



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 6 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.

DID YOU KNOW?

Searching for employees in BenefitSolver is simple! Just type their last name in the Advanced Search bar in the top right corner of the screen.

Policy Corner

Updates were made to the Archdiocese of Miami Employee Handbook, effective August 1, 2018.

One change you'll need to keep in mind concerns instructional employees with "exempt" classifications:

- If an exempt instructional employee is absent for at least half of the instructional day, s/he is to be compensated for that time with a half-day (in hours) from sick time/bank.
- If the exempt instructional employee is absent for less than half of the instructional day, s/he is to be compensated for that time with regular salary.
- An exempt employee who exhausts sick / personal / vacation time cannot have her/his pay docked if the absence is due to sickness or disability.
- Call the Office of Human Resources for guidance on an employee with chronic absenteeism.

Health Plan / Benefits Office:

BenefitSolver

The new BenefitSolver system is live! You can now access your entity information and monthly invoice. Administrator access logins and passwords were sent in June via email. Should any additional users require Administrative or Billing access, please request access via e-mail to [Sugeily Trujillo](mailto:Sugeily.Trujillo).

Access the BenefitSolver site at www.adomhealthplan.org. We encourage you to view the training videos ([click here](#)) and explore the new system.

You may find all plan summaries and benefit guides in the Administration > Reference Center once you log into the BenefitSolver administrator access.

We are working on making corrections to ensure a smooth billing process moving forward.

- The July billing included the \$120 Priest Buy-Up Plan contribution as an Employee cost. Please disregard this charge; the field was used during testing and rolled over into production. The Buy-Up contribution will continue to be direct billed to our participating priests.
- You may download the invoices directly from BenefitSolver. To learn how to do so [click here](#).
- High Deductible Health Plan and HSA Contributions are correct on the Location Detail Invoice; however the numbers do not reconcile with the Remittance Sheet. We are working on having the discrepancy corrected.
- Voluntary coverages (i.e. Supplemental Life Insurance) that were terminated in payroll but never terminated in the benefits system will be entered as an active benefit into Paylocity. To make the corrections and discontinue the coverage, please email [Sugeily Trujillo](mailto:Sugeily.Trujillo).
- IMPORTANT: In order for BenefitSolver to assess the eligibility status of an employee, the Benefit Class must be assigned in Paylocity: Click on HR tab > Benefits > Classes.
- If an employee's earnings are insufficient to cover all deductions, BenefitSolver will not deduct from an employee premium not covered by sufficient funds.
- New employees cannot enroll in BenefitSolver until after the first paycheck is issued. This leaves them a 1-2-week window to enroll, so please remind them!

For additional questions or concerns, email us [here](#).

Office of Human Resources

New Separation Forms

As a result of the new process with Businessolver, we have updated the Separation Forms. Please begin using the updated separation forms immediately.

[Click here](#) to download the separation form for parishes and non-school entities. This form should be emailed with a copy of the letter of resignation to Jaime Tejada at jtejeda@theadom.org.

[Click here](#) to download the separation form for schools. This form should be emailed with a copy of the letter of resignation to Jaime Tejada at jtejeda@theadom.org and Domenick Russo at drusso@theadom.org.

You may also find the new forms in the e-library, under Human Resources > Hiring, Performance Management and Separation.

Office of Accounting / Payroll

Earning Codes and Employer Costs

Please do not add any employer cost earning codes for health plan selections. These will be added by the new benefit administration system, BenefitSolver. Be sure to verify all amounts in the pre-process register prior to submitting payroll to avoid mistakes or voiding transactions.

†

Changes in Payroll Deductions

Please ask the staff at your entities to print the Benefit Summary page after making changes as a result of a qualifying “Life Event”, or after they select their benefits within 30 days of hire. Paylocity will reflect the changes made by the employee on the Monday of payroll week.

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RT-6s

Please ask the Paylocity team to send you a confirmation of the RT-6 filed each quarter for your entity.

PAYLOCITY DAY

The Paylocity Team for the Archdiocese of Miami, Pedro Mello, Ana Lodes, and Nicole States, came to the Pastoral Center on Thursday, July 12, 2018. We discussed many topics, including tips on WebTime and WebTime Reports, Time Off Accrual Codes, and Web Link. Thank you to all the bookkeepers, accountants, office and business managers, and HR persons that attended. 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.

BIZLITES:

- The Member Status Change Form is no longer needed. Once you terminate an employee in Paylocity, BenefitSolver will receive the information to terminate coverage for the employee on the last day of the month.
 - You may download MyChoice app to your mobile device in order to access your personal BenefitSolver account, add your insurance cards, view your coverages and beneficiaries, and get contact information for the new benefit administration system.
 - Businessolver has a tech-support line that is available after business hours. Please contact (877) 268-5129 or er@businessolver.com. Keep in mind that they will only be able to assist with technical matters, but not eligibility matters.
 - EXTRN code in Paylocity should be activated for extern priests on assignment to parishes who are not in the process of incardination. Please review the email sent by Sister Elizabeth, which included the “Notice Regarding Retirement Benefit for Priests”.
- † “Therefore, my beloved brothers, be firm, steadfast, always fully devoted to the work of the Lord, knowing that in the Lord your labor is not in vain.” [1 Corinthians 15: 58](#)

Office of Accounting

Goodbye, Meryann!

Meryann Hernandez, our ADOM Accounting / Payroll Manager (and WebPay expert par excellence!) will be leaving the archdiocese at the beginning of September. After almost eight years serving in the Finance Office of the Pastoral Center, Meryann has accepted a promising position with a company in the local marketplace. Meryann, we will miss you!

Maria Villanueva will take Meryann’s place as Accounting / Payroll Manager for the archdiocese. Payroll support duties will be assumed by the parish payroll support team under Mary Otero and Angela Russo, under Jean-Paul Guis.

Wish List Box

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