



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 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* on page two. We are confident you'll find this publication beneficial in your everyday work.

Policy Corner

As part of our special efforts during the month of April to highlight child abuse prevention, this month's featured policy is "Creating and Maintaining a Safe Environment for Children and Vulnerable Adults".

Recognizing the dignity of the human person, created by God, the Archdiocese of Miami is committed to the safety and well-being of its children and vulnerable adults and implements procedures to minimize risk and barriers and to build and foster a culture of safe environment. The Archdiocese does not tolerate abuse or neglect of anyone. It will comply with all obligations of civil and canon law; it will promote healing where it is needed, provide education, training and guidance when it is appropriate, and endeavor to prevent any abuse of minors or vulnerable adults with firm justice and mercy towards all.

The policy requires all employees and those volunteers with access to children or vulnerable adults pass a background check, and be Virtus trained. Additionally, employees must sign an Employee Pledge to Promote Safe Environment. Volunteers, likewise, sign a Volunteer Pledge to Promote Safe Environment. To read the complete archdiocesan policy from the Safe Environment page on the Web site [click here](#). To read the Bishops' Charter for the Protection of Children and Young People [click here](#).

Office of Human Resources

Hiring Season!

We are entering "hiring season". Unemployment is "low" – a good thing, but making it challenging for attracting and retaining the best "co-workers in the vineyard". There are many steps to complete when hiring a candidate (legally and according to ADOM policy), and the Office of Human Resources has templates, forms, interview questions and other tools to assist you.

Before hiring a candidate there are a few important steps that must be completed. After conducting a phone screen and the pastor/hiring manager has completed the interviews, please have the selected candidate complete the ADOM [Application For Employment](#). There you will find the person's references and the information needed for the Candidates for Hire list.

The Candidates for Hire procedure is a spreadsheet that will allow HR to verify previous employment in the ADOM, as well as inform you if that person can or cannot be hired by your entity as a result of separations from other ADOM entities.

The hiring manager still needs to verify past employment with non-ADOM entities and contact professional references. Download the forms to use: [Employer References](#) and [Professional References](#).

You may find the Candidates for Hire template in the [e-library](#), under Human Resources > Hiring, Performance Management and Separation > Candidates for Hire Template.

Lastly, "On Demand" – our HR Office is happy to offer the webinar "How to Hire the Best Candidate." To book this hour-long session for you or your team, please [click here](#) and suggest some dates and times.

BIZLITES:

- Stay tuned for information on new Deduction Codes corresponding the new Health Plan products.
- Please add the Position and Title of each employee in Paylocity to help HR with reports, new projects in progress, and liability insurance.
- *Friendly reminder:* Enter employee Default Hours in the Payroll Setup tab, in Paylocity.

† "Thus it is written that the Messiah would suffer and rise from the dead on the third day and that repentance, for the forgiveness of sins, would be preached in his name to all the nations, beginning from Jerusalem." [Luke 24: 46 - 47](#)

Health Plan / Benefits Office:

New Process for Annual Enrollment

As you are aware, annual enrollment will now be done online, through our new electronic benefit administration system, BenefitSolver. As explained in the meeting on March 20, 2018, Benefit Counselors will visit some of our entities to have one-on-one meetings with employees during the month of May. Not every entity will be visited by a Benefit Counselor, but you may ask to join a nearby entity during its appointment times.

Those entities who have already been contacted by iBenefits with a date(s) of appointments, please inform your employees of the date; you are welcome to use this template ([click here](#)). We highly recommend that employees familiarize themselves with the new system even if they will not be making changes. Login information is forthcoming.

* * * * *

New Medical Plan Option and Changes to Voluntary Benefits

New in the Health Plan / Benefits Office is a High-Deductible Health Plan (HDHP) with a Health Savings Account (HSA). A high-deductible health plan (HDHP) is a health plan with lower monthly contributions and higher deductibles than a traditional PPO, HMO, or other Plan. It is designed as a PPO Plan, with benefits for both in-network and out-of-network medical expenses, utilizing the Florida Blue "Blue Options" network.

Also new, are Chubb and Voya, which will replace Aflac. Chubb will be the new carrier of the Critical Illness and Accident Insurance. Any employee currently enrolled in Aflac will be rolled over to Chubb automatically, additional registration is not necessary. Voya will be offering a new Hospital Indemnity Plan, in addition to the Chubb Critical Illness and Accident.

To view the PowerPoint presentation with the details on the new HDHP with the HSA, and the new Voluntary Benefits, Chubb and Voya, [click here](#).

Wish List Box

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

ADOM JOB FAIR

To assist you in your recruitment and selection of candidates to fill open positions in your parishes, schools and other areas of ministry, we will be hosting a Job Fair at Archbishop Edward A. McCarthy High School Student Center .

The job fair will be held on Saturday, April 14, from 10:00 a.m. to 1:00 p.m. It would offer you (or your designee representing your ministry / organization) one or all of the following opportunities:

1. "Meet and Greet" applicants for your open positions
2. Conduct initial interviews of qualified candidates for your open

Office of Finance

Reporting Accidents and Injuries in Entity

As soon as an accident occurs, the bookkeeper / HR person, or a supervisor should report the injury to Gallagher Bassett by calling **1-844-220-5076**. Injury reports should be made for injured employees, volunteers, retreat participants, lay parishioners, or any accidents within the premises of the entity.

It is crucial to make the report within 7 days of the accident. Once the Report of Injury is made, the bookkeeper / HR person / supervisor will be given a claim ID. If the injury requires emergency medical treatment, be sure to call 9-1-1. Injured employees will be given a list of physicians and treatment facilities to visit, and medical bills will be covered under Workers Compensation. Injured volunteers or lay parishioners may visit the emergency room, however, Gallagher Bassett will provide the list of physicians to seek treatment, as well.

Any medical bills, for treatment outside of the delegated facilities, should be sent to: P.O. Box 23812, Tucson, AZ 85734.

* * * * *

IRS Form 990

Just a reminder that our parishes and parochial schools are exempt from the filing of Form 990 with the IRS. If yours is one of the entities that has received a notice of failure to file, please complete the steps:

On Page 4 of the notice:

1. Check the box "Other reason for not filing."
2. Use the explanation in [this link](#) to complete the form.
3. Sign the form and complete with your title and date.
4. Print the 2017 group ruling, [click here](#).
5. Print the cover page, page 778, and the page of the Catholic Directory which lists your church and school. Highlight the names of your church and school.
6. Mail the signed IRS notice, group ruling and applicable pages of the Catholic Directory to the IRS in the envelope which they provided.

If additional questions arise, please email [Yanel Koenitzer](#) ([click here](#)) regarding the IRS notice (CP259A).

positions

3. Meet, speak with, and collect materials from prospective candidates for any future openings

[Click here](#) to download our electronic flyer inviting job seekers to respond to a survey if interested.

If you have a job opening and would like to participate please send a member of your leadership team to represent your entity (or if you yourself would attend) for the purposes of recruiting, please contact [Janet Milian](#) at jmilian@theadom.org.