contributions.

HOW TO PARTICIPATE

- Open a 403(b) account with an approved provider. For a list of approved providers, please click here or visit www.dasd.org, Departments, Human Resources, Payroll, Tax Sheltered Annuity – 403(b).
- Once you have an account, you will need to complete a Salary Reduction Agreement. You can do this either by going to www.Omni403b.com (to log-on the first time, you will need the code 7345) and completing the form on-line or by submitting the hard copy form, which can be found by clicking here or at www.dasd.org, Departments, Human Resources, Payroll, Tax Sheltered Annuity - 403(b).
- You can change your deferral amount at any time by submitting a new Salary Reduction Agreement.

Prior to establishing a 403(b) or a Roth 403(b), there are many things that you will want to consider such as rules regarding qualified distributions, required minimum distributions, rollovers as well as tax implications to you. When selecting a TSA provider or reviewing your current elections, please be sure to ask about fees and surrender charges, what happens when you close your account, and what happens if you transfer money to a new vendor. Your vendor can charge fees for these and other reasons. You should work with your accountant or financial/tax advisor for help in determining what will best meet your savings objectives and personal needs.
KEEPING YOUR DATA UP TO DATE

BENEFIT CHANGES
Changes to your health care elections can be made during the plan year only if you have a qualifying life event, which is defined as a change in employment or family status, such as marriage or the birth of a child. Election changes must be made within 31 days of the event or you will lose your right to change your election until the annual Open Enrollment period in May.

- To get detailed information about your benefits or to change your benefits as a result of a life event, you must go to www.dasd.org > Departments > Human Resources > Benefits or click here. Select BenefitFocus from the drop down menu. You may also be asked to present additional documentation supporting the event and/or verifying your dependents.

BENEFICIARY CHANGES

- To change your beneficiary for DASD’s Life Insurance, go to www.dasd.org > Departments > Human Resources > Benefits or click here and log into the Benefit System.
- Click on the green enroll now box, then click next. On the menu bar on left side of screen, click on Benefits. Then, scroll down to life insurance and click on edit next to your Beneficiaries.
- For your PSERS benefit, you will need to click here for the Nomination of Beneficiary form.

ADDRESS CHANGES
A Certificate of Residency Form is required. Please click here or go to www.dasd.org > Departments > Human Resources > Payroll > Forms > Certificate of Residency Form, complete and send to the Payroll Office.

*Submitting the address change to the Payroll Office will also update Benefits; therefore, you do not need to change your address specifically in the benefit system.

PHONE AND EMAIL CHANGES
Email hr@dasd.org.

EMERGENCY CONTACT UPDATES
Email hr@dasd.org.

NAME CHANGES
Present your new Social Security card to Human Resources. You can obtain information on how to change your name from the Social Security website (www.ssa.gov).

- If you want a new ID badge with your new name, you will need to request it from Payroll.
- You will get an email from IT when your email address, network access, etc. are updated to your new name.
- All certificated employees should change their name on their PA Teaching Certificate with PDE by going to the TIMS page on the PDE website.

DIRECT DEPOSIT CHANGES
Go to www.dasd.org > Departments > Human Resources > Payroll or click here. Please print, complete and return to the Payroll Office.

W4 UPDATES
Go to www.dasd.org > Departments > Human Resources > Payroll or click here. Please print, complete and return to the Payroll Office.
POLICIES
Please be aware that it is your responsibility to familiarize yourself with the Board policies, which are posted on the DASD website.

CLEARANCES
Please be aware that you must continue to have your clearances updated every five years. Forms and information can be found on DASD’s website by clicking here.

DISCOUNTS
Many local businesses offer discounts to DASD staff to help them meet their wellness goals. Click here to check out the discounts!

HEALTH ADVOCATE
Health Advocate is a service provided at no cost to you. You and your eligible family members have unlimited access to highly trained experts who provide one-on-one support for a full range of healthcare, insurance-related, and personal issues. From finding doctors, making appointments, locating second opinions, reviewing health insurance coverage, and resolving medical bills, to helping with stress, relationship difficulties, financial concerns and substance abuse, your Personal Health Advocate or Licensed Professional Counselor will support you at every step. The service is confidential and is available 24/7 to you, your spouse, dependent children, parents and parents-in-law.

Call: 866.799.2728
Log on the mobile app: Health Advocate SmartHelp
Email: answers@HealthAdvocate.com
Web: HealthAdvocate.com/dasd

FMLA AND OTHER LEAVES
Please be reminded that if you are going to be out of work for an extended period of time, which is generally five (5) or more days, you need to contact the Benefits Office at x11613 or benefits@dasd.org. Please be sure to keep your building informed about the status of your absence. By taking these steps, we can insure that appropriate temporary staff is in place.

FIX PROGRAMS
Learn simple things you can do to feel better!
The FIX Programs offer support through weekly, 15-minute sessions on 4 topics delivered as 8-week programs via Zoom. Each session includes wholebeing practices to create healthy habits for mind and body. Registered participants will receive an email lesson each week of the FIX program and be able to participate in a 15-minute OnLIVE class, while also having access to the recorded sessions and email lesson resources on a private landing page through August 2021. Click here to Register.

SWIFTMD TELEMEDICINE PROGRAM
Please be reminded that if you participate in DASD’s medical program, you can call SwiftMD at 877-999-7943 or go to www.myswiftmd.com at no cost. They can diagnose, recommend treatment, and submit prescriptions to your pharmacy.

BENEFIT CARDS
Click here for instructions on printing a temporary ID card, requesting a new card, or using the apps!

LIVING WELL @ DASD
Living Well @ DASD is Downingtown Area School District’s Employee Wellness Program. Our program is designed to encourage overall health and wellness, which includes increasing your awareness of lifestyle choices and promoting resources available to you to meet your wellness needs.

NEW - Schoology Course. Wellness is more accessible. There are sections for staff including personal wellness, resources from our health benefits, Health Advocate, and even staff discounts. There are also sections for wellness activities to be used in the schools for both students and staff at the elementary and secondary levels. To access, go to https://schoology.dasd.org/home. The Access Code to Join a Course is 98BH-F9KJ-4PQQK.