



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 9 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

Last month we shared the link for the Florida Department of Economic Opportunity (FDEO). One of the FDEO's services is the Florida Research and Economic Information Database Application: FREIDA. The Occupation Specific Data section has everything from detailed descriptions of jobs, job requirement (as performed in Florida) to job openings (good to know if you need to advertise in more mediums!) to wages and other labor market facts. Access it at <http://freida.labormarketinfo.com>

DID YOU KNOW?

You can optimize your BizNotes experience by creating a folder in your desktop to save all the issues and the attachments linked. We invite you to organize the BizNotes issues by date, in an individual folder. Be sure to save all the attachments available in the links for easy-access in a time of need.

From the Chancellor's Office:

The revised policy for Priests Compensation and Benefits has been published. This revision explains the new Paylocity codes that must be used for stipends and reimbursements.

Stipends

An assigned priest who generally celebrates Mass daily in the parish may receive a \$300 monthly Mass stipend at the discretion of the pastor, rather than \$10 stipend/day. The maximum stipend for a visiting priest who hears confessions for several hours is \$35. Maximum stipend for a visiting priest who celebrates one or more Sunday Masses is \$75 for each Mass celebrated, plus one travel stipend of \$25. Assigned priests stipends' Paylocity code is to be changed from SUPP to STIPD under the Earnings tab. Visiting priests' stipends must be reported on an IRS Form 1099, if the total stipends exceed \$600 per year.

Auto Insurance & Reimbursement

Assigned priests may be reimbursed up to \$1,000 per year if their auto insurance exceeds \$800 per year. Please keep in mind that priest salaries include compensation for a 5-mile radius travel, and within the parish boundaries. If a priest needs to travel outside of a 5-mile radius from the parish, he may request mileage reimbursement at the discretion of the Pastor. The mileage reimbursement must be at the Archdiocesan rate of 52 cents per mile. The entity may reimburse the priests by check or through payroll. If the reimbursement is made through payroll, use code NONTX—reimbursables.

Room and Board Expense

The parish has the obligation to provide Room and Board for priests assigned to live in the parish. The Room and Board Expense is meant to meet the priest's needs. If no cook is employed to prepare meals and/or do the grocery shopping, each priest may be provided with a parish credit/debit card to use for purchase of food when a meal is not available. Usually the credit/debit card includes the priest's name along with the parish name (on the bank account). The card's monthly statement usually provides sufficient documentation of the food expenses. When the priests are not given a debit/credit card for his food purchases, the priest is expected to provide receipts in order to receive a reimbursement. If a priest is assigned to reside in the parish but assigned in ministry to another ADOM entity, such entity pays a contribution of \$700 to cover the room and board expenses to the parish in which he resides.

[Click here](#) for a copy of the revised Assigned Priest Compensation policy. If you'd be interested in attending a webinar on this subject, [email us here](#).

Office of Human Resources:

Workers Compensation

Accidents happen. When you're in the middle of the chaos, please use the Workers Compensation Decision Tree, [download it here](#). Keep in mind that *all* on-the-job injuries must be reported to Gallagher Bassett within 13 days after the accident.

Important points to remember:

- If it is an emergency, call **9-1-1**, and then Gallagher Bassett at **1-844-220-5076**.
- If employee is hospitalized overnight, call Lisa Pinto immediately—we need to report to OSHA.
- If it is a non-emergency, call Gallagher Bassett. They will provide a list of providers for the employee.
- Employees are to be paid Sick Time wages if they miss work due to the accident/injury.
- For more than 3 consecutive full working days, employee must complete FMLA Claim.
- If the person is receiving Short-Term Disability, it will offset Workers Compensation payments.
- Return-to-Work Certificate must be reviewed by the Office of Human Resources; please, email us.
- Employee may decline medical treatment, but they need to sign the waiver. To request the waiver, please [email us](#).

You may watch the recorded Workers Compensation webinar by [clicking here](#).

If any questions arise, please contact Karla Sánchez at ksanchez@theadom.org.



2017 Employee Handbook: Concurrent Employment, Contractual Relationships or Outside Employment

This year's update to the Employee Handbook included a section prohibiting current employees from working at a second archdiocesan entity without prior written authorization from the Office of Human Resources. Those of you who have current employees who also work elsewhere in the ADOM, either on another entity's payroll or for another entity as an independent contractor, need to send us the information for review and a determination. Please [click here](#) to request the form, which should be completed and sent to the Office of Human Resources.

BIZLITES:

- ♦ Entering Deduction Codes to Payroll: You must change "insPlan_c" to "Flat Amount". The amount does not get deducted even if you enter the amount on the rate/amount field. Please be sure to make the change.
- ♦ New Hires and Transamerica: We have created a Transamerica task checklist for bookkeepers to use when you process a new employee. [Download it here](#).
- ♦ Entering Transfers in Paylocity: For purposes of retirement plan vesting, it is extremely important to enter the transferred employee's "Adjusted Seniority Date". This would be her/his original date of hire in the archdiocese. If you don't have this handy please contact Jaime Tejada (jtejeda@theadom.org).
- ♦ Paylocity Feedback: Please use the orange Feedback button to the right of each page to give Paylocity your opinion. They are continuously trying to improve, and your input can help!
- ♦ New Paylocity Guide: Due to the revisions in the Priests Compensation and Benefits policy, the Adding a Priest to Payroll Guide has been updated. [Download it here](#).
- ♦ On July 17, the USCIS released a revised Form I-9, [download it here](#). Please begin using the revised form on September 18, 2017. For more information, [click here](#).
- † "*Many are the plans of the human heart, but it is the decision of the Lord that endures*". [Proverbs 19: 21](#)

Separation Forms – Parishes and Schools

Any time an employee separates from an entity (parish or school), a Separation Form, resignation letter, termination notice and/or supporting documents need to be sent to the Office of Human Resources. For parishes, please send the form, and other documents, to Jaime Tejada, HR Coordinator at jtejeda@theadom.org. For schools, please send the form to Zoe Doble in the Office of Schools at zdoble@theadom.org, and copy Jaime Tejada in the same email. Please don't include the Member Status Change Form in the e-mail or envelope — those are time-sensitive so should go directly to the Benefits / Health Plan Office.

If you can read this, thank a teacher!

... and the administrators and office staff who support those who educate our children! May the Lord bless our students, families and school employees this new school year!

Wish List Box

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

Click [here](#) to tell us.