

**ALL EMPLOYEES: Completely New Instructions For Defer Pay Plan Option Enrollment/Cancellation For School Year 2011-12 – Please Post!!**

*Category: For Your Information*

**Audience:** All Employees

Post Date: May 26, 2011

Due Date: n/a

Meeting Date: n/a

Master

Calendar: n/a

**Attachment(s):**n/a

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This document specifies important changes to the Defer Pay Plan Option enrollment/cancellation procedures.

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**IMPORTANT NOTE TO ALL ADMINISTRATORS: If any of your employees are on-leave, or otherwise away from your work location, please direct them to this briefing for information about the new Defer Pay Plan Option enrollment/cancellation procedures. It is imperative that they are aware of these procedure changes and deadlines.**

**PLEASE POST!!**

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**PLEASE READ THIS ENTIRE DOCUMENT!**

Miami-Dade County Public Schools provides a benefit plan to eligible 10-month employees who wish to spread their salary over 12 months. The IRS has identified this plan as a Section 409A (Deferred Compensation). Deferred compensation is an arrangement under which compensation is earned in one year and paid in the following year. The gross amount of eligible wages will be reduced by 19.0% and placed in a deferred accumulator from September through June (depending on the school calendar). The accumulated deferred amount will be paid in six (6) equal payments during the months of June, July and August, depending on the school calendar.

**In order to comply with IRS guidelines, your selection to enroll/cancel must be made prior to the first work day of the school year (2011-2012); otherwise, you will have to wait until the following school year to participate or to cancel.**

**NOTE: Your current “defer pay status” will remain in place for the 2011-2012 school year if no action is taken. No action is required unless you want to change your current “defer pay status”.**

**Guidelines/Requirements:**

- There is a specific enrollment/cancellation period which is after the last work day of the current school year and prior to the first work day of the subsequent school year.

- Employees must complete an on-line election by accessing the SAP ESS (Employee Self Service) Option in the Employee Portal **during the specified time period** to enroll in or cancel the Defer Pay Plan Option.
- Per IRS regulations, this election is **irrevocable**; it cannot be changed during the school year.
- It is not necessary to renew enrollment in the Defer Pay Plan Option every year. Once an employee elects the Defer Pay Plan Option, the election will remain in effect until an on-line cancellation election is completed by accessing the SAP ESS (Employee Self Service) Option in the Employee Portal, **during the specified time period**, for the subsequent school year.
- The only time that deferred compensation funds can be paid prior to the scheduled pay dates, is if an employee transfers to an ineligible job position, resigns, retires or dies.
- Prior to the beginning of the school year, the Payroll Department will publicize the biweekly pay dates from which the Defer Pay Plan Option gross wage reduction will be withheld and the summer payment dates.

#### **Instructions For Enrollment/Cancellation of Defer Pay Plan Option:**

**With the implementation of SAP, the enrollment/cancellation procedure has changed entirely, and is as follows:**

1. Log on to the District's main home page at [www.dadeschools.net](http://www.dadeschools.net).
2. Click on the "Employees" tab.
3. Scroll down and click on the "Login to Employee Portal" bar.
4. Enter your username (employee number) and password; then click on Login.
5. Click on the "ERP" tab.
6. Click on the "Employee Self Service" tab.
7. Click on "Payroll".
8. Click on "Defer Pay Option" (12 Month Pay Plan Option). After choosing this, the screen will display your defer pay status as of the last day of the previous school year, or the last change you made during this enrollment period.
9. Click on "Plan Details" in order to read the entire Defer Pay Plan Option guidelines. Close this window to proceed.
10. If you do not wish to make a change, then click on the "Exit" button.
11. If you do wish to change the defer pay status that is currently displaying, click on the "Edit Plan" button. After choosing this, the screen will display your choices.
12. If you wish to **enroll** in the Defer Pay Plan Option, choose "12-Mo Pay Plan Opt Participant". If you wish to **cancel** the Defer Pay Plan Option, choose "12-Mo Pay Plan Opt Non Participant".

13. Click on the "Next Step" button.
14. Verify the change you made and click on the "Review Enrollment" button to continue.
15. Review and verify that the selection is correct, then click on the "Submit" button.
16. After you click the "Submit" button, you will see the following message: "Your plan selections have been saved." If you do not see this message, your selection has not been saved.

Step-by-step Defer Pay tutorials will be available for viewing on the Employee Portal during the enrollment/cancellation period. The tutorials will be located in the "ERP SAP Information" box.

Please note the following:

- Employees can make multiple changes during the specified time period, however, please be aware that the option selected as of the last day of the enrollment/cancellation period (which is the day prior to the first work day of the 2011-2012 school year), will be your irrevocable selection for the entire 2011-2012 school year.
- Only eligible employees will be able to view this option in their Employee Portal
- If you do not see this option in your Employee Portal, it is because you are not eligible to participate in the Defer Pay Plan Option.
- Interim Teachers (3100, 3105, 3110 and 3111) are not eligible to participate in the Defer Pay Plan Option.
- Please be advised that if you are an eligible, full-time 10-Month employee, and you do not see this option in your Employee Portal, please contact the Payroll Department immediately at (305) 995-2301.

Defer Pay Plan Option gross wage reduction will be withheld from each biweekly paycheck for the pay dates of 09/09/11 through 06/01/12.

If you have any questions, please do not hesitate to call the Payroll Department at (305) 995-2301.

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**Contact:** Cynthia Gills Blanco ( (305) 995-2301 )  
**Department:** Payroll Department