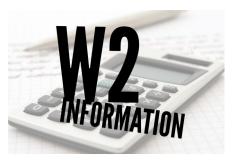


# **Have a Wonderful Winter Break!**

December 22, 2017



- All 2017 W2 forms will be sent VIA EMAIL ONLY.
- Open the W2 email attachment by entering the last four digits of your SSN.
- You may want to print your W2 for your records.
- W2 forms will be emailed to the same email address as your direct deposit notifications.
- If you are not receiving direct deposit notifications, contact Payroll immediately.

## YOU HAVE HOMEWORK:

Please verify your address on your direct deposit notification email, or on the ESS website. The address listed will be the address that will show on your W2 form.









# **WELCOME NEW FALL HIRES!**

### Certified

Tucker Dunn—FWHS
Bobby Edwards—FWHS
Alena Laguna—Hendricks
Robert Meer—FWHS
Crianna Posada—Walter Douglas

#### Support

Nicolas Altamirano—FWHS Maria Anaguano—Douglas Teressa Austin—Business Office Teresa Botkin—Transportation Michelle Bulisache—Richardson Renee Christian—Transportation Fernando Coronado—Maintenance Richard Diaz—FWHS Travis Frank—SPHS Casey Gurnett—Maintenance Karen Gusk—Business Office Lisa Heffernan—Transportation Irma Luna De Chavez—Maintenance Erica Pacheco—Laguna Reta Ross—Douglas Ariana Ruiz—SPHS Oliver Smith—Transportation Janet Stresing—Transportation



Flu season is in full swing!
For those of you enrolled in our Blue Cross/Blue Shield health plan, don't forget to use **TELEDOC!** 

You have 24/7 access and

you will receive convenient, quality care from a variety of licensed healthcare professionals for issues like cold and flu symptoms, bronchitis, allergies, and much more. If medically necessary, a prescription will be sent to the pharmacy of your choice. So skip the long wait at urgent care and call 1-800-835-2362.



- You may wish to save your final paycheck of the year for your taxes.
- You may want to print your W2 to keep with your tax records.
- You can always check your Year to Date earnings in ESS by clicking on Pay/Tax Information then click on YTD Information.

New Year's Resolution 2018: Send Facebook Content To Dr. Parkinson!