

# Payroll / Benefits

## Important Insights



May 2025

### Important Things to Know:

#### Big Pay Election – 2025-2026 School Year

As you may be aware, IRS Regulation 409A, allows for 10- and "11"-month employees of BOCES to opt to have their salary deferred so they can receive the "Big Pay" in their last pay in June. IRS Regulation 409A further allows BOCES to provide that a pre-existing election may stay in place indefinitely until the employee provides written notice to cancel the 24-pay selection or the "Big Pay". Once this option is selected and you receive a paycheck, the "Big Pay" is required to stay in effect for the remainder of the school year, per IRS regulations.

##### **For the upcoming 2025-2026 school year:**

*If you already have the "Big Pay" option for 2024-2025, there's no need to fill out a new form. Your "Big Pay" will automatically renew each year.*

*If you would like to sign up for the 2025-2026 school year, please go to Frontline Central and complete the election form. Forms for the 2025-2026 school year must be completed by September 1, 2025.*

**The form is available in Frontline Central, My Forms - > FORMS I CAN START – Titled "Big Pay Election".**

To cancel your "Big Pay," complete the "Big Pay Cancellation" form in Frontline Central by September 1, 2025. All cancellations must be processed before the first payroll of the new school year. After receiving your first paycheck, IRS Regulation 409A requires the plan to remain in effect for the rest of the school year.

If you have any questions or concerns with the "Big Pay", please call the payroll office at 383-2251 or by email to [Payroll\\_department@boces.monroe.edu](mailto:Payroll_department@boces.monroe.edu).

### Medical & Dental Deduction Reminders

- Medical: Between January and June, deductions are collected for July and August medical, for all employees. \*New hires after January 15<sup>th</sup> payroll, have a deduction based on the remaining pays from their first , after elected, thru June 30<sup>th</sup>.
- Dental: The dental deductions will be **tripled** on the June 30<sup>th</sup> paycheck to cover the payments for June, July and August.
- There are no medical or dental deductions in July or August for any employee, unless benefits start after the last pay period or a past due amount is owed.

If you have any questions on your medical or dental deductions, please reach out to Tracy Birge at:

[tracy\\_birge@boces.monroe.edu](mailto:tracy_birge@boces.monroe.edu)



*"Some old-fashioned things, like fresh air and sunshine, are hard to beat!" – Laura Ingalls Wilder*

## Attendance Calendars - WinCapWeb

Your attendance calendar can be printed by going to WinCapWeb > Employee Self Service > My Attendance Balances. The calendar will show all attendance days taken, as well as your available balances for the entire fiscal year, (formatted as a .pdf).

Please remember that if you are working ESY, you will have two attendance calendars: one for the regular school year and one for ESY. For any questions about your attendance, please send an email to [Payroll\\_department@boces.monroe.edu](mailto:Payroll_department@boces.monroe.edu)

## Personal Day & Vacation Day Reminders

### Personal Days:

Employees do not automatically lose their personal days if unused. In some cases, these days may be carried over as sick bank or personal bank days, depending on the circumstances. For specific details, please refer to your collective bargaining agreement.

### Personal Days: **Attention BUP Unit Members**

BUP members may carry over up to one (1) earned but unused Personal Day into a Personal Day Bank. Please check the BUP collective bargaining agreement for details.

### Vacation Days: **Attention 12-month Staff – Non-Admin**

12-Month employees may carry over a maximum of (5) five vacation days to the next fiscal year. Please check the available balance of your vacation days on your WinCapWeb account.

## Opt Out Payments – For having Medical Elsewhere

The Opt Out payments will be paid on June 13<sup>th</sup>.

For employees to qualify for this payment, they needed to:

- ✓ Complete the 2025 Open Enrollment Opt Out Medical Annual Attestation form during November 2024
- ✓ OR if hired after November 30<sup>th</sup>, 2024, complete within 30 days of hire.

Forms completed after the above-mentioned deadlines, will not qualify for payment in 2025. Completed forms can be found in Frontline Central under MY FORMS > Completed Forms. For any questions, please send an email to [Payroll\\_department@boces.monroe.edu](mailto:Payroll_department@boces.monroe.edu)

## 2025 Extended School Year / Summer Work

July 10, 2025 – August 20, 2025

### Salary Schedule

<u>Pay Day</u>	<u>Number of Days</u>
July 15, 2025	4 days
July 30, 2025	11 days
August 15, 2025	10 days
August 29, 2025	5 days

### ESY/SW - Timesheet Schedule

*Pay Period 7/1 to 7/13:*

<u>Pay Day</u>	<u>Number of Days</u>
July 30, 2025	2 days

*Pay Period 7/14 to 7/27:*

<u>Pay Day</u>	<u>Number of Days</u>
August 15, 2025	10 days

*Pay Period 7/28 to 8/10:*

<u>Pay Day</u>	<u>Number of Days</u>
August 29, 2025	10 days

*Pay Period 8/11 to 8/24:*

<u>Pay Day</u>	<u>Number of Days</u>
September 15, 2025	8 days

The number of days for each pay period is the total to be paid if all possible days in that pay period are worked. The 2025 ESY program is 30 days.