

Welcome Back

2024-2025 School Year

Important Contacts



Kelly Llanas, Personnel Secretary

kllanas@wcesc.org

(419) 354-9010 ext. 305



Tracy August, Payroll Specialist

taugust@wcesc.org or payroll@wcesc.org

(419) 354-9010 ext. 213



Karen Keller, Payroll Specialist

kkeller@wcesc.org or payroll@wcesc.org

(419) 354-9010 ext. 212

Important Pay Dates

New Employees
1st pay September 6th

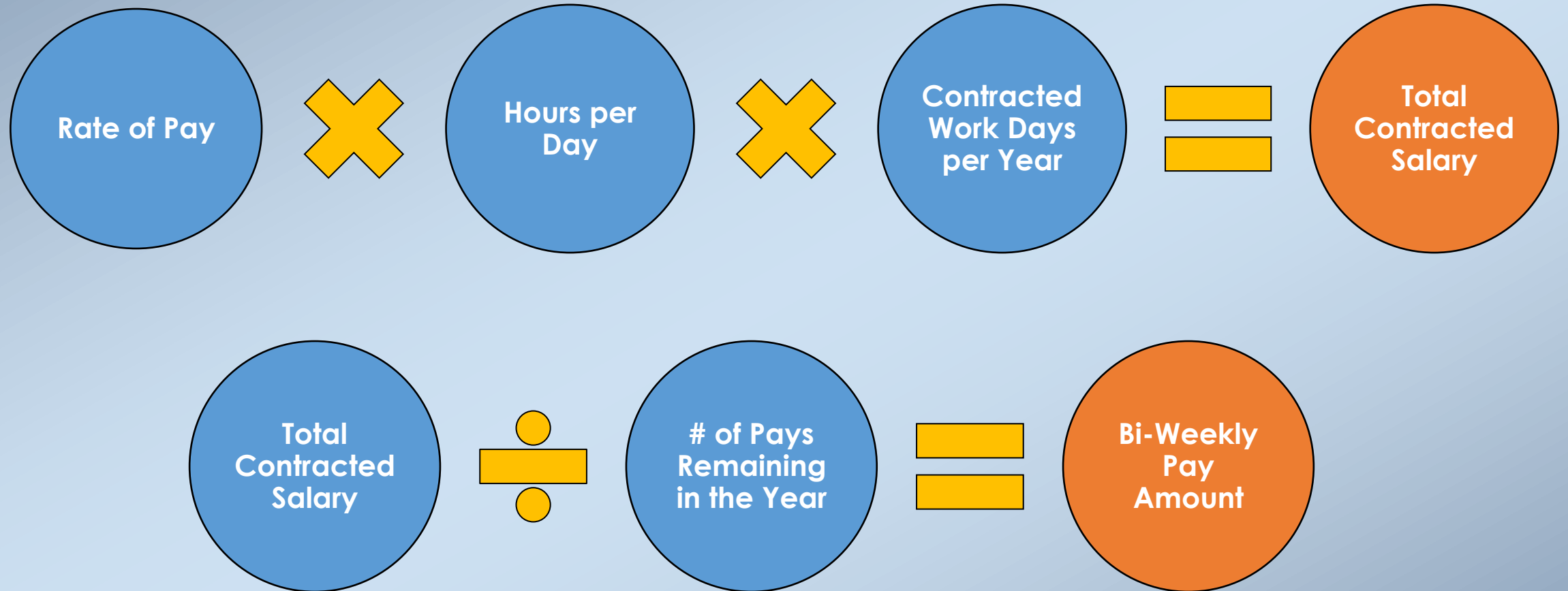
**1st check will be a paper
check you elect to pick up or
have mailed.**

Everyone Else
1st pay September 20th

See Pay Schedule Handout



Stretch Pay Calculation if Applicable



Absences and Leave Balances

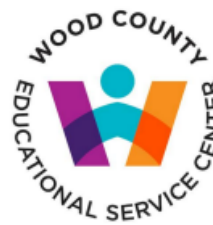
What are my leave balances?

- Sick leave is accrued the last day of each month
- 3 personal days each year
- If you do not work 5 days a week, personal leave may be prorated

Where can I find my leave balances and usages?

- At the bottom left corner of each pay stub
- Your Red Rover Account

Sample Pay Stub



WOOD COUNTY EDUCATIONAL SERVICE CENTER
1867 N RESEARCH DR
BOWLING GREEN, OH 43402

** NOTIFICATION OF DIRECT DEPOSIT **

PAY DATE
01/26/2024

DEPOSIT #: 1026200
EMPLOYEE #: 100009999
PAY PERIOD END: 01/13/2024

PAY TO THE ORDER OF

SUSIE SUNSHINE
123 GREEN TREE DRIVE
ANYWHERE, OH 43402

of Days in Pay Period

NET PAY \$707.01

THE FOLLOWING AMOUNTS HAVE BEEN DEPOSITED TO YOUR ACCOUNTS:

TYPE	DESCRIPTION	AMOUNT
Checking	DIRDEP	\$707.01

PAY TYPE	PAY UNITS	AMOUNT	GROSS	ADJUSTED GROSS	GROSS Y-T-D	ADJUSTED Y-T-D
Regular Wages - FY24	10.000	\$994.20	\$994.20	\$816.56	\$1,988.40	\$1,633.12

- ### Deduction Abbreviations
- SERSANN** – Employee Contribution of SERS (School Employee Retirement System)
 - STRSANN** – Employee Contribution of STRS (State Teacher Retirement System)
 - MV/ACA** – MVP Health Insurance Premium
 - PPO:E-S or F** – PPO Health Insurance Premium
 - DEN:SING or FAM** – Dental Insurance Premium
 - 8702 EW** – Example of School District tax (usually 4 digit #)

Leave Usage & Balance

CURRENT DEDUCTIONS

NAME	AMOUNT	ADJUSTMENT	YTD AMT	NAME	AMOUNT	ADJUSTMENT	YTD AMT
FED TAX	\$61.37		\$122.74	OHIO TAX	\$12.99		\$25.98
NWOOD	\$13.74		\$27.48	*SERS	\$139.19		\$278.38
MV/ACA S	\$78.22		\$156.44	*MV/ACA S	\$210.56		\$421.12
SERSANN	\$99.42		\$198.84	*WC BOARD	\$6.46		\$12.92
MEDICARE	\$13.28		\$26.56	*MEDICARE	\$13.28		\$26.56
8702 EW	\$8.17		\$16.34				

*DESIGNATES BOARD AMOUNTS

TOTAL EMPLOYEE DEDUCTIONS: \$287.19

Board Paid Deductions

SICK USED / BAL	PERSONAL USED / BAL
1.000 / 42.750	0.000 / 1.000

VACATION USED / BAL
0.000 / 0.000

SERVICE DAYS PAY PERIOD / TOTAL
10 / 103 /

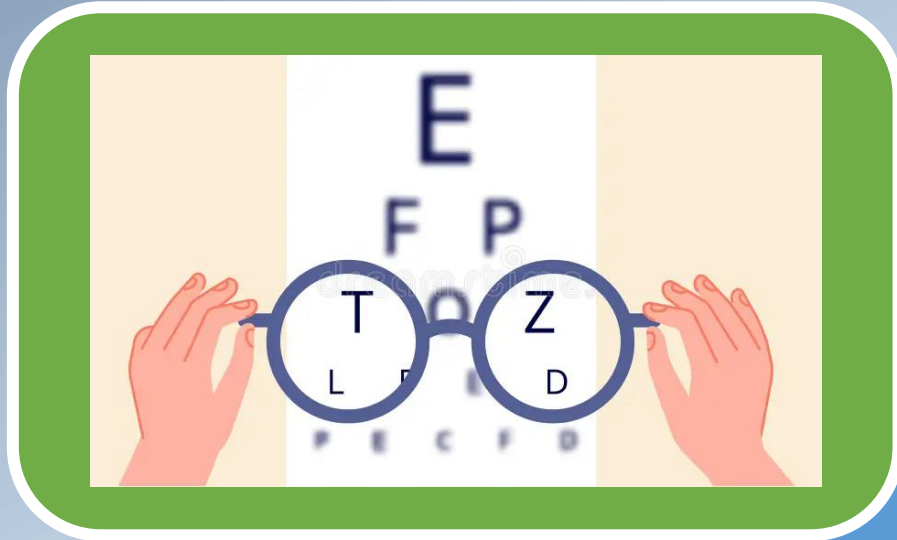
Insurance Benefits

What am I eligible for?

- 30-34.99 hours per week – MVP eligible
- Only 35+ hours per week are eligible for Dental Insurance
- 35+ hours per week – PPO or MVP eligible

When is open enrollment?

- In the spring for July 1 enrollment
- Deductions begin in June
- If you have a qualifying event during the year you can sign up or change your coverage

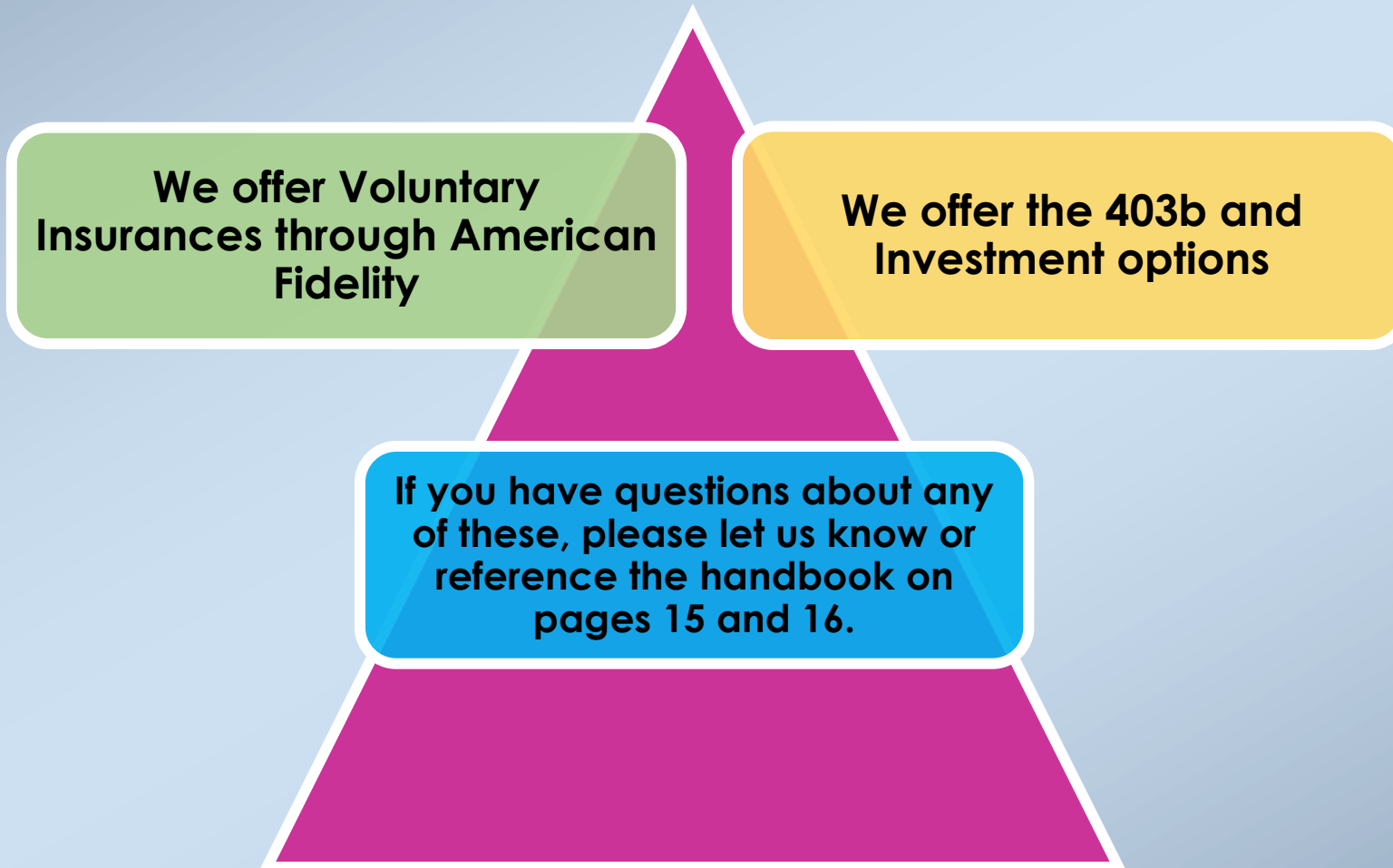


Vision Insurance

... Is available through American Fidelity via Eyemed and IS NOT included with your regular health insurance plan!

Kyle Ochs
American Fidelity Representative
Office: 513-770-1711
Cell: 419-307-8516
Kyle.ochs@americanfidelity.com

Voluntary Insurances / Deductions



Employee Assistance

Wood County Health Benefits EMPLOYEE ASSISTANCE PROGRAM (EAP) is a no cost benefit provided to all employees and eligible dependents. This benefit provides confidential access to solution-focused counseling and motivational coaching support to help you manage life stressors and challenging issues.



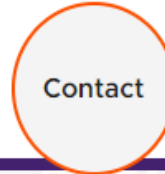
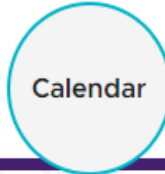
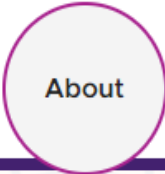
Lighthouse EAP
419-475-5338 or 800-422-5338

Solution-Focused Counseling, Coaching, Referrals, and 24/7 Crisis Support

QR Code Link to Employee Resource Page



WOOD COUNTY
EDUCATIONAL
SERVICE CENTER



Employee Resources

Employee Resources

- Fiscal Documents
- Personnel Documents
- Miscellaneous Documents
- Salary Schedules

Employee Resources

- *Red Rover*
- *Public School Works*
- *TalentEd*
- *WCESC Staff Email access*
- *Report an Employee Accident*
- *Submit an IT Work Request*
- *Submit a Maintenance Work Request*
- *Get a Material Safety Data Sheet (MSDS)1-866-724-6650, Opt. 2*
- *Employee Handbook 24-25*
- *Employee Assistance Program (EAP) - Harbor*
- *Employee Orientation*



WHEN? HOW? WHERE? WHO?
WHAT? WHEN? WHERE? WHAT? When?
When? WHERE? ANY WHAT? WHERE? HOW? WHEN? What? Where?
QUESTIONS? What? When?
When? Why? WHEN? WHERE? What? When?
HOW? WHAT? When? Where? WHAT? WHEN? Why? WHERE? When? Why?
HOW? HOW? WHERE? HOW?

**PERSONNEL
REMINDERS
& UPDATES**

WHAT I DO...

Talent Ed Password Changes

Red Rover Timesheets & Absences & Other Issues

Personnel Forms

Call-Off Management

Background Checks

Paraprofessional Licensing

Substitute Management

My contact information:

Office Phone Number:

(419)354-9010, ext. 305

Email: kllanas@wcsc.org



BEREAVEMENT QUALIFIED SICK LEAVE

You may take up to 5 days of sick leave for bereavement of an immediate family member.

(These days count in your sick time.)

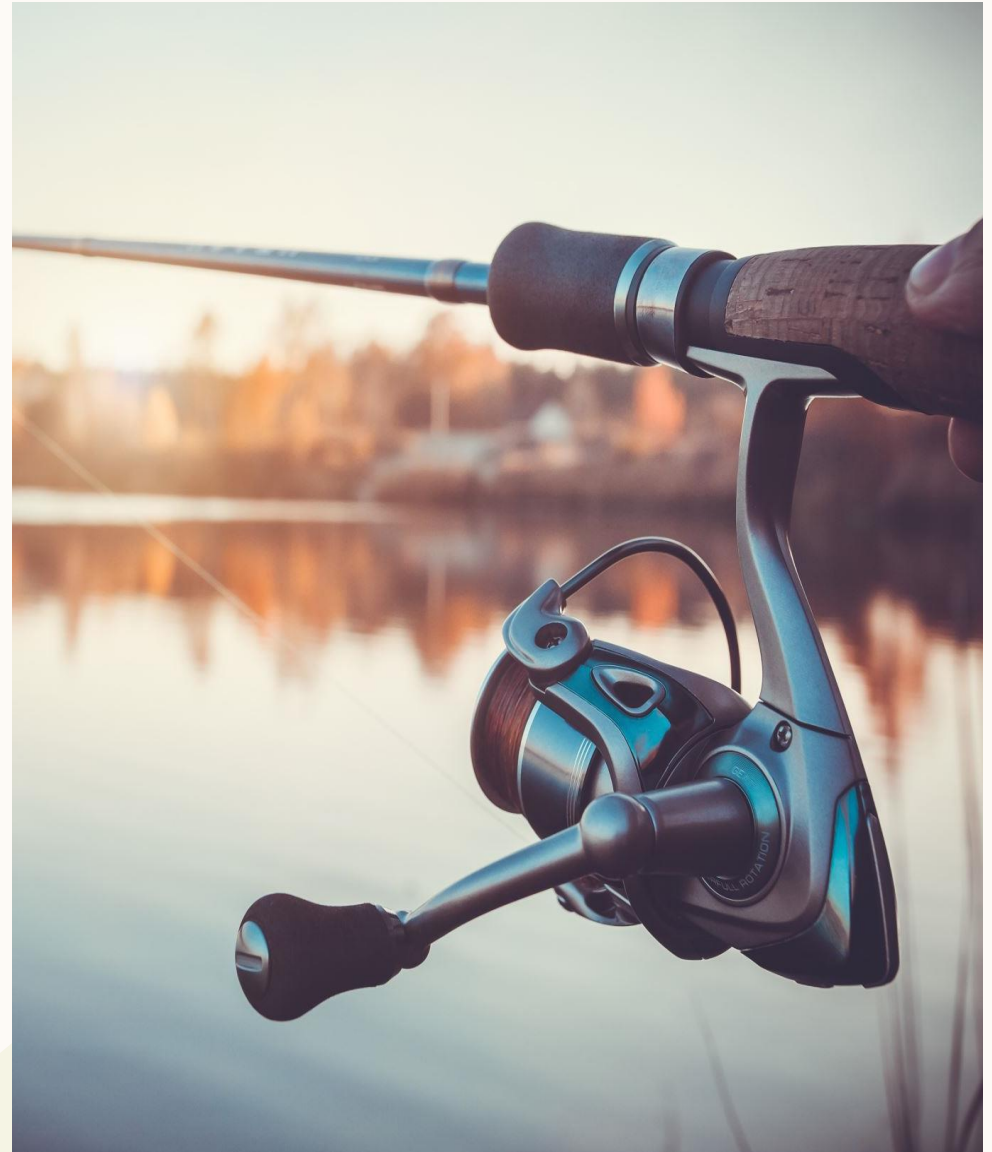
The WCESC considers the following as immediate family members:

Spouse	Parents
Step –Parents	Siblings
Children	Step-Children
Grandparents	Father or Mother-in-law

PERSONAL DAYS

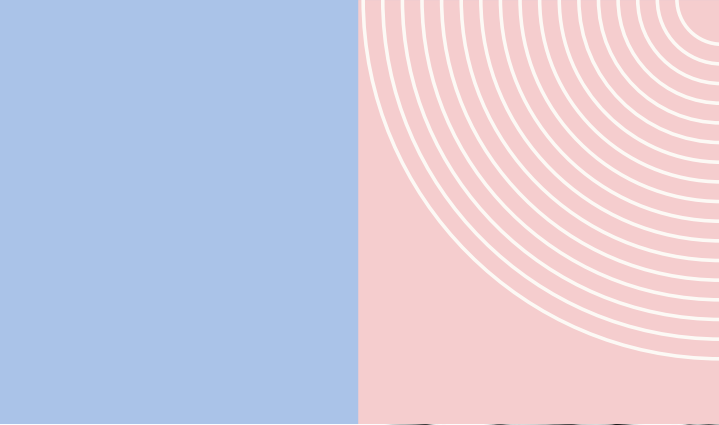
Personal leave days may be used for personal obligations that are necessary & compelling, which involve family events, community events, business transactions, or legal transactions.

Payroll/Employee Procedures, abbr. pg 11



RESTRICTIONS TO PERSONAL DAY USE

- The day(s) may not be used in conjunction with any holidays/vacation days.
- They day(s) may not be used in the first ten(10) or the last ten(10) working days of the school districts' calendars.
- Requests for personal days must be entered in Red Rover at least three(3) school days in advance and be approved by your supervisor.



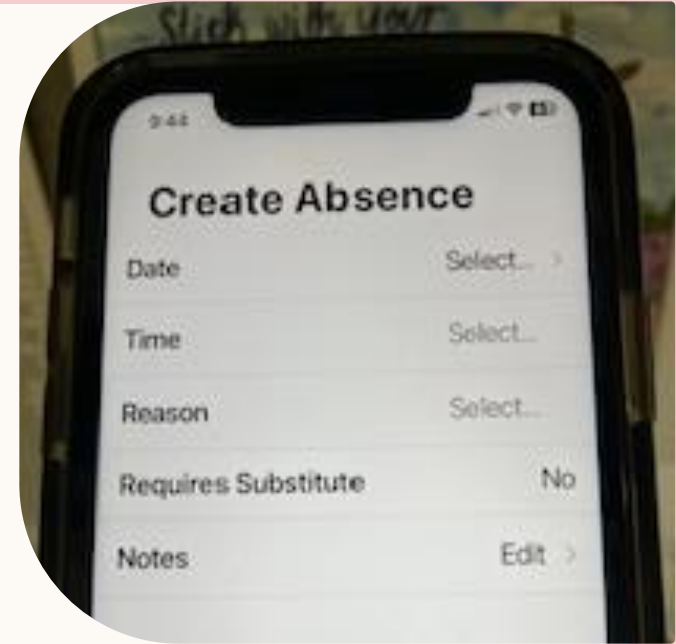
“Help Me Help You....”
~Jerry Maguire

ACCURATE ATTENDANCE RECORDS ARE ESSENTIAL

All staff must log their absences through the Red Rover Management on-line system. It is the employee's responsibility to verify the accuracy of the absence requests. (i.e. sick time, personal days, etc.)

REPORTING ABSENCES AS EARLY AS POSSIBLE IS KEY!!

Early reporting of absences gives us ample time to try and find a substitute.



Things to know:


Red Rover will **NOT** accept absences created after 6:30am for the same day. (This includes leaving early for the day.)


After 6:30am, text me at (419)308-4147 and I will respond letting you know that I've entered your absence for you.

PLEASE, PLEASE, PLEASE ~ DO NOT email or call the WCESC office to call-off on the same day.

THIS IS WHAT AN EMAILED ABSENCE CONFIRMATION LOOKS LIKE

You created Absence #7384052 in Red Rover External Inbox x

 Wood County ESC, OH (Red Rover) <no-reply@mg.redroverk12.com>
to me ▾ Tue, Mar 19, 6:12AM

 Red Rover

Hi Kelly,

You created absence [#7384052](#) in Red Rover with the following details:

Absence
Tue 3/19/2024 8:30 AM - 4:30 PM: *Sick - Self at Wood County ESC Office

Too many notifications?
[Click here to change your notification preferences.](#)

