



# ARCHDIOCESE OF MIAMI

*Office of Human Resources*

## RETIREMENT PROGRAM PROCESSING INFORMATION FOR BOOKKEEPERS

---

### **New Retirement Benefit Paid by ADOM (replacing former pension plan)**

**Cash balance plan for lay employees; incardinated priests; and Sisters hired in the ADOM before 1985:**

✓ **Just pay the bill.**

- GRS provides an invoice for the monthly amount you need to pay. The amount is based on a percentage (determined by the Pension Board) on the most recent employee census of W-2 information (*regardless if the employee named on the W-2 continues to be employed or not!*).
- For January 1, 2013 until June 30, 2013, the percentage is 5.25%. (Nothing needs to be calculated.)
- Priests are no longer billed separately—instead there is a flat amount per incardinated priest (\$306.25) already included in the GRS bill
- Sisters assigned before 7/1/1985: \$218.75

### **Retirement benefit for extern priests:**

✓ **Pay contribution to 403(b).**

Deposit a contribution of \$291.67 in the extern priest's 403(b) account each month. This should be sent in the same check used at payroll time for all other 403(b) deposits. Pay monthly whenever the priest's payroll is done.

### **Retirement benefit for religious priests and Sisters and Brothers hired after 1985:**

✓ **Pay contribution to religious Order.**

Pay \$337.50 monthly directly to the priest's or Sister's religious Order each month. The priest or Sister should be asked for the name and address of the religious Order. Pay monthly whenever the payroll is done.

### **403(b) Q & A**

**1. Who is eligible to participate?**

All lay employees; all incardinated priests; all extern priests

**2. Who is not eligible to participate?**

Independent contractors, volunteers – anyone who is NOT a W-2 employee.

**3. How is the amount of employee's salary deferral determined?**

The employee determines what percentage to defer. This election is provided in writing to the bookkeeper using the form from Mass Mutual. It can be increased or decreased at the choice of the employee by providing a new election on the Mass Mutual form.

### **403(b) Employer Matching Funds**

**1. Who is eligible to receive matching funds?**

All lay employees working 1,000 or more hours per year; all incardinated priests; all extern priests



# ARCHDIOCESE OF MIAMI

Office of Human Resources

## 2. Who is not eligible to receive matching funds?

Lay employees working less than 1,000 hours per year; and all religious priests and sisters, regardless of date of hire or hours worked

## 3. What is the match?

The match is an employer contribution added to the employee's deferral and deposited with the deferral into the account. The amount of the match is based on the percentage of salary that the employee has elected to defer – up to a maximum percentage.

## 4. How much does the entity (employer) match?

The entity matches **50%** of the percentage that the employee defers—up to a 6% deferral. If the employee defers more than 6%, the match will remain at 50% of 6% (equaling 3% of total salary).

For example:

If an employee **defers 4%** of his/her salary, the entity matches it with a contribution of **2%**.

If the employee **defers 6%** of his/her salary, the entity matches it with a contribution of **3%**

If the employee **defers 10%** of his/her salary, the entity matches it with a contribution of **3%**

403(b) MATCH							
	Percentage of Salary Employee Elects to Defer						
If Employee Defers	1%	2%	3%	4%	5%	6%	More than 6%
Entity Contributes Match of	0.5%	1.0%	1.5%	2.0%	2.5%	3.0%	3.0%

## 5. Who pays the match?

The entity pays the match contribution – and forwards to the bank at the same time as it forwards the deferred salary from the employee – all done as part of EACH payroll.

## 6. Where is the check for 403(b) to be sent (deferred salary from employees AND the parish/entity match AND the contribution of \$291.67 for the extern priest)?

The check for employees' deferred salary, the entity's match for each employee and the entity contribution for extern priest are sent to:

### Deposits:

Defined Contribution 403(b) Retirement Plan / P.O. Box 864369 / Orlando, FL 32866-4369.

- Check payable to ADOM 403(b), include acct. #20000423 16019

### Wiring (preferred method):

Wells Fargo, N.A. / 200 S. Biscayne Blvd., Miami, FL 33131. Attn.: Anita Aedo; acct. #20000423 16019

- Title: Archdiocese of Miami, Inc. / Defined Contribution 403(b) Retirement Plan for Employees of the Archdiocese of Miami
- ABA #063000021; For ACH the ABA #067006432

The total can be combined into one check. It is to be sent at the time each payroll is processed.



# ARCHDIOCESE OF MIAMI

*Office of Human Resources*

## **7. How does Mass Mutual know how to break down the total check amount for allocation and deposit into individual accounts?**

The bookkeeper sends a prepared Excel spreadsheet with the breakdown per employee payroll, to [403b@theadom.org](mailto:403b@theadom.org).

## **8. What does the bookkeeper need to enter into the spreadsheet?**

The bookkeeper enters payroll data identifying the exact amount deferred by each employee, the exact amount of the match for each employee contributed by the entity, and the extern priest(s) who will receive the \$ \$291.67 contribution into his 403(b) as retirement benefit.

## **9. When is 403(b) deferred salary and match to be sent to bank?**

Processing 403(b) deferred salary, the match and the contribution to extern priests, if any are assigned, is a task to be done at the time of EACH PAYROLL. This is not to be delayed until convenient for the schedule of the bookkeeper. It is a serious responsibility of the bookkeeper or payroll vendor to process the 403(b) employee and entity contributions as part of each payroll, accurately and on time.

## **10. When is the spreadsheet to be sent to ADOM?**

The spreadsheet must be sent to [403b@theadom.org](mailto:403b@theadom.org) at the time of each payroll. The deposit of the employee's deferred salary, the entity contribution and the contribution for any assigned extern priest is proper payment of the Archdiocese's priests and lay employees' retirement benefits and is properly part of paying each payroll.

### **Ready to send? Checklist**

- ✓ **Include payroll dates**
- ✓ **Format cells of Social Security # as "text"**.
  1. Click on letter at top of SS column to highlight column
  2. Once highlighted, right-click anywhere in column
  3. Select "format cells" from drop-down menu
  4. On "Number" tab, select "Text"
- ✓ **Double-check that your priests are classified as "Priest"**
- ✓ **To avoid "rounding" discrepancies, don't use formulas to add your dollar amounts.**
  1. Use your payroll spreadsheets to manually populate dollar-and-cent amounts, to avoid mistakes made by "automatic" rounding.
- ✓ **Double-check your work**
  - ✗ Has Benefit Office received spreadsheet but there is no check in the bank?
  - ✗ Has the bank received the check deposit but there is no corresponding 403b spreadsheet?
- ✓ **Verify that the amounts indicated in the check and the 403b spreadsheet are the same amount for the same pay period.** *Do not send multiple checks with different amounts—this will delay the process.*
- ✓ **If you're late (and this should only be for a serious reason, like an electro-magnetic pulse!), let your employees know.**
  1. Don't tell them to call the Benefits Office / Health Plan if you're late.



# ARCHDIOCESE OF MIAMI

*Office of Human Resources*

- ✓ **Bookkeeper questions?** Call your Benefits (Health Plan) Team (305) 757-6241, x3000
- ✓ **Employee questions on individual accounts?** Call United Capital for 403(b) (954) 267-8614; GRS for cash balance or frozen pension plan (954) 527-1616
- ✓ **Employee questions on plan design?** Call anyone in Office of Human Resources (305) 762-1201