 

*Archdiocese of Miami Payroll / HRIS Project*

**Frequently Asked Questions**

 These **FAQ**s have been compiled from questions and concerns that have been sent to PayrollHRIS@theadom.org.

**Questions**

*Each question on the numbered list below hyperlinks to its corresponding answer. Please click on the question. Because the answers require “bookmarking” the location in the file, questions and answers will appear in chronological, rather than topical, order. Please use the “search” option with a keyword to quickly locate what you’re looking for.*

1. [Who should be identified as the authorized officer on the Affiliate Services Agreement?](#Q1)
2. [Who should be identified as the Client and the Affiliate on the Affiliate Services Agreement?](#Q2)
3. [Will the new](#Q3) *[Paylocity](#Q3)* [Time & Attendance product replace the current one we’re using?](#Q3)
4. [Will *Paylocity* be entering and e-mailing our 403(b) information? Cutting the check for all 403(b) deferrals?](#Q4)
5. [Will *Paylocity* be filing the 941s? The RCT-6s?](#Q5)

**Answers**

*Each answer on the numbered list below corresponds to a question of the same number, enumerated on the above list. The date in which the answer was posted or updated appears at the end of the sentence / paragraph.*

1. The authorized officer should be indicated by the name of the Pastor, Parochial Administrator, Principal or Administrator. (7/21/15)
2. Your entity should be listed as both Client and Affiliate. (7/21/15)
3. Yes, instructions will be forthcoming. (7/21/15)
4. Yes. However, please note that for Groups 1 and 2, although you will enter the payroll deduction (withholding) for each participant employee and Paylocity will set up the calculation, the integration will not be set up until full implementation (all groups), which would be the January 8, 2016 paycheck. This means that for Groups 1 and 2, funds will continue to be collected and distributed in the same manner as present. (7/29/15)
5. Yes. *Paylocity* will be filing the 941s, the W-2s and the W-3s. They will also file the quarterly RCT-6s; however, the bookkeeper should ask for a confirmation that the RCT-6 was filed, as is the current practice with outsourced payroll providers, and send the confirmation to James Chartered. (7/22/15)