



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 2 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

Consistent with our Catholic mission to approach our areas of service with a disposition of sacrificial generosity, the Archdiocesan Policy Conflict of Interest provides the clarification and guidance needed to ensure that employees and volunteers serving in our entities exercise particular care to avoid conflicts – even if in appearance – between their personal and private interests and those of the entity and/or archdiocese. When personal and private interests stand to benefit at the expense of the entity the conflict of interests may present an ethical issue that casts a shadow on the Church worker's intentions and gives the appearance of self-serving motives in the entity.

Examples of conflict of interest may include:

1. A parish fundraiser who moonlights as a real estate broker and distributes her real estate business cards at parish fundraisers;
2. A teacher who charges money in tutoring his own students in need of bringing their grades up (against our specific policy on that action!);
3. A person in leadership using her position to secure a contract with her relative's company.

In some cases the conflict may not be able to be avoided, and hence needs to be disclosed. If the relative's company, referenced above, is the only service provider in town, the appearance of the conflict of interest may cast doubt on the legitimacy of the process by which the contract was secured. For reasons like this the archdiocese requires employees to disclose potential sources of conflict of interest in the form attached to the policy. To download the policy, [click here](#).

Office of Human Resources

Review of Eligibility for ADOM 403(b) Defined Contribution Plan

All employees and secular priests (W-2) are eligible to participate in the Plan and elect a contribution from their paychecks.

Participants who work at least 1,000 hours per year (use standard of budgeted schedule of 20 hours per week to estimate eligibility) are eligible for the employer match, which is 50% of up to 6% of salary.

Exceptions:

- ◆ Members of Religious Orders may *not* elect to contribute in the 403(b) Retirement Plan.
- ◆ Stipend income of priests assigned to respective parish; severance pay issued in a Reduction-in-Force.

[Click here](#) for a copy of the Lay Plan.

[Click here](#) for a copy of the Priest Plan.

[Click here](#) for the .pdf on how to access one's account.

[Click here](#) for the Bookkeeper Administration Manual.

[Click here](#) for a letter from Transamerica's Chief Investment Strategist, advising on how to interpret market volatility.

DID YOU KNOW? ADOM Job Fair

On April 14, 2018, the Office of Human Resources will be holding a job fair for ADOM parishes, schools and small entities. If you have or anticipate open positions, please take advantage of this opportunity to represent your entity and meet individuals seeking to work in the archdiocese. To reserve a table please email Janeth McPherson-Arguello at jmarguello@theadom.org.

Health Plan / Benefits Office:

Bookkeeper Meeting: March 20, 2018

On Tuesday, March 20, 2018, the Health Plan / Benefits Office will be hosting a special workshop at St. Thomas University's Convocation Hall to introduce the new, online benefits administration system, BenefitSolver. This new system will be live for upcoming annual enrollment. We will also be introducing new, voluntary benefits, including a fourth lay medical plan.

Your attendance is imperative. Attendance must be confirmed with Sugeily Trujillo at (305) 893 - 0068 ext. 3005, or strujillo@adomhealthplan.org.

[Click here](#) to view the Announcement Letter. Pastors and school principals are welcome to attend as well.

Registration will begin at 8:30 A.M. [Click here](#) to view the agenda.

Office of Accounting / Payroll

New Earnings Code in Paylocity: DELTA

Teachers and contracted school administrators who separate prior to the end of the academic year need to be paid the difference between the year-to-date pay based on the pro-rated earnings, and the amount calculated by multiplying the daily rate by the number of teacher work days to date. When processing the last paycheck, please use REG for regular earnings, and DELTA for the difference just described.

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New 2018 Form W-4

As a result of the new tax tables, the IRS has released a new form W-4. It is not mandatory for all employees to complete the new form, unless they would like to make changes to their federal income tax withholding. You can download the 2014 form W-4 [here](#). The IRS website also provides a Withholding Calculator to help you understand how the new tables will affect you. [Click here to go to the IRS Withholding Calculator](#).

For more information visit <https://www.irs.gov/forms-pubs/about-form-w4>.

BIZLITES:

- When employees are out on non-maternity medical leave under FMLA, please be sure to update the status by selecting Unpaid FMLA under the Work tab. [Click here](#) to view the screenshots.
- *Friendly Reminder:* We invite you to take the Bookkeeper Peer Ministry survey. [Click here](#).
- *Job Postings:* If your entity has requested a Job Posting in our Job Openings page, please notify us as soon as the position as been filled. You may email us [here](#).
- *Workers Compensation:* Injury Reports must be done by the bookkeeper, supervisor, school principal, or pastor. Employees must never make their own injury report to Gallagher Bassett. [Click here to download our Workers Compensation Decision Tree](#).

† "Live as children of light, for light produces every kind of goodness and righteousness and truth." [Ephesians 5: 8-9](#)

Office of Finance

Reemployment Tax Invoice

If an invoice ([click here](#) to preview a sample) from the Florida Department of Revenue is received, please forward it to Yanel Koenitzer in the Office of Finance, via fax or postal mail:

Archdiocese of Miami
Finance Office
Attn. Yanel Koenitzer
9401 Biscayne Boulevard
Miami Shores, FL 33138
Fax 305-762-1241

WELCOME, JUNIOR ACCOUNTANTS AND BUSINESS MANAGER!

The Pastoral Center Office of Finance welcomes new Junior Accountants: Marisa Lopez, Daylin Manrique, and Carlos Silva. The Junior Accountants manage the accounting records for several entities that participate in the in-house accounting services provided by the Pastoral Center. The Pastoral Center Office of Finance also welcomes Maria Villanueva as an Accounts Receivable Junior Accountant. St. Patrick Church, School, and Pre-school welcomes a John Diaz as the new Business Manager.

We hope you find BizNotes to be useful for your tasks and operations.

Wish List Box

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

Click [here](#) to tell us.