



Business Office News

Volume 4, Issue 1

November, 2015

APW School District

Holiday Payroll Schedule

Flexible Spending/ Daycare Program Is Just Around the Corner

- * Each calendar year, you as the employee must sign up if you intend on using the Flexible Spending Program
- * You do not have to sign up each year if you are doing your medical and dental premiums on a pre-tax basis
- * Flexible spending sign up will begin approximately November 2, so please start giving this some thought
- * Take the time now to figure out how much unreimbursed expenses you have had in the last year to give you an idea of how much you may have next year
- * The attached form needs to be completed and returned to Melissa Ostrander prior to November 20th to ensure payroll sign up.

***** NOTE *****

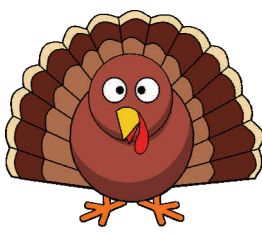
It is the responsibility of the employee who carries an Aflac Short Term Disability Policy to notify Aflac of any wage increase, which in turn, affects their benefit.

With the upcoming holidays fastly approaching, please notice the pay schedule:

Pay day of November 27, 2015—checks will be handed out on November 24th due to the holiday, but will be dated for Friday, November 27th as banks are open that day. Checks should not be cashed prior to that date.

Pay day of December 25th—checks will be handed out on December 22nd, but will be dated for Thursday, December 24th. Checks should not be cashed prior to that date.

Help us help our kids!!
Don't forget about our backpack program. Our kids need our help. A strong mind and body are a wonderful thing to a young child. By supporting the backpack program ensures our students are getting fed on the week-ends.



** 403(b) **

The IRS has recently announced the 2016 Maximum Allowable Contribution (MAC) limits, which remain unchanged from previous limits for the 2015 calendar year.

Accordingly, the elective deferral limit for 403(b)/457 plans remains at \$18,000. Employees age 50 and over will be entitled to contribute an additional \$6,000 to their 403(b) or 457 plan(s) thereby increasing the elective deferral limit to \$24,000. Individuals with at least 15 years of service with their current employer may be entitled to contribute up to an additional \$3,000 above their age-based limit, potentially increasing the limit to \$27,000 for a participant utilizing both the age based and the full amount of the service based catch-up provisions.

If you expect to make or receive a non-elective/employer contribution in 2016,

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Saving for a Rainy Day . . .

Or a child graduating!!

*Class Ring, Cap and Gown
Invitations and Thank you's
Graduation Party
Senior Pictures, Senior Trip*

Senior Ball, Junior Prom, Yearbook

The list just keeps going on and on. If you are saving just \$30 per pay check, over the course of 4 years, you would have \$2,520 set aside for these types of expenses. Having a child graduate is heartbreaking enough—you don't

need the heart ache of empty pockets too. Great way to save for Christmas also!!!



Attendance

Please remember to use WinCap-Web for your attendance requests. Enter your request as far in advance as possible, but definitely the very day you return to work after being out when unexpected. This is an excellent way to keep track of your days. Need to know how many personal days you have taken?? Check WinCapWeb!!! Need to know how many days you have left?? Check WinCapWeb!!!

WinCap Web

With the use of WinCap Web, you can:

1. check your attendance balances
2. enter a leave request
3. print off copies of your pay check
4. check your demographics to make sure all of your information is correct
5. check your year to date totals
6. print your W-2
7. check your attendance activity

**** 403(b) ****

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please note that the 415(c) limit remains unchanged from last year's limit of \$53,000. Accordingly, employers may contribute up to \$53,000 to an employee's 403(b) plan. Recipients of non-elective contributions aged 50 and up will retain the opportunity to utilize the age based catch-up beyond the 415(c) limitation, allowing for a "combined maximum" of \$59,000 in 2016. Please note that the amount of non-elective employer contributions is reduced by employee elective deferrals.

Cancer Screening Wellness Benefit



Don't forget—Aflac New York will pay \$75.00 per calendar year for one of the following: mammogram, breast ultrasound, Pap smear, ThinPrep, biopsy, flexible sigmoidoscopy, hemocult stool specimen, chest X-ray, CEA (blood test for colon cancer), CA 125 (blood test for ovarian cancer), PSA (blood test for prostate cancer), thermography, colonoscopy, or virtual colonoscopy. This benefit is limited to one payment per calendar year, per covered person.

To claim this benefit, there is no claim form needed. All you have to do is send the itemized bill, with your name and the date of service on it, along with your policy number to the following address: AFLAC NY, PO Box 15087, Albany, NY 12212, or fax the form to 1-877-844-0201. Allow 3 to 4 days for your piece of mail to be delivered. Your policy number is your individual number that starts with PN. For any questions or concerns, you may contact Ed Yates at (315) 222-7123. You can also fax information to him at 1-866-687-9987.