



# 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, tips, and Did You Know? boxes of brief, yet crucial, information.

Volume 1, Issue 3 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.

### Year-End 1095-Cs For Your Employees

As 2016 is closing, we all need to comply with the regulations currently in place.

- ◆ Yes, the employer *and* individual mandates of PPACA (Health Care Reform) are still in effect, regardless of the promises by the incoming administration to dismantle the legislation.

The good news is:

- ◆ Paylocity will issue the 1095-Cs this year for entities using that payroll system.
- ◆ The ADOM is classified as an Applicable Large Employer and we're working to import dependent data from the Benefits system to populate a complete document with the fields needed.

In viewing the Paylocity ACA videos, keep in mind that some tasks will be completed by the Pastoral Center. We will need hours worked for your non-exempt and PT exempt employees. More to come!.

### Office of Accounting/Payroll:

As the new year is approaching, there are important tasks you need to complete. Make sure you preview the information for each employee. [Click here](#) to see when the 2016 Year End Filings will be available. Additionally, below is a list of dates to help you stay on track.

#### Important Dates to Remember:

Dec. 26: Final 2015 W-2 Previews will be available

Dec. 30: Process last 2016 payroll by 4 pm

Jan. 5: Submit 2016 adjustment payroll by 4:00

Jan. 16: RCT-6 Q4 report will be available in WebPay

Jan. 21: W-2s will be available in WebPay

Jan. 25: W-2s and 1095Cs will be delivered

#### Tip: What to search for in a W-2?

- Retirement Plan box MUST be checked.
- 403b contributions should be reflected in box 12a Code E.
- Box 1 Wages minus the medical
- Box 12 DD: Do not populate; we're exempt

### New Record-keeper for the 403(b): Transamerica

Effective March 1, 2017, Transamerica will replace Mass Mutual as the record-keeper for the ADOM 403(b) Defined Contribution Plan. There is no change to the Plan itself; it will continue to be managed by United Capital.

[Click here](#) for an electronic copy of the announcement sent to employees this week.

## DID YOU KNOW?

Beginning January 1, 2017, the 403(b) Loan Payments will be automatically deducted from the employees' payroll. For more information please contact us at (305) 757-6241.

## Office of Human Resources

Effective January 1, 2017, minimum wage in the State of Florida will be \$8.10 per hour. Any employee earning below that wage will need to have an increase in pay. Please indicate in Paylocity using the "Cost of Living Allowance" code. The Salary Authorization Change form should also be completed and placed in the employee's personnel folder. Please, [click here](#) to download the form.

## Health Plan / Benefits:

### TELADOC

Beginning January 1, 2017, The ADOM Health Plan will be providing Teladoc for its participants. Teladoc presents itself as a telehealth company that uses telephone and videoconferencing technology to provide on-demand remote medical care via mobile devices, the internet, video and phone. The first visit is free! Then, you could see and/or talk to a doctor for just \$10! A licensed, board-certified doctor is available 24/7 via the web, your phone or mobile app! The doctor can also send a prescription, if necessary, to a pharmacy you select. For more information, [click here](#); or visit [www.teladoc.com](http://www.teladoc.com).

### Maternity/Paternity Leave & FMLA

All employees who have been employed for at least one (1) year and who have worked at least 1,250 hours are eligible for up to three (3) weeks of paid leave upon the birth or adoption of a child. Please keep in mind that the employee *must* return to work upon medical clearance. If an employee does not return from FMLA it will be forfeited. Therefore, if the leave is forfeited the employee must reimburse the entity for all entity premiums. In order to guide your employees with their leave, we have created a Maternity Leave FAQ document, [click here](#) to download. Please give them a copy of this document as soon as they announce the pregnancy or adoption process; then again, before they leave to make sure they are aware.

The ADOM Employee Handbook, Section V., F., explains the Maternity/Paternity Leave policy; and Section V., G., explains the Family and Medical Leave (FMLA Leave) policies.

## BIZLITES:

- [Paylocity](#): *Having trouble finding a report?*  
When searching for reports in the Reporting Dashboard, try the "%" sign before entering a key word. It will populate any report that contains that key word.
- [Paylocity](#): Time-Off Types should be set up on the employees' records in order to properly keep record of time off accruals. [Click here](#) to see how.
- [Paylocity](#): Make sure that all Voluntary Deductions are on Block Week 5 Frequency
- [Paylocity](#): You can create mass transactions, like adding/deleting pay types (i.e. holidays), adding/deleting punches, or adding shifts to all or some employees. For step-by-step instructions, [click here](#).
- "Hence the laity, dedicated as they are to Christ and anointed by the Holy Spirit, are marvelously called and prepared so that even richer fruits of the Spirit may be produced in them. For all their works [...] become spiritual sacrifices acceptable to God through Jesus Christ". [CCC 901](#)

## WELCOME NEW BOOKKEEPERS, ACCOUNTANTS, & BUSINESS MANAGERS!

**St. Agnes Academy**  
Andres Behrens  
Anabel Stevens

**St. Andrew Church**  
Carolina Zalदार

**St. Louis Church**  
Denise Tabo-Santurio

**San Isidro Mission**  
Gilda Kawano

**Santa Barbara Church**  
Gonzalo Guerrero

**St. Theresa (Little Flower) Church**  
Irma Aguilar

**St. Bernard Church**  
Jennie Leon

**Our Lady Queen of Martyrs Church**  
Juan C. Rivera

**Blessed Trinity Church & School**  
Louis Perez

**St. Thomas the Apostle Church and School**  
Marcia Gordo

**St. Ambrose Church**  
Nicktha Talleyrand

**Notre Dame D'Haiti**  
Pierre Lascaze

### Wish List Box

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

Click [here](#) to tell us.