



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 3, 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.

The Employer Value Proposition and Millennials / Z's

The "Employer Value Proposition" is part of the employer's strategy for attracting and retaining "co-workers in the vineyard." A solid EVP clearly articulates the mission and values and includes the intrinsic, as well as extrinsic, benefits available to an employee in exchange for her/his contribution to the employer. Each entity should be able to articulate this when recruiting. Among Millennials and Gen Z's, data shows that their number one career value is "inspiring purpose". Given that value, what better place to work than the Church: Holy Mass, evangelizing, forming disciples, works of charity—Priceless! Pass this on to them when recruiting!

Wellness Corner: Good RX

Pharmaceutical prices continue to increase, but "Good RX" is a supplemental option to help folks save money. Good RX provides coupons for prescriptions and provides price comparisons at different locations. This works with any insurance and for every prescription drug. [Click here](#) to watch a video and learn how it works. [Click here](#) for the app, available for your Apple or Android device. You can learn more about Good RX, and get a free discount card by visiting www.goodrx.com.

Health Plan / Benefits Office

The Plan designs will change significantly in the upcoming fiscal year 2019 - 2020. Due in large part to medical inflation (with medical trend increases higher than the CPI), over the past couple of years claims costs have spiked, resulting in losses so large that the situation is unsustainable. Organizations all across the country have experienced similar spikes, particularly in the area of specialty drugs. Instead of passing on the cost of the year-to-year losses to the employees and entities, the ADOM Health Plan Trust has been subsidizing the losses, draining cash reserves.

After contracting with external experts to analyze our plans and review various options, the Health Plan moved to introduce new cost-effective plan designs. The three new plans (Gold, Silver and Bronze) each include deductibles and coinsurance rates, not to exceed maximum out-of-pocket costs per year. All plans are PPO plans; we will no longer have an HMO option.

The information will be shared with parish and school employees during sessions on March 20, 2019 at 1:30 P.M. at all ADOM High Schools. [Click here](#) for the directory of Catholic schools to find the one nearest to your entity.

[Employees who are current participants must log into their BenefitSolver accounts to select the benefit plan in which to enroll, or opt out.](#) If current participants do not log in and select a plan, they will be placed on the Silver PPO Medical Plan by default.

Annual enrollment begins May 1, with changes effective July 1. Annual enrollment materials are expected to be delivered to entities in mid-April. Keep in mind that benefit selections will be via www.adomhealthplan.org. Please submit any questions to questions@theadom.org.

BizQ1: What is the change happening to the HMO Plan?

Wish List Box

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

[Click here](#) to tell us.

Office of Human Resources

Inactive Employees during Payroll

Employees who are on a Leave of Absence or have separated from the entity will not show up in the payroll batch. However, some may have hours worked from the previous period, or will be paid sick time. Bringing them into the batch is easy! [Click here](#) to download a guide with screenshots on how to bring an inactive employee into the payroll batch.

†

Web Time Reports

Have your employees received less hours than worked due to an error in the system? Before transferring the time to WebPay in Paylocity, we would encourage you to generate a report on WebTime to review the hours for all employees and help catch any errors or mistakes. You can replace the manual timesheets by just printing this report with a signature line for the employee. The report could also include a signature line for Father to approve.

[Click here](#) to download a guide on how to generate the Time Card Report on Web Time.

†

New Separation Forms

The new separation form makes a distinction between “Another Job” (Reason for leaving) at an ADOM entity or a non-ADOM entity.

Having this information up front will help us ensure that there is a smooth transition with the employee’s health benefits when s/he starts at a new archdiocesan entity.

Please click on the following hyperlinked text to download the forms:

- [Separation Form for Schools](#)
- [Separation Form for Non-School entity](#)

†

Paylocity Setup for BenefitSolver

In order to avoid any errors or problems with employee health benefits, the setup in Paylocity must be correct. The setup refers to three areas that must match:

1. Employment type (Click on Employee Last Name > Work > Dept & Position);
2. Benefit Class (HR > Benefits > Classes);
3. Hours Worked from WebTime, or Default Hours if exempt

If you’re thinking about the ACA setup, you’re right! Employees must be set up correctly, just as we asked for the population of forms 1095C. [Click here](#) for the guide.

†

BizQ2: List two benefits of running a report in WebTime prior to transferring hours to WebPay.

BIZLITES:

- *Bookkeeper / HR Orientation:* On April 11, 2019 we will be hosting the next new bookkeeper orientation. We would like to invite any newly hired bookkeepers, accountants, or managers. [Click here](#) to download the agenda.
 - *ADOM Job Fair:* We are planning a job fair for the week after the last day of school. Please share this information with your principal—last year’s job fair at this time yielded many hires of teachers. Stay tuned for more information.
 - *FMLA Tracking Tool Webinar:* Paylocity offers the possibility to keep track of the FMLA hours used by each employee. This is an important tool that will help the electronic communication between Paylocity and BenefitSolver. Mark your calendars for April 4 for a webinar on how to use this tool.
 - *Employees moving to another ADOM entity:* If you have an employee who is moving to another ADOM entity, the bookkeeper / HR person at the hiring entity must contact the bookkeeper / HR person at the previous entity to gather current benefit information (Retirement/403(b) and health plan deductions).
 - *Transamerica Loan Repayments:* If an employee has taken out a loan, Angela Russo will send you loan information in order to begin repayment process. The deduction code must be entered in a timely manner to avoid defaulting on the employee’s loan.
- † “So whether you eat or drink, or whatever you do, do everything for the glory of God.” [1 Corinthians 10:31](#)

Office of Human Resources (cont’d)

Communicating Health Plan changes to your employees

The rising costs of healthcare nationwide have posed challenges on families and the workforce. Although the Plan changes shouldn’t be a surprise given the national landscape, any communication on increases in cost to the employees will most likely be received with disappointment. Employees may benefit by information on how to leverage the value-added elements of the Plan, in addition to starting and/or participating in a “culture of health” in the school or parish. [Click here](#) for some ideas!

†

BizQ3: Name 3 of Florida Blue’s Value-Added programs.

ARE YOU IN FOR A SURPRISE?

Throughout the sections of this issue of BizNotes, we have asked three BizQ questions. The first person to email the correct answers to [this email address](#) will win a \$25 gift card. The winner will be announced in the following issue of BizNotes.