

**PAYROLL OPTIONS AVAILABLE TO LSPS EMPLOYEES  
AS OF JULY, 2018**

**LAKESHOREDOCS.WEBLY.COM**

This site is available from any computer connected to the internet. 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 WWW.LAKESHOREDOCS.WEBLY.COM\*\*\***

**Direct deposit is mandatory for all employees as of July 1, 2007**

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.**

**MICHIGAN SCHOOLS AND GOVERNMENT CREDIT UNION**

A deduction of a specific amount or your entire net check can be sent to the Michigan Schools and Government Credit Union. This can be in addition to a direct deposit to another financial institution. **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](http://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.

**OFFICE OF RETIREMENT SERVICES**

**MIP, MIP-Plus, and Basic members.** (Members hired before July 1, 2010.)

Member information: <http://www.michigan.gov/orsschools>

miAccount access: <http://www.michigan.gov/orsmiaccount> (you will receive login information from the ORS).

MiAccount allows you to estimate your pension, name your beneficiary, view your wage history, check your service credit, and track your contributions.

**Pension Plus members.** (Members hired on or after July 1, 2010.)

Member information: <http://www.mipensionplus.org>

miAccount (pension) account access: <http://www.michigan.gov/orsmiaccount>

Investment account access: <https://stateofmi.inplans.com>

**ONLINE CHECK STUB VIEWING**

The district no longer issues paper check stubs. All employees can view their bi-weekly pay stub online through the Employee Portal. You will be able to view, print or save a copy of your paystub from any computer with an internet connection. The portal is available at **[myinfo.misd.net](http://myinfo.misd.net)** and there is also quick reference guide on [www.lakeshoredocs.weebly.com](http://www.lakeshoredocs.weebly.com).

**PAYROLL DONATION DEDUCTIONS (Post-tax)**

*Lake Shore Foundation for Educational Excellence (LSFEE)*

Find a payroll deduction form online at [www.lakeshoredocs.weebly.com](http://www.lakeshoredocs.weebly.com) under Payroll and then Forms

*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](http://DOCS.LSPS.ORG)\*\*\***

A pre-tax deduction from your LSPS paycheck to an annuity provider is available. Effective January 1, 2018, the general limit will be \$18,500 for each program. Employees who have attained age 50 will be able to make catch-up contributions of \$6,000 in 2018. **You must first establish an account with an annuity provider** and then complete a form provided by MidAmercia (our Third Party Administrator). You can find that form and a 403b plan highlights document that contains a list of current providers on [lakeshoredocs.weebly.com](http://lakeshoredocs.weebly.com).

## **PREMIUM SHARING FOR HEALTH CARE**

Beginning with September 2012, premium sharing for Health care will be deducted pre-tax through a Payroll deduction. For employees not paid through the summer, the deductions will be pro-rated and only be taken September through June.

## **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. Information is provided to eligible employees before open enrollment.

## **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 at least a week before the pay date.

## **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 22 percent. Please contact the LSPS Payroll Department for a form.

## **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 Gina Smith at 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.

**Misty Blaesing, Payroll Supervisor – 586-285-8474 or [mblaesing@lsp.org](mailto:mblaesing@lsp.org)**