



Biznotes

A 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.

Volume 3, Issue 1 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* on page two. We are confident you'll find this publication beneficial in your everyday work.

Wish List Petition

Many of you have inquired about whom to contact for what. Our Business Team is here to help you answer any questions in the area of finance, accounting and HR / benefits and provide you guidance on how to complete certain tasks, receive training, or finish a process for the parish or school. We created a contact list! To find the correct person for the help you need, [click here to download](#).

Policy Corner: Priest Compensation Reminders

- ◆ Salary is on payroll and is taxable;
- ◆ Mass stipend compensation ([click here](#)) is taxable and separate from salary (use STIPD code); for Religious priests Mass stipend is to be paid directly to the Order;
- ◆ Extern priests not in process of Incardination should have the EXTRN earnings code selected in Paylocity;
- ◆ For parishes without a cook to prepare meals, there is no "flat amount" such as a \$700/month "food allowance" to be issued to the priests. Father may purchase food on the parish credit card, OR, he may use his own credit card and provide receipts for reimbursement. This must be followed in order to qualify for the tax exemption on the parish meals. For questions on how to fix this, please call Sister Elizabeth Worley at (305) 450-6420.

Office of Human Resources

FMLA Tracking Tool

Paylocity's Leave Tracking tool enables us to keep tabs on employees' FMLA or Leaves of Absence. [Click here to download the guide](#). As you are already aware, each employee is responsible for filing a claim with The Hartford for their Leave of Absence. If they are not able to do so, the bookkeeper or supervisor may designate FMLA. Once you (employer) receive the letter from the Hartford, pay attention to the status. It may state that an employee is eligible, but that does not mean her/his leave has been approved. It is important that the employee's physician completes the paperwork requested by the Hartford in order for the leave to be approved.

Eligibility for the FMLA would depend on an employee's hours worked. Employees must work a minimum of 1,250 hours in the previous 12 months in order to be eligible for FMLA consideration. Approval is determined after review of the physician's medical certification.

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Reminder of Earnings Code in Paylocity: DELTA

Teachers and contracted school administrators who separate prior to the end of the academic year need to be paid the difference between the year-to-date pay based on the pro-rated earnings, and the amount calculated by multiplying the daily rate with the number of teacher work days to date. When processing the last paycheck, please use REG for regular earnings, and DELTA for the difference just described. The code is to be used as a line item in the payroll batch. For help on how to do this, email Karla Sánchez ([click here](#)).

DID YOU KNOW?

According to a number of credible sources, the #1 cause of disability in the workplace — and in the world — is low back pain. Wellness tip for employees: Reduce the strain on your back by monitoring posture and weight.

Office of Human Resources (cont'd)

RT-6 Reports

Paylocity files entity RT-6 Reports at the end of each quarter; however, entities should retain copies of these reports for verification. At times the State of Florida's computer system receives an error message upon transmission of the report, and this results in a fine for the entity, which continues to compound until rectified.

The report can be accessed on the Reports & Analytics Tab, > Quarter & Year End. The RT-6 begins on page 8 of the Quarter End Report.

Office of Finance / Accounting

Raffle Winners

It's church carnival season and many of the parishes are holding raffles. Please be aware that the IRS requires Form W-2G ([click here to download](#)) to be completed for a raffle winner if the winnings are \$600 or more and are at least 300 times the cost of the raffle ticket. Form W-2G is due to the recipient by January 31 and to the IRS (with Form 1096) by February 28.

Before a check is issued to these winners, their name, address, and social security number must be verified using two forms of identification. Acceptable forms of identification are driver's license, passport, social security card, military identification card, voter registration card, or a completed and signed Form W-9. One of the forms of identification must include the winner's photo.

If the winner cannot provide their social security number, it is required to withhold 24% of the winnings.

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Nonemployee Compensation

This is a reminder that Forms 1099-MISC were due to the recipient of nonemployee compensation and to the Internal Revenue Service (with Form 1096) by January 31.

If an individual or company (including a LLC) is paid \$600 or more during the calendar year for services, the IRS requires Form 1099-MISC to be issued. Form 1099-MISC does not need to be issued if: a) the company name includes the words "Inc." or "Corporation", or b) the LLC indicates on the Form W-9 that it is a "C Corporation" or an "S Corporation."

In order to prepare Form 1099-MISC, ask the vendor to sign and complete Form W-9 ([click here to download](#)). Before you issue payments of \$600 or more for services, ask the individual (including LLC's) to complete and sign Form W-9.

Wish List Box

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

Click [here](#) to tell us.

BIZLITES:

- *Paylocity Payroll Batch:* The Unpaid Personal Leave of Absence code will not override an employee's AutoPay. The AutoPay box must be unchecked during each payroll the employee is on the Unpaid Leave of Absence.
- *Job Fair:* On Wednesday, March 20, 2019 the Office of Human Resources will be hosting the next ADOM Job Fair. The Job fair will take place in St. Timothy Catholic School from 2:00 P.M. to 5:30 P.M. [Click here to download the flyer.](#)
- *Pre- or Post-Tax Deductions:* Employees who choose to have their deductions taken post-tax will be taxed Social Security, Medicare, and Federal Income Tax Withholding *before* their medical deductions are taken. This may cause the amount they take home each payday will be less than if the deductions were pre-tax.
- *Post Tax Deduction Codes:* All post-tax deduction codes end with "A" for After-tax. For example, MDCLA for the medical plan, and DNTLA for the dental plan.

† "Remember your leaders who spoke the word of God to you. Consider the outcome of their way of life and imitate their faith." [Hebrews 13: 7](#)

Health Plan / Benefits Office

As you were previously informed, Paylocity will not be issuing forms 1095C for the Archdiocese of Miami. If you received the forms 1095C from Paylocity, please shred them because they are not correct. BenefitSolver will be printing and mailing the forms 1095C to each employee at her/his home address.

Employees do not need Form 1095C to file their tax returns.

The IRS has extended the deadline for employers to distribute forms 1095C to employees to March 4, 2019.

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Cash for Well-Visits

Please send your employees a reminder: Employees enrolled in the ADOM Health Plan medical insurance will receive \$100.00 cash per year when they get their free physical if they have Chubb or Voya. In order to request the reward, you must call (305) 893-2674.

BIZQ WINNER

Our first BizQ winner is Bob Loconto, Bookkeeper at St. David Catholic Church and School. Congratulations Bob! Thank you for participating and keeping up with our BizNotes. Bon Appetit! (Stay tuned for future BizQs!)