



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.

Volume 2, Issue 1 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

This month's featured policy is our ARCHDIOCESAN POLICY Reduction in Force ([click here](#) to download). This policy governs the parishes, schools and small entities of the archdiocese and expounds the procedures involved from the initial proposal (yes, it needs to be approved by the archdiocese!) through the distribution of severance payments and benefits. Eliminating a position or reducing hours and/or wages has significant impact on employees and their families. Additionally, these actions are governed by several federal labor laws, and thus, lack of awareness and compliance with these pose significant exposure to our entities.

Although most of the elements of the policy are directed to pastors, principals and administrators; bookkeepers and HR persons need to be aware of the policy as well. For example, the timing of execution of the severance agreement, which is governed by the Older Workers Benefits Protection Act, means that benefits may not be paid out in the payroll following the last day worked. Additionally, severance payments are not eligible for 403b contributions. Please direct any questions on this to the Office of Human Resources.

Office of Human Resources

Forms 1095-C Update

The new deadline to print the forms 1095-C through Paylocity is February 15, 2018. However, if your entity is ready to print, please email Karla Sánchez ([click here](#)) with the Company ID and name of the entity. Be advised that form 1095-C is not necessary to file a tax return. If any employee requests the form prior to the printing deadline, you may print the preview form from the ACA Dashboard.

If your entity is compensating a seminarian, please classify him under the Priest Plan. If you need to override his form, please use code 1BSI for Line 14, \$0.00 for Line 15, and 2C for Line 16.

Tips: Codes should show:

- Variable Hour Ineligible: **1H, 2B**
⇒ Not Benefit Eligible Part Time (NB-PT)
- Full-Time/Variable Hour Eligible enrolled: **1A, 2C**
⇒ Regular Full Time or Regular Part Time
- Full-Time/Variable Hour Eligible *not* enrolled: **1A, 2G**
⇒ Regular Full Time or Regular Part Time
- In administrative or measurement period: **1A, 2D.**
- Months not employed, and Priests not assigned: **1H, 2A**

Make sure that the changes in Employment Type match the date for the change in Benefit Class. This is important for the correct population of codes.

If the form is not marking the correct months, you must override using **1ASI** for the months covered. If you need to override for a priest, please use **1BSI**. The "SI" part of the code indicates Self-Insured, which will automatically populate the employee and dependents, and priest information.

Keep in mind: Participating employees who left in the middle of the month are still covered until the end of the month. You will have to override that last month manually to 1A, 2C.

If you still have a question regarding a specific situation, please email Karla Sánchez.

Health Plan / Benefits Office:

SAVE THE DATE

The Archdiocese of Miami has just contracted with Businessolver for benefit administration, including enrollment. We will have a meeting for all bookkeepers on Tuesday, March 20, 2018 at St. Thomas University.

Information forthcoming from Susan Waddell.

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CVS Caremark

As you know, effective January 1, the ADOM changed the prescription drug administrator from Prime Therapeutics /Florida Blue to CVS/Caremark. In general, it is not necessary to switch your prescriptions over to CVS Pharmacy; you may keep the pharmacy you have been using if you present your new CVS/Caremark Prescription Card. However, some small and local pharmacies may not be in-network. To verify if your pharmacy is in-network, please call the Customer Care Representative number (1-866-217-5353), also located on the back of the CVS/Caremark Prescription Card. We invite you to register at Caremark.com/mycaremark to learn about your benefits and savings.

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Short Term Disability

Short Term Disability benefits become payable on the first day of a disability due to an accident, and on the eighth day of an illness. Our Short Term Disability policy contains an "offset" provision, which means no benefits are paid while the employee is receiving sick pay, because sick pay and the archdiocesan maternity/paternity bonus are gratuitous benefits provided by the employer. However, vacation pay is a benefit earned by the employee so there is no offset and disability benefits are paid. Consequently, employees will receive disability payments while receiving vacation pay but will not receive disability income while receiving sick pay.

Office of Accounting / Payroll

New Tax Tables

Please note that due to the Tax Cuts and Jobs Act (the Act) that was signed into law on December 22, 2017, which includes new Federal tax withholding tables, you may see an increase in your take-home pay, beginning with your February 2, 2018 check.

Exactly how much your take-home pay each pay period will increase depends on your withholding status, number of allowances and amount of your gross pay and pre-tax deductions.

It is important to understand the difference between what is withheld from your pay and what you may actually owe in federal taxes when you complete your 2018 tax return. The IRS is currently working on updating the withholding tax calculator and Federal W-4 Form to assist tax payer determine their correct withholding amount. Once the IRS has released the new tax calculator, we encourage everyone to use it to determine if you need to adjust your withholding and make changes to your Federal W-4 Form.

More information is available in the IRS website, [Withholding Tables Frequently Asked Questions](#).

BIZLITES:

- The updated HR required posters are available in the Human Resources tab at the e-library. [Click here](#) for the login information.
- The Wages & Hours Report from Paylocity can help you complete the GRS annual report for the Pension Plan. [Click here](#) to download the screenshots.

† *"So humble yourselves under the mighty hand of God, that he may exalt you in due time. Cast all your worries upon him because he cares for you." [1 Peter 5: 6 - 7](#)*

DID YOU KNOW? *New Minimum Wage*

Effective January 1, 2018 the minimum wage for Florida is \$8.25 per hour. Please be sure to update the rate for the employees earning minimum wage. To do so, complete the [Salary Change Authorization Form](#), then go to Payroll Setup > Rates > Add. You may download the 2018 poster in [English](#) and [Spanish](#).

Bookkeeper Survey

Would you be interested in participating in a Bookkeeper Peer Ministry?

Wish List Box

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

Click [here](#) to tell us.

The idea of a Bookkeeper Peer Ministry is to create teams of support and knowledge-sharing within the deaneries. We can all benefit from each other's experience, knowledge, and ideas.

We invite you to take **this survey** so we can get this started ([click here](#)).

Thank you, Alicia M., for your Wish List Box suggestion!