



Biznotes

A monthly newsletter for ADOM Business and Office
Administrative Staff

BIZNEWS

Welcome to BizNotes!

Published by the Archdiocese of Miami offices of Finance, Accounting / Payroll, and Human Resources, the purpose of BizNotes is to provide an easy-to-access, ongoing reference collection of news and information for archdiocesan personnel tasked with the business administration of our parishes, schools, and other entities. We hope you enjoy our BizLites and Did You Know? boxes of brief, yet crucial, information. We hope you find our *BizLink of the Month* useful.

Volume 1, Issue 8 is distributed to you in an electronic version, and will reside in the e-library along with the previous issues.

If you'd like to see a topic covered in a future issue, click on the link in the *Wish List Box* at the top of page two. We are confident you'll find this publication beneficial in your everyday work.

BizLink of the Month

Florida Department of Economic Opportunity

The [Florida DEO website](#) keeps us informed of Florida's economic status, changes in labor laws, and much more. They have federal posters available for FREE, including child-labor laws, minimum wage updates, etc.

We invite you to [subscribe](#) to the Florida DEO website to stay informed on the news that impact Florida residents and businesses.

<http://www.floridajobs.org/>

Welcome to the ADOM Business Team, Angela!

Many of you already know Angela Russo, and by now received 403(b) changes from her. She transferred from the Office of Schools to the Office of Finance on June 29. Angela will be responsible for providing bookkeeping and payroll services to our entities, accounting support to our parishes, preparing reports and 403(b) back-office support. May the Lord continue to bless Angela with her transition and future career endeavors.

Office of Human Resources / Benefits:

Leave of Absence Tracking

Paylocity has the tool to assign, administer and track an employee's leave of absence (LOA). Tracking a leave of absence is very important to guarantee compliance with Archdiocesan policies.

What is considered a Leave of Absence?

The most common leave of absence is FMLA, including maternity/paternity. A leave of absence can also be assigned during bereavement leave, jury duty, military leave, disciplinary suspension, and workers compensation process. The ADOM Employee Handbook 2016 explains different types of leaves, and its details, under section **V. Time off Benefits**, pages 18 - 27.

How to use Paylocity's LOA Tool?

First, you will need to change the employee's status by clicking on *Work > Employee Status > Leave of Absence >* Select the corresponding type of leave. [Click here](#) to download the guide to LOA administration and tracking.

Tip: Employees who should not be listed on the payroll batch for a specific amount of time should be placed on a leave of absence.

Example: Coaches are placed on "Other Leave of Absence" during the summer break.

DID YOU KNOW?

There is a difference between Rehire and Reactivate. *Rehire* is used if an employee separates employment from the entity and then returns with a break in service of over 30 days. *Example:* A temporary receptionist who finishes her assignment and is hired a few months later as an administrative assistant to the DRE.

Reactivate is used when an employee who has been on a Leave of Absence returns. *Example:* An accountant returning from Maternity/Paternity.

Office of Finance/Payroll:

Transamerica

Many of the answers to your questions regarding the new processes with Transamerica are in the Bookkeeper Administration Manual. [Download it here.](#)

Please give all your employees the “Easy access to your account” instructions sheet; [download it here.](#) Employees will also need the guide to their retirement plan, [click here](#) to download and save it in your computer. They will be able to register *after* their first paycheck has been processed. They will have between the paycheck date through their 30th day from date of hire to make a decision on their contribution. If they do not enter a contribution percentage, they will default to 3%, after their 30th day.

Clarification: The employees need to make their contribution decision *directly* in their Transamerica account. The bookkeeper does not notify Transamerica of changes in employee accounts; the notification of changes come from Transamerica. Once the employee makes the changes to his/her account, please ask him/her to print the Contribution Confirmation and give it to you for payroll records. Additionally, Transamerica sends a weekly report to Angela Russo, who will then notify you of the changes that need to be entered into the employee’s deductions in Paylocity.

Priests need to follow the same process of creating their own Transamerica account and entering their contribution amount. They may also print the Contribution Confirmation page for the bookkeeper. To download the guide to the retirement plan for priests, [click here.](#)

All contributing employees and priests need to update their beneficiary. It is very important to keep this information up-to-date. Please follow the instructions on [this guide](#) with screenshots.

BIZLITES:

- ♦ Entering Priests to Payroll: For a guide on how to properly enter priests to payroll, [click here.](#)
 - ♦ ACA Maintenance: Paylocity has provided a setup and maintenance guide. [Click here to download.](#)
 - ♦ ACA / 1095C Checklist: Please follow this checklist to ensure you are up-to-date with the 1095Cs for 2017. [Click here to download.](#)
 - ♦ Paylocity: Information can be uploaded through a spreadsheet using WebLink. For assistance in doing so please email payrollsupport@paylocity.com.
 - ♦ Sign-up for the HR Webinars available in August. [Click here for more information.](#)
 - ♦ Year-End Resources: The Year End Dashboard includes guides such as *1095-C and W-2 Preview Checklist*, *What Is A 1095-C Form*, *W2 Preview - Box Descriptions*, and *1095C - Box Descriptions*. Find the Year End Dashboard by going to *Tools > Year End Dashboard*.
 - ♦ We have several positions open including Secretary, Business Manager, and Bookkeeper. Please check our [Job Openings](#) page.
- † “Entrust your works to the Lord, and your plans will succeed”. [Proverbs 16 : 3](#)

Unemployment Process Changes

Effective immediately please note the following changes in the processing of unemployment claims:

Nancy Shreck has retired from James Chartered, Inc.! Most of you have corresponded with Nancy over the years; we will miss her, and wish her well!

All separation information needs to be sent to Jaime Tejeda, HR Coordinator (jtejeda@theadom.org). Jaime will be tasked with communicating unemployment claims to affected entities and gathering relevant documents. Jennifer James will continue to be our consultant and mediate claims for us.

Confirmation of filed RT-6 reports (by Paylocity), no longer need to be sent to James Chartered.

PAYLOCITY DAY!

On July 12 Pedro Mello, Rob Salas, and Marisa Nino came to the Pastoral Center for an intensive training for bookkeepers and HR persons. View their photo [here](#). The information presented included: Tips & Tricks on WebPay and finding reports, navigating through the HR analytics, an overview of the ACA/Compliance dashboard, how to create schedules and geofences, and more. Paylocity offers trainings on-demand for any employee and administrator. The recorded trainings help us learn to navigate the tools offered by the software. To find the Administrator and Employee trainings, go to *Home > Training Documents > Employee Training Documents* or *Administrator Training Documents*; [click here](#) to view the screenshot.

Wish List Box

What would you like to read in the next issue of BizNotes?

Click [here](#) to tell us.