ATTENDANCE RECORDS
Please note that your sick, personal and/or vacation allowances and balances for fiscal year 2021-2022 will not be updated until attendance records through June 30, 2021 are posted. This means that the leave information found on your paycheck or in iSolved will not reflect new year information until July 30, 2021.

CALENDARS
All of the District’s pay schedules for 2021-2022, including the pay calendars and supplemental calendars, are viewable at www.dasd.org> Departments> Human Resources> Payroll or by clicking here.

VACATION DAY PAYOUT
For those who will receive a vacation day payout, it will be included as part of your July 30, 2021 paycheck.

VOLUNTARY DEDUCTIONS
1. Voluntary deductions, such as contributions to a tax sheltered annuity, continue uninterrupted throughout the year. Therefore, if you would like to have a TSA deduction suspended during the summer (non-primary) pays, June 30, 2021 through August 27, 2021, please contact the Payroll Office in writing on or before June 18, 2021. Keep in mind that you will need to submit a second request on or before August 27, 2021 to have this deduction reactivated, effective for the September 10, 2021 pay.
2. For DAEA and Act 93-Group 3 ONLY - If you need to make any changes to your address, direct deposit, W-4 (Federal tax), or 403(b), please remit to payroll before June 23, 2021. In accordance with our summer processing schedule, anything received after that date will be held until the first pay in September.

PAYCHECK AND EAC TIPS
All employees should log onto the Employee Access Center (EAC) (www.dasd.org/eac) on a bi-weekly basis to review demographic information and paycheck details. The EAC is available to all employees 24/7, regardless of whether you receive a check or pay voucher. To view the EAC instruction sheet, please log on to www.dasd.org> Departments> Human Resources> Payroll or click here.

When viewing your paycheck, you should confirm your municipality, deductions, bi-weekly pay amount, etc. As a rule of thumb, if you are a salaried employee, your bi-weekly amount is your annual salary divided by the number of paychecks that you receive in the year. If you are an hourly employee, then you would take your hourly rate and multiply that by the hours that you work in a pay period. If you should find any discrepancies or have any questions, please contact the Payroll Office as soon as possible.

PAYROLL NOTES
For all 12 month employees (Act 93, Confidentials, Central Office Support, Facilities, Secretaries, and Tech Support), the last pay of 2020-2021 will be issued on June 30, 2021. The first pay of 2021-2022 will be issued on July 16, 2021.

For any DAEA members who elected a lump sum or 22 pay cycle, June 30, 2021 will be the 22nd/lump sum pay for the 2020-21 school year.

For any DAEA members who elected 26 pays (and all Act 93-Group 3 members), there will not be a pay on Friday, July 2, 2021. This pay will be issued on June 30, 2021.

PROXIMITY CARDS
If you have a proximity card to access your building or the time and attendance system, please remember to keep it in a safe place this summer as you will continue to use this card in the coming year. There will be a charge for lost cards.
SWIFTMD
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. This is part of the health benefit provided to you and your family. This service can diagnose, recommend treatment, and submit prescriptions to your pharmacy.

TRAVEL & BENEFITS
Many of you take the summer as an opportunity to travel. If you do, please know that your IBC benefits offer access to care. Click on the following website for information on using your benefits during your travels. http://bcbsglobal.com/

IBC MENTAL HEALTH
Employees who elect medical benefits through DASD now have a new tele-behavioral health resource from IBC. Click on the this link for more information.

BENEFIT CARDS
If you misplaced your benefit cards, if you have an appointment soon and do not have time to wait for a new set of benefit cards to arrive, or if you are looking for an alternative to carrying around your benefit cards, go to www.dasd.org> Departments> Human Resources> Benefits or click here for instructions.

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. There are 8 free sessions for counseling per issue, one free session for legal, and one for financial work per issue. 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 completely confidential and is available 24/7 to you, your spouse, dependent children, parents and parents-in-law.

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

FMLA & OTHER LEAVES
If you are going to be out of work for five (5) or more days, please contact Alex Medlar at x11613 or benefits@dasd.org. This applies for absences which may be covered by sick time, as well. If you know you are going to be out of work, be sure to notify all supervisors regarding your absence. By taking these steps, we can insure that temporary staff is in place and attendance is logged correctly.

CULTURAL EQUITY
Have an interest in strengthening awareness of cultural equity in your building or as an employee of DASD? If yes, please contact your building Administrator to find out about your Equity Team or email equity@dasd.org.

Please click on the image for Twelve Months of Diversity that highlights all traditions, celebrations and holidays that are observed by our students, staff and the DASD community.
403(B) / TAX SHELTERED ANNUITY

DASD offers the opportunity for all employees to participate in a Section 403(b) retirement savings account. The pre-tax contribution limit for 2021 is $19,500. You may defer an additional $6,500 if you qualify for the age 50+ catch-up provision.

To participate, you will need to open an account with an approved provider. For a list of approved providers as well as the Salary Reduction Agreement, please visit www.dasd.org > Departments > Human Resources > Payroll or click here. Once you have opened an account, you will need to complete and submit a Salary Reduction Agreement. OMNI is DASD’s 403(b) Third Party Plan Administrator. You should contact OMNI directly for distributions, withdrawals, contract exchanges, etc. by visiting their website at www.omni403b.com or by phone at (877) 544-6664.

ROTH 403(B)

Downingtown Area School District offers a 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. The following link will provide you specifics on the 403(b) Roth option. https://www.dasd.org/cms/lib/PA01916467/Centricity/Domain/29/Roth%20Flyer.pdf

457 PLANS

In addition to a 403b, employees also have the opportunity to enroll in a 457(b) plan, which allows an employee to contribute on a pre-tax basis. To participate in a 457 plan, you must use the District’s approved provider. Click here for more information on the plan provider as well as how the plan works, or visit www.dasd.org, Departments, Human Resources, Payroll.

PSERS

DASD employees participate in the Public School Employee Retirement System. For more information, PSERS can be reached at 888-773-7748 or www.psers.pa.gov.

POLICIES

It is your responsibility to familiarize yourself with the Board policies, which are posted on the DASD website.

CLEARANCES

All staff must continue to have clearances updated every five years. Forms and information can be found on DASD’s website by clicking here.

OPEN ENROLLMENT FOLLOW-UP

FLEXIBLE SPENDING ACCOUNTS

- The plan year for all 12-month staff is July 1st to June 30 and for all others the plan year is September 1st to August 31. These accounts include a “use-or-lose” provision.
- Eligible expenses must be incurred by the end of the plan year and submitted for reimbursement within 90 days of the end of the plan year. Any claims from the current plan year should be submitted to HealthEquity/WageWorks.
- Please note that if you had a flexible spending account for 2020-2021 and you are renewing it for 2021-2022, you will not get a new debit card. (If you elected a Health FSA for 2021-2022 and did not participate in 2020-2021, you will receive a new debit card which can be used to pay for expenses)
- As a reminder, changes to this type of account during the year may only occur if you experience a qualifying life event. Any adjustment to an existing election will only be made going forward, with no retroactivity on previous contributions.

OPTIONAL LIFE INSURANCE

- For those who newly elected Optional Life insurance or increased a current election over $10,000 during open enrollment, please remember to submit the required Evidence of Insurability application with SunLife. (Click here to get started) and use 244493 as DASD’s group policy number. If you do not submit the application and receive approval, then you will not have the coverage that you elected.
Its all in the details…

Making Changes to your Employee Information

**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](http://www.dasd.org)> Departments> Human Resources> Benefits or click here. 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](http://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.
  - [Click here](mailto:hr@dasd.org) for directions to a PSERS How-To Video for using the Portal.

**ADDRESS CHANGES**
A Certificate of Residency Form is required. Please click here or go to [www.dasd.org](http://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 the Benefit System; 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**
For name changes, you must 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](http://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**
If your bank account has changed, please email payroll@dasd.org as soon as possible to update your information.