



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 4 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.

BIZLITES:

- Save the Date: On *June 14, 2018* the Office of Human Resources will be hosting another Job Fair. [Click here](#) to download the flyer. Please ask your Pastor and/or Principal permission to distribute the flyer in your parish or school.
- Paylocity: New time-off accrual code for teacher personal days is forthcoming.
- Performance Evaluations: May and June are performance evaluation months. If your entity leadership would like assistance with performance evaluations, please call the Office of Human Resources. Access the tools to be used in the Managers folder of the e-library.
- Annual Enrollment: Be sure to email Sugeily Trujillo the Benefit Package Receipt Acknowledgement sheets at strujillo@adomhealthplan.org.

† "We are called to be holy by living our lives with love and by bearing witness in everything we do, wherever we find ourselves. [...] Do you work for a living? Be holy by laboring with integrity and skill in the service of your brothers and sisters." [Pope Francis, Gaudete et Exsultate, 14.](#)

Office of Human Resources

Letters of Continued Employment

The letters of continued employment are for school staff who are not contracted; may or may not have summers off; and whose services will be expected to continue in the upcoming school year. This year's templates include a letter for non-contracted teachers; as well as a separate letter for 10-month, non-exempt employees with more than 19 years of service (additional vacation eligibility).

The 2018-2019 letters contain the Philosophy paragraph for all employees and the Leadership in the Faith Community paragraph for all teachers. If you have not obtained a copy of the current letters of continued employment, [click here to download](#).

Keep in mind that although the document is editable, additional language should not be added unless reviewed and approved by the Office of Human Resources.



Compensation Structure Project

For the past few months the Office of Human Resources has been working on creating a pay structure for the finance and human resources personnel in our schools and parishes. We are using various data sources to create the salary ranges, but we need your help. We need *all* job titles and positions entered in Paylocity, with priority on the finance and HR positions. [Click here to learn how](#).

Policy Corner

We hear from many administrators that there is confusion among some employees as to the purpose of the sick-time benefit, so this month's BizNotes features the archdiocesan policy on administration of paid sick time in our parishes, schools and other ministries. [Click here for the BizBrief summary](#).

Health Plan / Benefits Office:

Annual Enrollment

Although employee contributions did not increase this year, entity contributions will now be \$489 per employee per month. [Click here to download the 2018-2019 Rate Sheet.](#)

As you already know, annual enrollment is now completed online through BenefitSolver. To register, download the “Enrolling Is Easy” instructions [here](#). The Company Key is ADOM. Please email the “Enrolling Is Easy” instructions sheet to all employees. Feel free to upload it into the Self-Service Portal in Paylocity under the News or Benefits section.

The Member Status Change Form may be used until July 1, 2018 for address changes, status changes, or other changes that may not currently reflect in the BenefitSolver account.

New hires will still need to complete the Health Plan Information Form ([click here to download](#)) if they are hired and their effective date of coverage is before July 1, 2018. After July 1, 2018, new hires will be added to BenefitSolver as they are entered into Paylocity.

Please remind your employees that any change can still be made in benefit selections through May 31, 2018.

The final decisions should be printed by each employee and given to the bookkeeper to verify the information and amounts before running the first payroll in July 2018.

Did you know?

The new BenefitSolver online registration is also available in Spanish and French. Just click on the language of your preference in the bottom right of the webpage to change the language on the screen.

Wish List Box

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

Click [here](#) to tell us.

Office of Accounting / Payroll

403(b) Deduction for Priests on Paylocity

The earnings code “STIPD”, used only for priest Mass stipends, now excludes 403(b) contributions, in accordance with Plan design. You may have noticed a different amount in the last payroll. The 403(b) deduction should only be taken from the salary (REG) earning codes, the vacation and sick time, holidays, jury duty, and bereavement earning codes. If a priest has a flat rate contribution, his deduction will not be affected.

Please remember that priests of Religious Orders are not eligible to participate in the 403(b) Plan due to their vows of poverty.

ADOM Job Fair

Attention Schools: This will be a great opportunity to meet applicants face-to-face, interview qualified candidates, and speed up the recruitment process for the upcoming school year.

In an effort to assist all entities in their recruitment and selection of candidates for open positions in your office staff and other areas of ministry, we will be hosting another Job Fair at Mother of Our Redeemer Catholic School, Father Fernando Compaired Center. The job fair will be held on Thursday, June 14 from 10:00 A.M. to 2:00 P.M. Lunch will be provided for entity representatives.

Participating in the job fair would offer you, or your designee representing your ministry / organization, the opportunity to:

1. “Meet and Greet” applicants for your open positions
2. Conduct initial interviews of qualified candidates for your open positions
3. Meet, speak with, and collect materials from prospective candidates for any future openings

If you have job openings and would like to participate please ask your administrator to send a member of your leadership team to represent your entity for the purposes of recruiting, please contact Janet Milian at jmilian@theadom.org.

FRIENDLY REMINDER:

If you have not done so already: Regenerate your Forms 1095C. If you regenerate during the month of May, you will only need to regenerate / recalculate for 4 months and keep the information updated.

NEW BOOKKEEPERS ORIENTATION

On June 20, 2018 the Business Team will be holding an Orientation on Payroll and HR for new bookkeepers, Business Managers, accountants, and HR persons. We also welcome bookkeepers who have attended previously but want to review policies and practices. Click [here](#) for the agenda. If you are interested in attending, please email Jaime Tejada at jtejeda@theadom.org.