**School Year Business Office Information- Support Staff**

***Any numbers that appear in parenthesis (#) in the information below refer to the corresponding attachment located on the Franklinville website*** [***www.tbafcs.org***](http://www.tbafcs.org)***, on the far right hand side click on the shortcut “Business Office Frequently Used Forms”.***

***OR you can click on the following link:*** http://www.tbafcs.org/site/Default.aspx?PageID=50

1. Please notify the Business Office immediately of any changes in address, phone number, or family status.

2. Consider filling out a new Federal W4 form **(#1)** for federal tax deductions or NYS IT-2104 **(#2)** for NYS Tax Deductions if you had any changes in personal or financial status.

3. Time sheets, claim forms, etc must be signed, approved, and turned in to the Business Office no later than 3:00 p.m. on the prior Thursday before payday. If they arrive later than this time then they will be processed on the following payroll.

4. If you are not already on direct deposit for payroll, it is required that you do so by filling out a Direct Deposit Form **(#3).** You will still get a direct deposit statement that tells you exactly what was put into your bank account, any deductions taken, and attendance balances. If you use Tri-County Federal Credit Union and would like to change any deposits or deductions, you need to come to the Business Office as that form is in triplicate so we cannot post as an attachment.

\*\*We remind you that you may also sign into WinCap Web to see your paychecks one day prior to payday. Your username is your e-mail address and if you need your password reset, please e-mail Daniele Vecchio.

5. When you receive your first check, please verify the information and ensure that your deductions are correct. This should include that you are receiving the correct pay frequency of either 21 or 26 pays of your choice. Please remember that if you are participating in the District health insurance plan that you will be contributing to the cost of the premium for the upcoming school year per contract. These contributions will be deducted pre-tax from your paychecks. We have already set this up for you, you do NOT need to do anything at this time. This deduction occurs over 19 pays beginning with the first pay in October through the final pay in June.

6. Flexible Benefits Plan

 Administered by P&A Admin Group.

 Purpose: Pre-tax deductions that can be used for payment of medical, dental, vision and day care expenses that are only partially covered or not covered at all by your insurance.

 Enrollment period begins the 1st day of September and will end the third week of September.

 You will enroll online **(#5)** which will allow you to create an account, and track your balances.

 Other forms: Dependent care **(#6),** Claim Form**(#7),** Direct Deposit **(#8).**

 You will receive a benefits card: You can use your FSA Benefits card at any authorized merchant or healthcare provider that accepts Master Card.

 Amount that you elect is a deduction that occurs over 19 pays beginning with the first pay in October through the final pay in June.

7. TSA Plan (403b or 457b plan)

 403b administered by The Omni Group, 457b administered by NYS.

 Purpose: You can contribute money into a retirement account from your paycheck *pre-*tax. Both your contributions and any earnings you make from investing your money have the opportunity to grow tax-deferred until you make withdrawals, which are taxed as ordinary income in retirement.

 If you wish to participate in a 403b plan, then you must use one of the approved service providers listed below and contact that account representative to set-up an account. After your account has been set-up, then you need to fill out an OMNI Deduction form **(#9)** also.

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|  | [AXA Equitable Life Insurance Company](https://us.axa.com/axa-products/retirement-planning/401k-403b-457b/for-employees.html) |
|  | [MetLife](https://www.assets.metlife.com/RPP/public/pdf/WSD_TerritoryMap.pdf) |
|  | [NY Life Ins. & Annuity Corp.](http://www.newyorklife.com) |
|  | [PlanMember Services Corp.](http://www.planmember.com) |
|  | [The Legend Group/ADSERV](https://www.legendgroup.com/products-services/plan-sponsor-solutions/omni-groups-p3-program/) |
|  | [Voya Financial (Natl NY)](http://oppplus.beready2retire.com) |

 If you wish to participate in the NYS 457b plan, then you only need to fill out their 457b Enrollment form **(#10).** You do NOT need to go through a service provider or OMNI.

 Deductions, as elected, are taken each paycheck during the school year. 10-month positions do not have deductions taken over the summer unless specifically requested.

8. Lunch Charges

* Faculty & Staff are not allowed to "charge" anything in the cafeteria. You can pre-pay on your account or pay as you go.

1. Other Deductions

Disability (AFLAC, Unum, Hartford)-Deductions are taken last check in Sept through last check in June (20 pays)

Employee Retirement Loans-Deductions are taken every check, (for 10-month it’s every check during the normal school year).