




BULLETIN

SUBJECT: 2024 W-2 Distribution **2024-25 NO. BS – 20**

TO: All SCUSD Employees

DATE: December 16, 2024

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Director II,
Payroll Operations

REVIEWED BY: Cindy Tao, **APPROVED:** 
Assistant Janea Marking
Superintendent of Chief Business and Operations
Business Services Officer

Distribution of 2024 Form W-2s

The Employee Compensation Services Department will begin the process of preparing the 2024 W-2 Wage and Tax Statements in January. The Form W-2 is an annual form that reports your Federal and State wages and other tax information required by Federal and State agencies. It is also used by the Social Security Administration as a verification document to ensure individuals are properly credited for future Social Security and Medicare benefits. **Your 2024 W-2 will be mailed to the home address and electronically uploaded to your MyPortal no later than January 31, 2025.**

After you receive your 2024 Form W-2, please verify that your name and Social Security number matches your name and Social Security number issued on your Social Security card. The Social Security Administration regards names and Social Security numbers as “critical links” connecting your W-2 data to your lifetime earnings record. Your name and Social Security number **must** match Social Security Administration’s records.

If you need to make an address change, please visit your [My Portal](#) and make any necessary changes to your address, or reach out to Human Resources at hr@scusd.edu. If you are having a difficulty logging into your account, please visit [My Portal FAQ](#)

If your name has recently changed, (e.g., due to marriage, divorce, etc.), please submit a [Name Change Request](#) to HR with all the necessary updated documentation (I.E: ID/Drivers License) You will also need to contact Department of Motor Vehicles (DMV) and the Social Security Administration at 1-800-772-1213 or update on the internet at www.ssa.gov. Once you receive your new Social Security card and driver's license/ID card, please bring a copy to Human Resource Services.

If you've legally changed your name, updating your information with the Social Security Administration (SSA) is crucial. This ensures your Social Security and Medicare earnings are correctly recorded and prevents any delays or complications with your paychecks. The district is legally obligated to use your SSA-registered name for payroll. If a discrepancy is found, we must align our records with the SSA, meaning your paychecks will be issued with your legal name as recognized by the SSA.

SSA Q&A : <https://www.ssa.gov/agency/contact/>

Need a new copy of your 2024 W-2?

- **First, try "My Portal":** This is the fastest way to get your W-2 online.
- **Having trouble logging in?** Check out the "My Portal FAQ" page for help. Included are instructions on the last page of this bulletin.
- **Still can't log in?** You can request a new W-2 by filling out a form on the district website (www.scusd.edu). Here is a link to the [form](#).
- **W2 Replacements - Processing paper forms takes time and will be handled in the order they are received. For faster service, we recommend using the portal to obtain a reprint of your W-2**

Forms W-4/DE-4 Employee's Withholding Allowance Certificate

Please check your Federal and State tax withholding allowances. Did you marry, divorce, gain or lose a dependent, or have major changes in your family income? If so, you may need to submit a new 2024 Form W-4 or DE-4.

If you are claiming "exempt" from tax withholding, you **must** submit a new Form W-4 and DE-4 by February 15, 2025, if you wish to renew your exempt status. If a new form is not filed and submitted to the Payroll Services Department, the withholding for Federal and State taxes will be based on "Single" with zero (0) withholding allowances. You can obtain both Forms W-4 and DE-4 on the district's website at www.scusd.edu, under Payroll Services Department, [pay-frequently-used-forms](#).

Tax Sheltered Annuities 403(b) / Tax Deferred Compensation 457

As an employee of the District, you are eligible to participate in a 403(b) and/or 457 deferred retirement plan. Participation is voluntary and it is employee paid, not district paid.

SchoolsFirst Federal Credit Union serves as the Third Party Administrator (TPA) for these plans. This means they handle important functions like:

- **Compliance:** Ensuring the plans adhere to all applicable laws and regulations.
- **Account Transfers:** Facilitating the transfer of your accounts if needed.
- **Signature Processing:** Managing required signatures for plan transactions.
- **Remittance Services:** Collecting and processing contributions to your accounts.

For assistance with your 403(b) or 457 plan, including enrollment, changing contribution amounts, or any other questions, please contact SchoolsFirst directly at 1-800-462-8328 x4727. They are your **primary point of contact** for these plans.

While SchoolsFirst manages the plan administration, please remember that **payroll will process your contribution deductions**. To change deduction amounts, you will first need to contact SchoolsFirst, and they will then forward the updated information to the payroll department.

403(b) Plan

This plan permits you to defer taxes voluntarily through salary reduction contributions. Though commonly referred to as Tax Sheltered Annuities (TSAs), investment options include fixed and variable annuities as well as custodial mutual fund accounts. Please find the complete list of available 403(b) vendors at the website: www.403bcompare.com.

457 Plan

This plan permits you to defer taxes voluntarily through salary reduction contributions. This option is commonly referred to as a “457 Plan.” The available investment options in this plan differ from those offered under a 403(b). Please contact CalPERS 1-800-260-0659, AIG Valic 1-800-448-2542 or The Hartford (Empower) 1-855-756-4738 regarding plan information.

Beneficiary Designation Information & 1095s

As noted above, if you have had any changes in your status, it is important that you update your beneficiary forms. Please contact Benefits at Benefits@scusd.edu for Designation of Beneficiary forms for district life insurance and 1095s.

Questions

Your W-2 form is a critical document that connects your earnings to your Social Security record. Taking a few moments to verify its accuracy now will save you potential headaches and complications down the road.

We understand that this is a busy time of year for everyone, and we appreciate your cooperation in ensuring your information is up-to-date. By working together and taking these simple steps, we can ensure a smooth and efficient tax season for all. Thank you for your attention to this important matter

AREA 1	AREA 2	AREA 3
Sammy Carrillo 643-7468	Aleks Spitsyn 643-7466	Vacant 643-7563
Masatoshi Miyagi 643-7467	Cris Farinias 643-7470	Sophia Thomsen 643-7469

[INTENTIONALLY BLANK; MY PORTAL INSTRUCTION FOLLOWS]

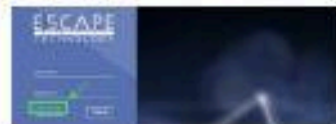
[My Portal](#) Account Setup Guide:



Technology Services MyPortal – Getting Started

Get started by creating an account today:

1. Visit **myportal.scusd.edu** and click "Create New User?"



2. Enter the information requested. Note that your information must be entered *exactly* as it appears in District records. Contact Human Resources at 916-643-9050 with any questions about your employee record.

Password created needs to adhere to the following district password standards:

- 12 character password
- Complex password rules will be followed:
 - Must contain at least one upper case letter, one number, and one symbol



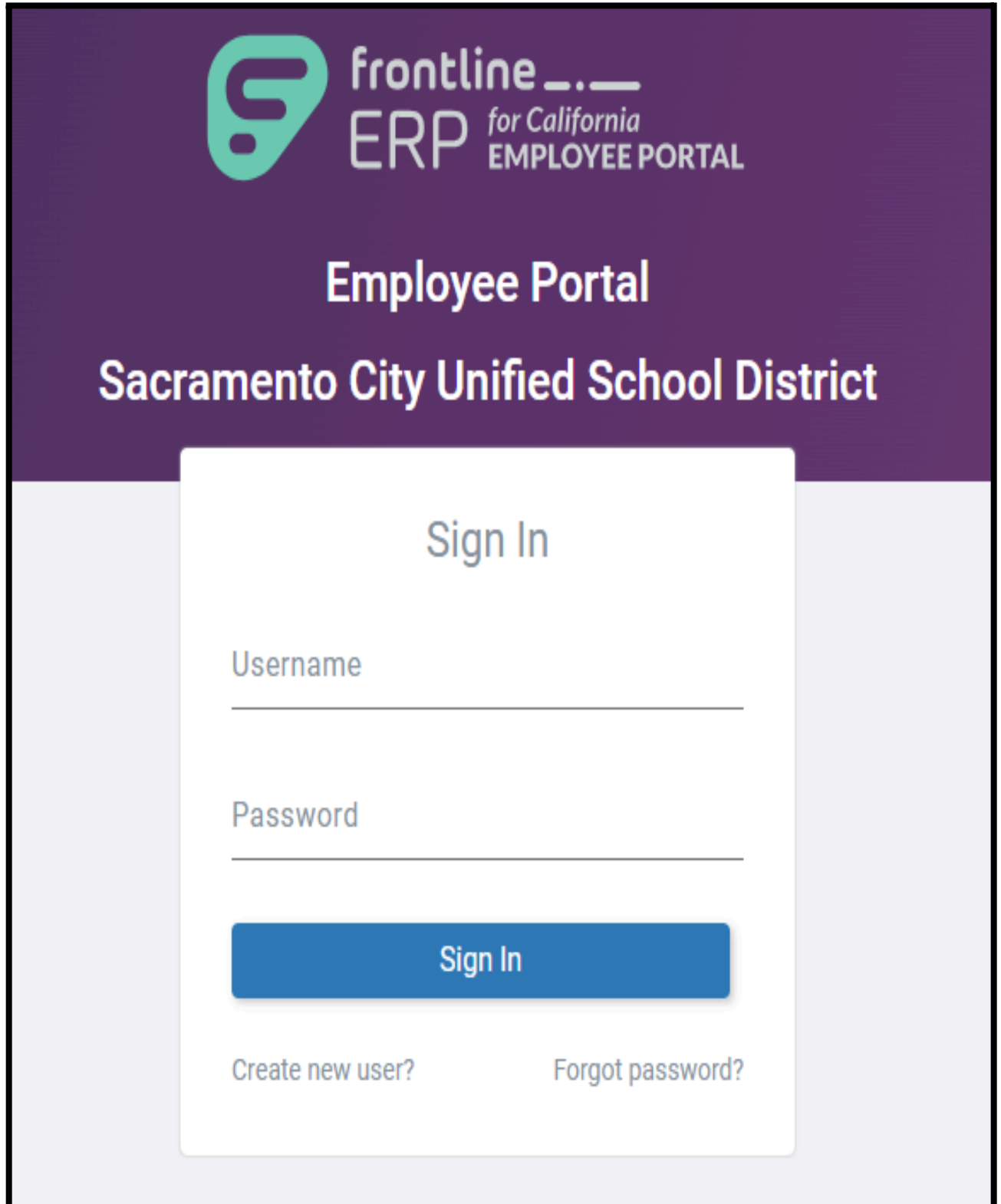
Look for a confirmation code in your email In Box and type it into the verification screen within the allotted time.



After you have signed up, access **MyPortal** at **myportal.scusd.edu** 24 hours a day, 7 days a week to get HR, Benefits and Payroll information at your convenience.

Please contact the Technology Services Support Desk at support@scusd.edu with any questions regarding **MyPortal Access**.

Download your W-2 from [My Portal](#) by following these steps below:



The image shows a login interface for the Frontline ERP system, specifically for the Sacramento City Unified School District. The background is a dark purple gradient. At the top left is the Frontline ERP logo, which consists of a green stylized 'F' icon followed by the text 'frontline ERP for California EMPLOYEE PORTAL'. Below the logo, the text 'Employee Portal' and 'Sacramento City Unified School District' are displayed in a large, white, sans-serif font. In the center of the page is a white rectangular box with rounded corners. Inside this box, the text 'Sign In' is centered at the top. Below this, there are two input fields: 'Username' and 'Password', each with a horizontal line for text entry. Under the password field is a blue rectangular button with the text 'Sign In' in white. At the bottom of the white box, there are two links: 'Create new user?' and 'Forgot password?', both in a smaller, gray font.

frontline ERP *for California* EMPLOYEE PORTAL

Employee Portal

Sacramento City Unified School District

Sign In

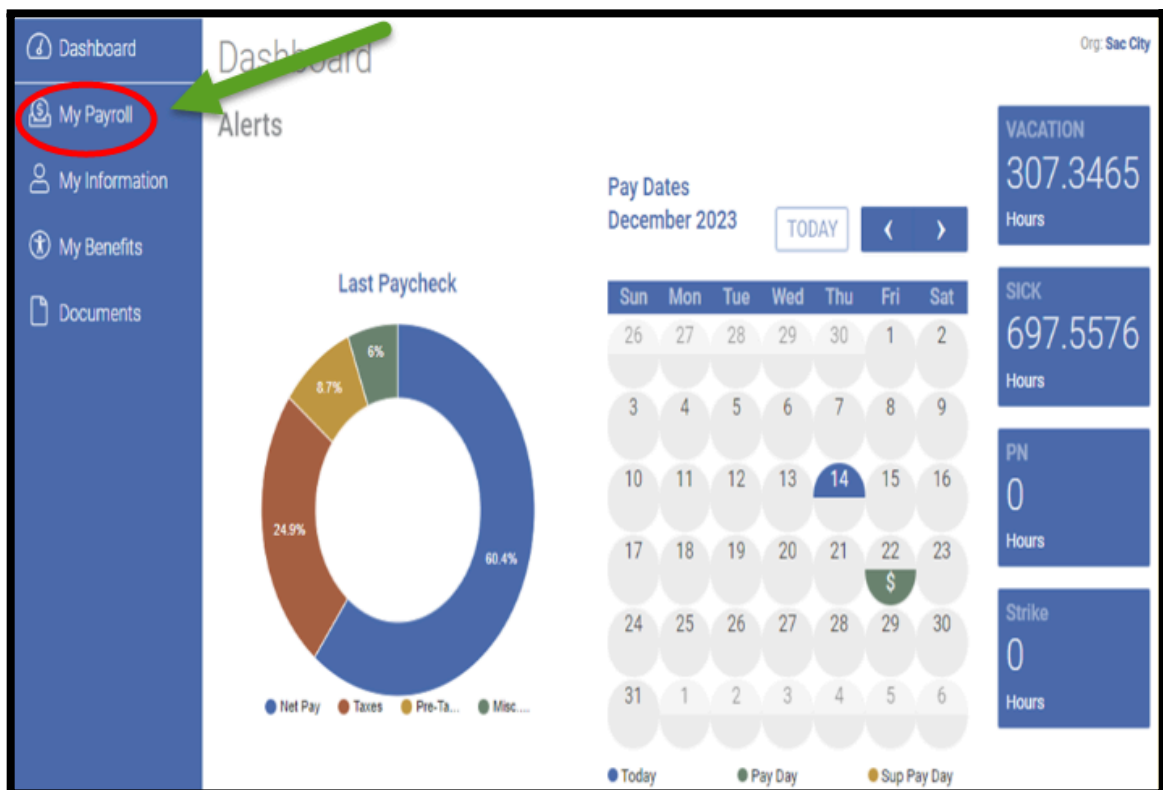
Username

Password

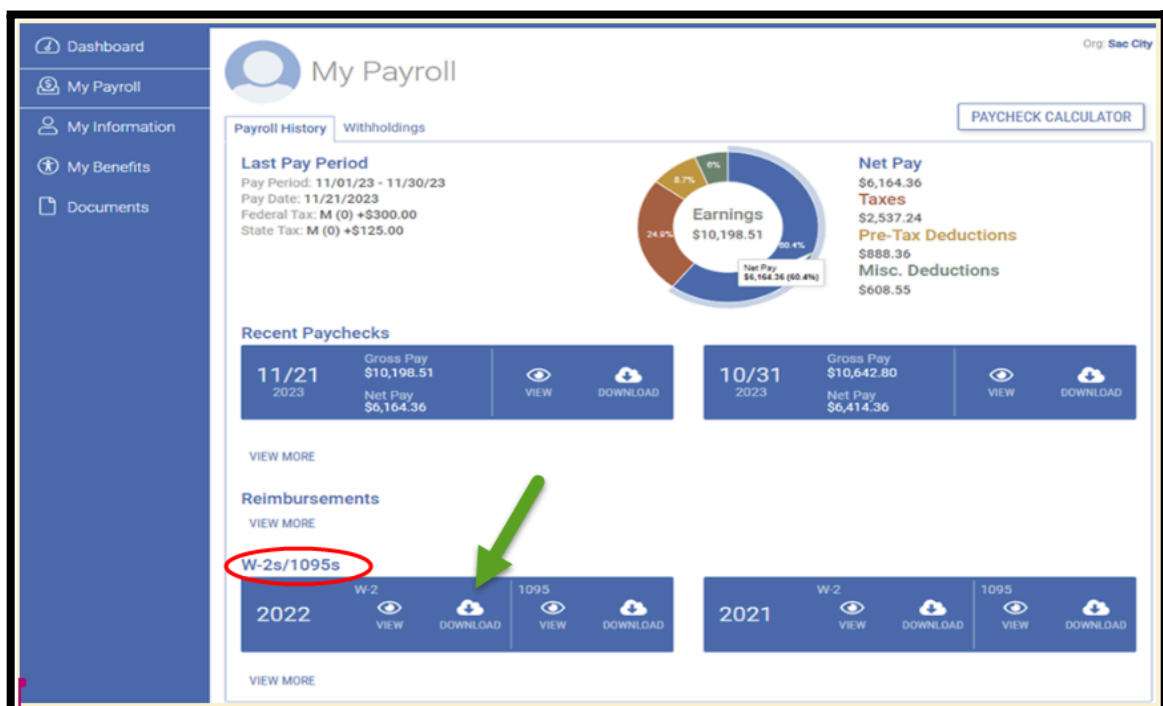
Sign In

[Create new user?](#) [Forgot password?](#)

On the Dashboard page, select **My Payroll**



Next, select **'Download'** under W-2's/1095s section



This will automatically create a **pdf** copy of your current W2. You will now have the ability to print.