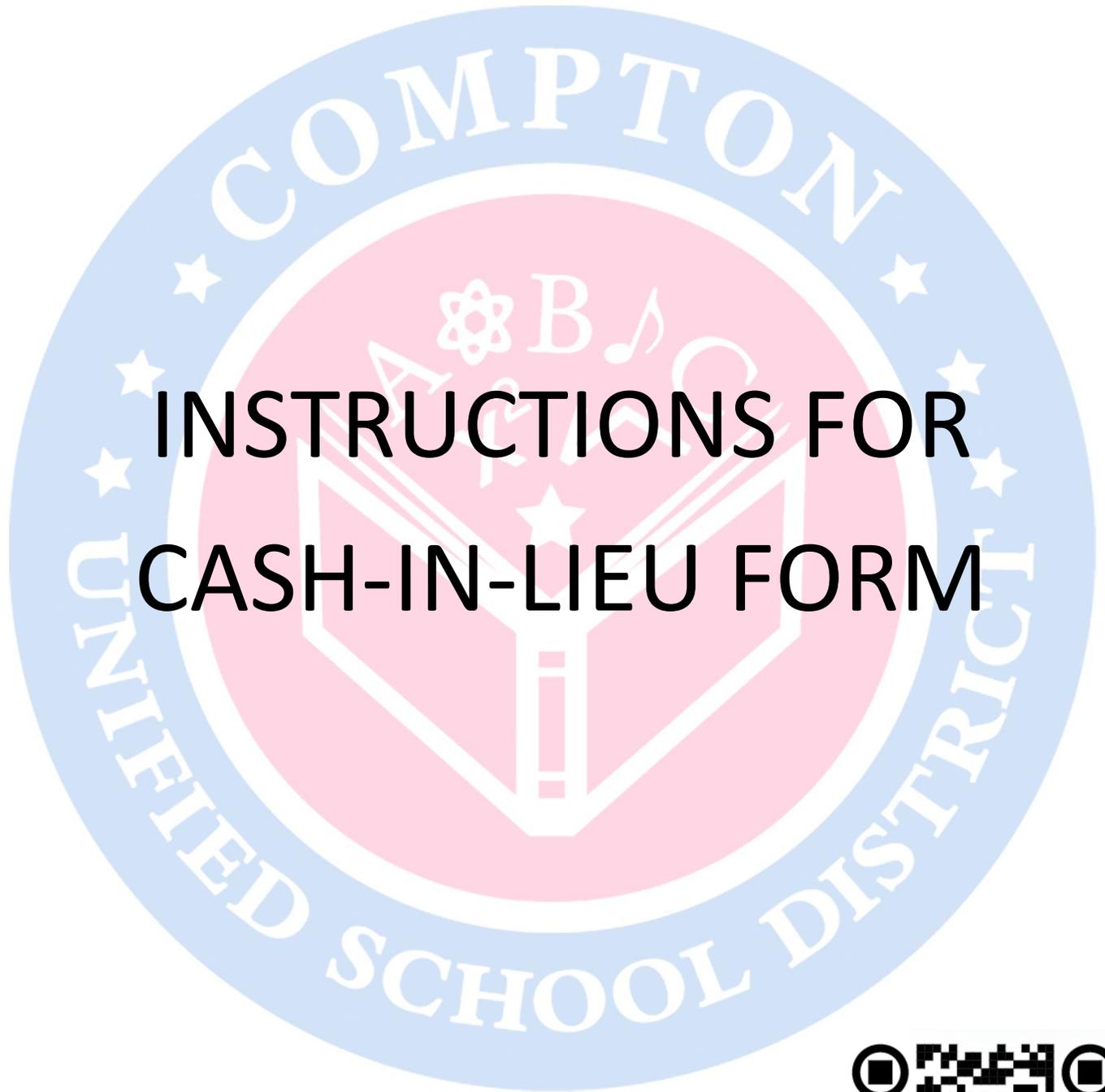


COMPTON UNIFIED SCHOOL DISTRICT



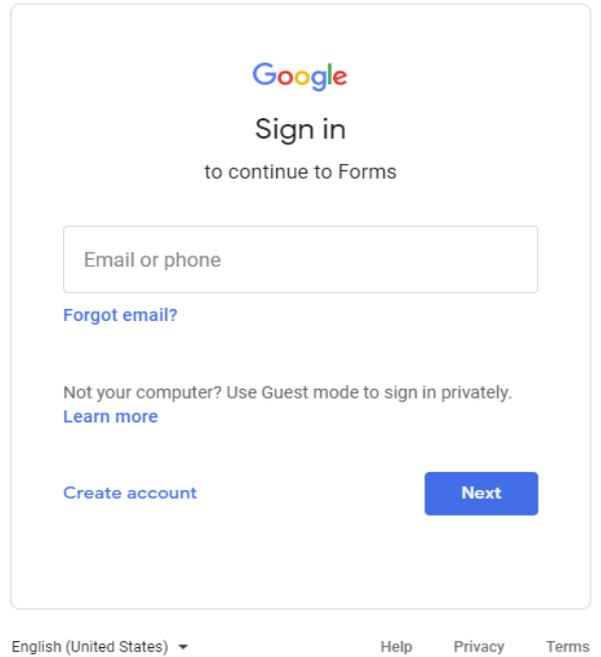
INSTRUCTIONS FOR CASH-IN-LIEU FORM

2022/2023



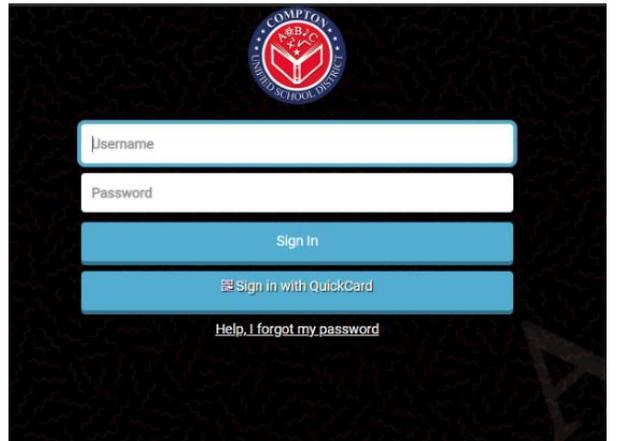
- Complete the following steps to submit the 2022/2023 Cash-In-Lieu form. Use your district email to log into google forms. See the example below.

Email: jdoe@comptonusd.net



The screenshot shows the Google Sign in interface. At the top is the Google logo, followed by the text "Sign in to continue to Forms". Below this is a text input field labeled "Email or phone". To the left of the input field is a link "Forgot email?". Below the input field is the text "Not your computer? Use Guest mode to sign in privately." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". At the very bottom of the page, there is a language selector "English (United States)", and links for "Help", "Privacy", and "Terms".

- Next, you will be directed to the classlink website. Use your district login and password that you use to log into your computer.



The screenshot shows the ClassLink login page for Compton Unified School District. At the top center is the district logo, which is a red circle with a white book icon and the text "COMPTON UNIFIED SCHOOL DISTRICT". Below the logo are two white input fields: "Username" and "Password". Below these fields are two blue buttons: "Sign In" and "Sign in with QuickCard". At the bottom of the page is a link "Help, I forgot my password".

- After successfully logging in you will be able to see the form. Complete the following six steps to ensure your form is submitted correctly.

Step 1: Read the information provided to you then press “next”.



CASH-IN-LIEU FORM

VIRTUAL ENROLLMENT

2022 CASH-IN-LIEU

The "Cash-In-Lieu of Benefits" is an option offered only to Benefit-Eligible Employees qualified to receive district-provided medical, dental, and vision coverage.

An employee electing this option must electronically submit this form to the Benefits/Payroll Department along with a copy of their medical card and a letter of coverage from the current insurance carrier showing valid insurance before the end of the open enrollment period for the 2022/2023 school year.

The Cash-In-Lieu process is NOT COMPLETE until you have submitted the required proof before 4:00 P.M., October 14, 2022, which concludes open enrollment for the 2022/2023 school year.

TEAMSTERS UNIT MEMBERS: YOU DO NOT NEED TO COMPLETE THIS GOOGLE FORM!
Contact NWA regarding your Cash-In-Lieu process at (877) 214 - 8928. Please refer to section 8.2.4.4 of the Teamster contract.

lfigueroa@comptonusd.net [Switch account](#)



The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

Page 1 of 6

Step 2:

Fill out the “Employee Information” sections that have an arrow next to it. After all sections are completed, press “next”.

Please make sure to select the correct union that you are part of

Teamsters members DO NOT need to complete the google form

COMPTON
UNIFIED SCHOOL DISTRICT

CASH-IN-LIEU FORM

VIRTUAL ENROLLMENT

2022 CASH-IN-LIEU

Ifigueroa@comptonusd.net [Switch account](#)

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Required

Employee Information

Employee Name *

Your answer

Last 4 digits of your Social Security Number (DO NOT PUT YOUR FULL SSN) *

Your answer

Select the correct union you belong to *

SEIU (\$1,000 paid January 2023 and \$1,000 paid July 2023)

POA (\$1,000 paid January 2023 and \$1,000 paid July 2023)

CEA (\$1,000 paid January 2023 and \$1,000 paid July 2023)

CSEA (\$1,000 paid January 2023 and \$1,000 paid July 2023)

Management/Confidential (\$1,000 paid July 2023)

Employee Signature *

Your answer

Date *

Date

mm/dd/yyyy

Back **Next** Page 2 of 6 Clear form

Step 3: Read the information provided to you. Write your initials to acknowledge that you understood the information and then press “next”.



CASH-IN-LIEU FORM

VIRTUAL ENROLLMENT

2022 CASH-IN-LIEU

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The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

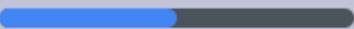
* Required

ALL BENEFITS WILL TERMINATE AS OF DECEMBER 31, 2022

Enrollment is not automatic, therefore, you must enroll every year during the open enrollment period.

By signing my initials below, I acknowledge that enrollment is not automatic, and I * must enroll every year during the open enrollment period.

Your answer 

[Back](#) [Next](#)  Page 3 of 6 [Clear form](#)

Step 4: If you are a new/late hire and acknowledged the information, select yes. If you are **NOT** a new/late hire, select “N/A (not a new or late hire)” then press “next”.



CASH-IN-LIEU FORM

VIRTUAL ENROLLMENT

2022 CASH-IN-LIEU

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The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Required

NEW/LATE HIRES ONLY:

Do you acknowledge that you will receive a prorated amount due to the late hire date?  *

Yes

No

N/A (not a new or late hire)

[Back](#) [Next](#)  Page 4 of 6 [Clear form](#)

Step 5: Submit your proof of coverage. You will need to upload a copy of your medical ID card and a letter from your insurance company stating that your insurance is active. If you do not upload this information, you will not be able to submit the google form. If the google form is not submitted by October 16, 2020, at 4 p.m., you will not receive the Cash-In-Lieu benefit. Once you uploaded your proof of insurance press “next”.



CASH-IN-LIEU FORM

VIRTUAL ENROLLMENT

2022 CASH-IN-LIEU

Ifigueroa@comptonusd.net [Switch account](#) 

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Required

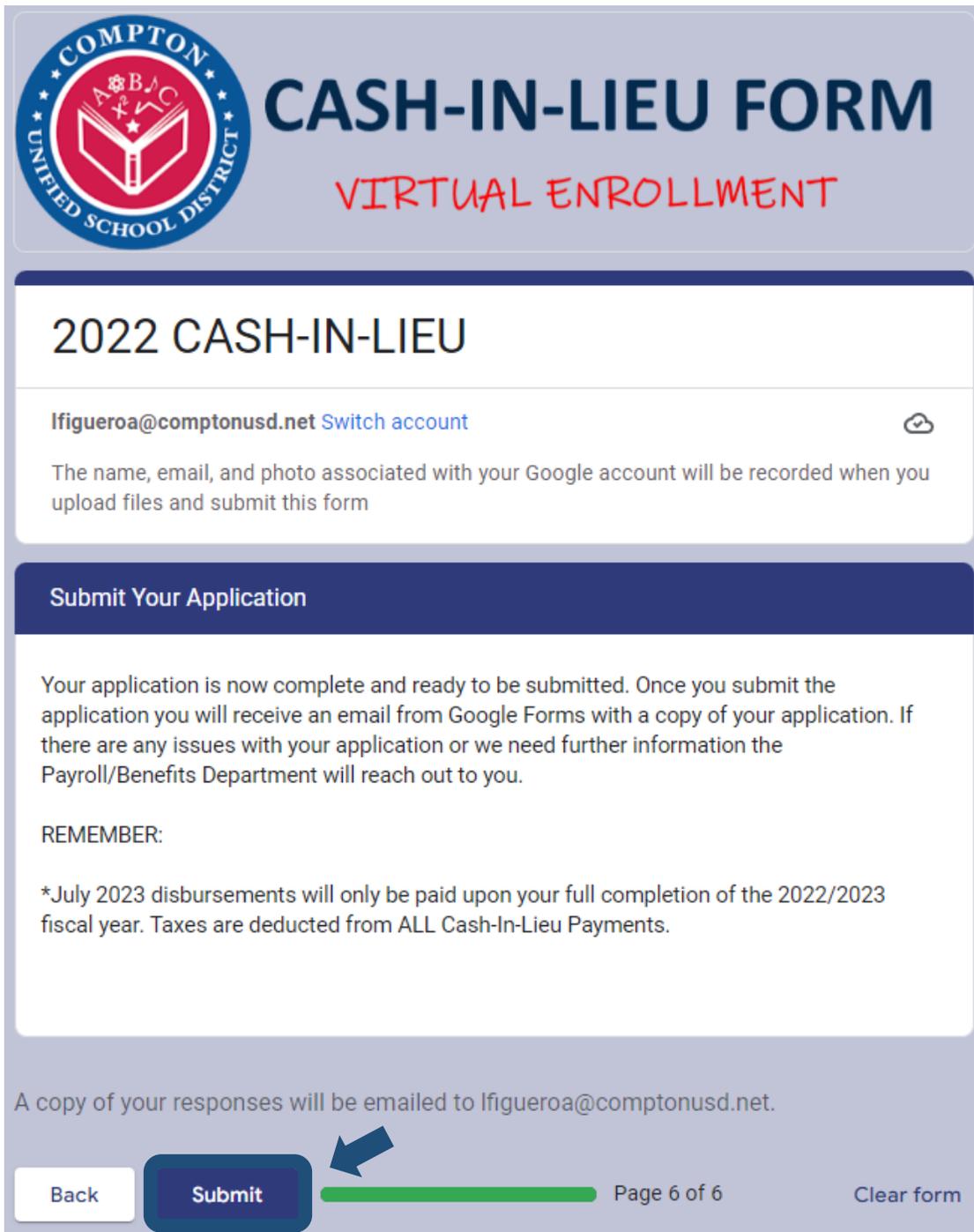
Submit your proof of coverage

Upload the letter from your insurance carrier (dated no earlier than 9/1/2023) and * a copy of your medical ID card. *if the two items above are not uploaded your application will be automatically denied*

[Add file](#) 

[Back](#) [Next](#)  Page 5 of 6 [Clear form](#)

Step 6: Once you reach this step, you have completed all of the requirements to submit the form. Read the information provided for you and then click “submit”. You will automatically receive a copy from google forms of your responses after your submission.



 **CASH-IN-LIEU FORM**
VIRTUAL ENROLLMENT

2022 CASH-IN-LIEU

lfigueroa@comptonusd.net [Switch account](#) 

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

Submit Your Application

Your application is now complete and ready to be submitted. Once you submit the application you will receive an email from Google Forms with a copy of your application. If there are any issues with your application or we need further information the Payroll/Benefits Department will reach out to you.

REMEMBER:

*July 2023 disbursements will only be paid upon your full completion of the 2022/2023 fiscal year. Taxes are deducted from ALL Cash-In-Lieu Payments.

A copy of your responses will be emailed to lfigueroa@comptonusd.net.

[Back](#) [Submit](#)  Page 6 of 6 [Clear form](#)