

PAYROLL OPTIONS AVAILABLE TO LSPS EMPLOYEES AS OF SEPTEMBER, 2010

DOCS.LSPS.ORG

This is website for district employees (do not type www). By clicking on the Payroll link, you can access many of the forms related to the subjects below as well as links to Federal and State W-4 forms.

DIRECT DEPOSIT *THIS FORM IS AVAILABLE AT DOCS.LSPS.ORG*****

Direct Deposit by electronic fund transfer (EFT) is available to most financial institutions. Your LSPS net check amount (sorry, no partial amounts) will be directly deposited to your checking or savings account. A Lake Shore form must be used. You will need to know the routing number of your financial institution, your account number, and if depositing to a checking account, you must attach a blank, voided check.

MACOMB SCHOOLS AND GOVERNMENT CREDIT UNION

A deduction of a specific amount or your entire net check can be sent to the Macomb Schools and Government Credit Union. To start up or change a deduction, you need to go directly to the Credit Union. Ask specifically to set up a "PAYROLL DEDUCTION." They will fill out paperwork for you to sign and they will mail the form to the LSPS Payroll Department for processing.

MICHIGAN EDUCATION SAVINGS PROGRAM (MESP)

MESP is Michigan's prepaid tuition savings program. LSPS can forward your post-tax payroll deduction to your MESP account. If you are interested in obtaining information or setting up an account, please call 877-861-6377 or go to www.misaves.com. They will send you a packet of paperwork. In the packet, there will be a Payroll Deduction Authorization form that you would send to the LSPS Payroll Department. Deductions would begin after your account is established.

RETIREMENT SERVICE CREDIT

If you are interested in finding out how much purchasing years of service credit will cost you, contact the Office of Retirement Services (ORS) at 800-381-5111. You can request an invoice (member billing statement). If you want to purchase all or part of the service credit available to you through payroll deduction, please call the LSPS Payroll Department to set up an appointment to sign an agreement. Be sure to bring along your invoice. Visit www.michigan.gov/ors for more information.

PAYROLL DONATION DEDUCTIONS (Post-tax)

Lake Shore Foundation for Educational Excellence (LSFEE)
Contact Gloria Peruski – 285-8462 for info or a form

Clarence E Burns Scholarship Fund

Contact Karen Szep –285-8884 for info or a form

United Way (Letters are sent out each year during a special sign-up time.)

TAX-SHELTERED ANNUITIES – 403B & 457

*****THESE FORMS ARE AVAILABLE AT [DOCS.LSPS.ORG](https://docs.lsp.org)*****

A pre-tax deduction from your LSPS paycheck to an annuity provider is available. The general limit will be \$16,500 for each program. Employees who have attained age 50 will be able to make catch-up contributions of \$5,000. **You must first establish an account with an approved annuity provider** and then complete and send the required form to our Third-Party Administrators, MidAmerica. See 403b Plan Highlights for more info (can be found at docs.lsp.org)

FLEXIBLE BENEFIT PLAN (CAFETERIA PLAN)

During the open enrollment period each year, you can sign up for payroll deductions for Health Care and Dependent Care Reimbursement Accounts as well as enhance or purchase additional insurance. Up-to-date information is provided to eligible employees each year. Questions about the Flexible Benefit Plan should be directed to Kathy Lang, Benefits Coordinator, at 285-8493.

IMPORTANT

All deductions, once set-up, will come out of all pays as scheduled. This includes any extra payroll checks you may receive during the summer (i.e., unused days, or working for Adult Ed). If there is ever a time you don't want a deduction to be taken, you must inform the LSPS Payroll Department in writing.

EXTRA PAY

It is the policy of Lake Shore to issue only ONE paycheck per pay. Any extra payments (i.e., overtime, health care incentive) will be combined with your regular pay and taxed together. You may elect to have the extra pay portion of your check taxed at the "Supplementary Rate" provided by the IRS – currently it is 25 percent. Please contact the LSPS Payroll Department for a form. *****THIS FORM IS AVAILABLE AT [DOCS.LSPS.ORG](https://docs.lsp.org)*****

JURY DUTY

Most regular employees of the district (refer to your contract) will receive their regular pay while serving jury duty. However, monies paid by the courts for serving must be surrendered to Lake Shore. You are entitled to keep the mileage reimbursement. If you choose to send the check from the court, please be sure to endorse it first. If you cash the check from the court to retain the mileage reimbursement, please make a check payable to Lake Shore Public Schools for the jury duty portion. Please include accompanying documents showing dates of service along with the check to the Business Office in the Administration Center in order to retain your regular pay.

SPECIAL REMINDER FOR LSFT TEACHERS

You have the choice of either 21 or 26 pays. If you wish to change your selection, you must do so in writing on a form from the LSPS Payroll Department at least two weeks prior to the first pay of the new school year.

Please contact Misty Blaesing, Payroll Supervisor @ 285-8474 with any payroll questions.