



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 2, Issue 5 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.

BIZLITES:

- Save the Date: Paylocity Day 2018! On July 12, 2018 the Paylocity team will be coming to the Pastoral Center to provide training to bookkeepers. Please complete the survey and [register here](#).
- FMLA in Paylocity: The FMLA tool in Paylocity will help you keep track of the FMLA process for each employee. [Click here to learn how to use it.](#)
- Summer Catch-up List: Once again, here is a catch-up to do list to get you ready for the new fiscal year. [Click here to download.](#)

† "It is not healthy to love silence while fleeing interaction with others, to want peace and quiet while avoiding activity, to seek prayer while disdaining service. Everything can be accepted and integrated into our life in this world, and become a part of our path to holiness. We are called to be contemplatives even in the midst of action, and to grow in holiness by responsibly and generously carrying out our proper mission." [Pope Francis, Gaudete et Exsultate, 26.](#)

Office of Human Resources

Paylocity: New Code for Teacher Personal Days

Starting the new fiscal year 2018-2019, teachers will have the personal days and sick time in separate accrual codes. You will be able to assign two different codes to each teacher, one for sick days and one for personal days. The current sick day code indicates 10 sick days. The new codes indicate eight (8) sick days and two (2) personal days. To learn how to assign the new code, [download this guide](#).

For any questions, please contact the Office of Human Resources.

Form 1095-C

Effective July 1, BenefitSolver will process the data for Form 1095-C and issue the individual forms after the end of the tax year. The data will be imported to BenefitSolver through the payroll system file exports.

In Paylocity it is very important for all forms 1095-C to be regenerated and recalculated from January through June 2018. After the first payroll in July, you must regenerate for the remainder of the fiscal year 2017-2018 and recalculate data for 2018.

Summer Reading

When is the last time you heard those in leadership in the Church gush over the joys and thrills of "administration"?

Now that we have your attention, we'd like to recommend an excellent book by Ann M. Garrido, "Redeeming Administration: 12 Spiritual Habits for Catholic Leaders".

The author turns the notion upside-down that administration is a dreaded, life-sucking drudgery and posits the notion that it is a path to holiness for those called in this area.

The book is easy-to-read, and we're convinced that you'll be passing it along to your colleagues. You can order your copy from us for \$14.95. [Click here](#) to order.

Health Plan / Benefits Office:

Beginning July 1, 2018 the BenefitSolver system will be fully functional and integrated with the payroll systems used by our parishes, schools, Catholic Health Services, Catholic Community Services, and St. Thomas University. After new hires have been entered into the payroll systems the information will be exported then populated into BenefitSolver.

For entities using Paylocity: In order to prevent “double deductions” upon data integration, Paylocity will enter an “End Check Date” of June 22 to the current deduction codes. Please verify the imported amounts of the new fiscal year deduction codes before processing the first paycheck of the fiscal year (July 6, 2018).

To register new hires during the month of June, you must contact Sugeily Trujillo ([click here](#)) because they will not have access to BenefitSolver.

During the month of June, you must also contact Sugeily with any Terminations, or Life Event Changes.

We strongly recommend that all employees print the BenefitSolver Benefit Summary and provide you with a copy to help you identify the deduction codes that should appear for each employee. If any questions arise, please contact the Benefits / Health Plan Office at (305) 893-0068.

Office of Schools

Hiring a Teacher? New Procedure

Effective immediately the following procedure must be followed for the recruitment and selection of teachers: Complete the 2018-19 Pre-Employment Form.

This one form streamlines the following procedure:

1. Selecting Candidates from your pool of Applicants.
2. Verifying previous employment history in the ADOM

Please have the applicant complete PAGE ONE of this form and send to Domenick Russo in Office of Schools for clearance for Candidate status, granting eligibility to interview. Domenick will forward cleared candidates to Jaime in Human Resources, who will complete page two for the Candidate for Hire procedure.

Office of Accounting / Payroll

Extern Priest Assignments

Please check the Gabriel, Roeder, Smith & Company annual statement critically. If one of the priests assigned to the parish does not appear on the bill, there are 3 possible explanations:

1. Father is an extern priest and therefore the \$291.67 should be sent monthly to his 403(b) account
⇒ Add Paylocity EXTRN* earning code the under Payroll Setup
2. Father is not officially assigned to the parish, and therefore no letter has been issued from the Chancellors Office in his regard. You contact the Chancellor's Office at (305) 762-1220 for verification.
3. There has been a mistake on the bill. You may contact Gabriel, Roeder, Smith, & Company at (954) 527-1616 for verification of billing accuracy.

Please review the annual statement critically and take the corresponding action.

*[Click here](#) for a step-by-step guide on adding the code for the extern priest.

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Newly Assigned Seminarians

Seminarians assigned to the parish for the Pastoral Year must be paid through Paylocity. They are supposed to receive a W-2 for their compensation. Each seminarian is to be added into the payroll system as an Exempt employee, without deductions or earning codes. You may enter the \$650.00 monthly salary as AutoPay. For any questions, please [email us here](#).

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New Payroll Calendar

The 2018-2019 Payroll Calendar will help you identify holidays, pay days for priests and lay employees, and pay period end dates. [Click here to download](#). If you have any question, contact Meryann Hernandez at mhernandez@theadom.org.

WELCOME TO THE OFFICE OF HUMAN RESOURCES, FATHER FRANCIS!

During the summer months, Father Francis from the Saviourite Congregation of Fathers and Brothers, will be doing an internship in the Office of Human Resources. Father Francis is currently enrolled in the Master of Science in Management program with a specialization in Human Resources Management at St. Thomas University. He will be working on an HR project to help all of our Bookkeepers, Business Managers, and HR persons. He may be contacting several entities to obtain feedback and suggestions from you. We hope everyone has an opportunity to meet him this summer at Paylocity Day or one of the entities.

Wish List Box

What would you like to read in the next issue of BizNotes? [Click here](#) to tell us.