 

 **Archdiocese of Miami Implementation Requirements**

*Please create a .pdf scan of this document and send it via e-mail to* *PayrollHRIS@theadom.org**.*

**Required Individual Entity Checklist**

1. \_\_\_\_\_\_\_\_\_\_ Voided Business Check From parish / school / entity account to fund payroll; or official Bank Spec Sheet
2. \_\_\_\_\_\_\_\_\_\_ Signed Paylocity Documents (Affiliate Service Agreement)
3. \_\_\_\_\_\_\_\_\_\_ Garnishment Orders currently in effect for anyone on payroll (child support, tax lien, etc.)
4. \_\_\_\_\_\_\_\_\_\_ Completed Archdiocese of Miami Implementation Questionnaire
5. \_\_\_\_\_\_\_\_\_\_ 941 from Q1 (March 31, 2015)
6. \_\_\_\_\_\_\_\_\_\_ Copy of Confirmation of filed RCT-6 (UCT-6) from Q1 (March 31, 2015)

Please send any questions or concerns to PayrollHRIS@theadom.org. Thank you!

# Archdiocese of Miami Implementation Questionnaire

# Please answer the questions below

This is the questionnaire that we will use to gather all of the relevant information about your entity

**What is the legal name of your entity?** *(As appears on 941 or SS4*)

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**What is the legal address of your entity***? (Please note that this can be different than your mailing address or delivery address)*

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**What is your current entity number?** *(This is the same number that ParishSoft has. Example - 3129 is Cardinal Gibbons HS)*

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**Who is the primary contact [e.g., your employee who processes payroll] for this entity for purposes of** *(Please include Name, Phone, E-mail & Title)*

**Name - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is there a secondary contact [your HR person, if different from above] for this entity?** *(Please include Name, Phone, E-mail & Title*)

**Name - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is there a 3rd contact for this entity?** *(Please include Name, Phone, E-mail & title)*

**Name - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What is your current Pay Frequency**?

Is your check date, weekly, bi-weekly, semi-monthly or Monthly?

* + (  ) Weekly
	+ (X) Bi Weekly
	+ (  ) Semi-Monthly
	+ (  ) Monthly

**Delivery Address *(****What is the address that you want your checks sent to? / this may be different than your legal address)*

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**How many total employees do you currently have?** *(What is your current employee count as of today?) (Include those termed from January 1, 2015 to the present date)*

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**How do you currently process payroll***? (Example* **-** *In-house / ADP / Paychex / Intuit / Book keeper / CPA)*

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**How many employees do you have that are “non-exempt” / hourly?** *How many of your employees do you track time & attendance?*

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**How many employees do you have that “exempt” /salaried, and who are scheduled to work less than 30 hours per week?** *How many of your employees do you track time & attendance for purposes of ACA?*

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**How are you currently tracking your employees’ time?** *(What system or method are you currently using? Example - ADP EzLabor , Paychex TLO, paper time sheets)*

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**Have you had any employee collect third-party sick pay?** *(e.g., short-term disability, Workers Comp)*

If so, how many? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + [  ] Yes
	+ [   ] No
	+ [  ] Not sure

**Do you have shift differentials (i.e., second-shift security person earns $.25/hour more and third-shift security person earns $$.50/hour more than first-shift)?**

* + [  ] Yes
	+ [  ] No
	+ [  ] Not sure

If yes, please explain

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**Do you have any unique earning or deduction calculations?**

* + (  ) Yes
	+ (  ) No
	+ (  ) Not sure

**If yes, please explain**

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**Can employees work in different departments or jobs in the same pay period? (For example, an employee who works Wed-Fri as Office Assistant and Sat – Sun as Sacristan)**

* + (  ) Yes
	+ (  ) No
	+ (  ) Not sure

 If yes, please explain

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