



Georgetown Public Schools

51 North Street
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(978) 352-5777, fax (978) 352-5778

School Year 2024/2025 Payroll/ Benefit Information Packet for Teachers, Administrators & All DESE Certified Employees

Welcome to the Georgetown Public Schools!

The attached forms are necessary for payroll and personnel records. Please complete these forms immediately and return to the Superintendent's Office at the address above. The following is some information regarding the attached forms and payroll documents.

1. Forms W4, M4 – Federal and State Withholding Exemption Certificates. These certificates must be completed prior to preparing the first payroll for new employees. You may request an additional dollar amount to be withheld if you choose. This amount may be changed, added to or deleted at any time in the future.
2. Employment Eligibility Verification – The U.S. Department of Justice, Immigration and Naturalization Service requires this form to be filed in this office within 3 days of new employment. Complete Part 1 only. Please bring with you:
 - Current Passport OR
 - Current Driver's License and birth certificate
 - Original Social Security Card
3. Massachusetts Teachers' Retirement Enrollment Assignment – Your percentage of deduction is determined by this enrollment assignment – birth certificate is needed.
4. Mandatory Medicare Payment - a Medicare deduction is mandatory for all municipal employees hired after January 1, 1986. A deduction of 1.45% is applied to earnings.
5. Official Transcripts – Used in determining Step and Scale placement on the salary schedule
6. Bargaining Unit Contract – Please contact your union representative (Georgetown Education Association) to request a copy of the negotiated contract so that you will be aware of your benefits as well as responsibilities.
7. Credit Union – Payroll deduction is available. Please contact the business office for information.
8. Direct Deposit – Mandatory direct deposit of your paycheck is available by completing enclosed form.

Permanent employees working a minimum of 20 hours per week are eligible to enroll in the Georgetown group insurance plans. Applications are accepted during the first 30 days of employment OR during the month of May each year for July 1 st new membership. Enrollment forms and informational brochures may be picked up at the Business Office.

Life Insurance – A \$5,000 policy is available for employees at a cost of \$2.25 per month deducted monthly from your earnings. Applications are accepted at the commencement of employment.

Please feel free to call me or email me if you have any questions regarding payroll.

Traci Brousseau, Payroll Coordinator

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