



# 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. We hope you enjoy our BizLites, tips, and Did You Know? boxes of brief, yet crucial, information.

Volume 1, Issue 2 is distributed to you in an electronic version, and will reside in the e-library along with Issue 1.

If you'd like to see a topic covered in a future issue, click on the link in the *Wish List Box* at the top of page two. We are confident you'll find this publication beneficial in your everyday work.

### Office of Accounting/Payroll:

#### Year-End Process Help

Take advantage of Paylocity's new Year-End Dashboard! Now that we are approaching the end of the year, and tax season is soon to begin, you will find the Year-End Dashboard in Paylocity very helpful. It is an informational home to proactively guide you through the Year-End Process.

You can preview your W-2's, as well as correct any errors picked up by the system, such as incorrect social security numbers.

You may find this in the Tools menu. [Take a look!](#)

Tip: What to search for in a W-2?

- Retirement Plan box MUST be checked.
- 403b contributions should be reflected on box 12a Code E.
- Box 1 Wages – medical deductions

### Office of Finance

#### Special Collections

Each special collection gives us the opportunity to serve our universal Church with its works of charities and education. One parish at a time, one collection at a time, we unanimously strive to build the Kingdom of God, with mercy and generosity. We encourage each parish to participate in this continuous effort to make a worldwide difference in the lives of the poor, the underprivileged, and the needy.

For the Special Collection dates please see the *Special Collections Required in Parishes Policy* at the e-library, located in the Chancellor's Office tab.

Don't forget to place the envelopes in the pews!

#### The Unique Social Security Status of Priests

Please be informed that the United States Congress has predetermined the tax status for priests since 1968. "For social security and Medicare tax purposes, regardless of [their] status under the common law, the services [they] perform in the exercise of [their] ministry are considered self-employment earnings and are generally subject to self-employment tax" *Topic 417 - Earnings for Clergy*, <https://www.irs.gov/taxtopics/tc417.html>.

For a little history and frequently asked questions on this subject, please [click here](#).

#### **BIZLITES:**

- What Time is it? Web Time! All Time Off requests including those of salaried employees must be done through Web Time.
- The best tool to use to process an accurate Payroll is the Pre Process Register. To see where you can find it [click here](#).
- Offertory counting: Volunteers, rather than employees, should complete the count to the point of placing the cash and checks into sealed tamper evident bags ready for deposit, along with the signed off totals for deposits. Employees should not be counting.
- "This we desire to avoid, that anyone blame us about this lavish gift administered by us, for we are concerned for what is honorable not only in the sight of the Lord but also in the sight of others". [2 Corinthians 8:20-21](#)

## Office of Human Resources: Onboarding & Paylocity

Another way to get a new hire onboard is by using Paylocity's Onboarding. This is a web-based application that can help each parish stay on-top of the hiring process without forgetting any forms or signatures! Paylocity's Onboarding allows you to create new templates that you can use each time you need it. You can also tailor it to the parish's or schools' needs, by category, or by department. The forms can be uploaded to Paylocity, and the new hire can e-sign each document needed.

For help on how to create a new-hire template, and know what documents need to be uploaded according to the Archdiocese of Miami's procedures, [click here](#).

If you would like the video of the training done by Paylocity for the Archdiocese of Miami, contact us at (305) 757-6241 and we will mail you the DVD.

### [Wish List Box](#)

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

Click [here](#) to tell us.

## Changes in Federal Law Affecting ADOM Entities

Effective December 1, 2016, the definition of who is "covered" (e.g., "non-exempt") under the Fair Labor Standards Act has changed. As a result of the Final Rules, many of our employees who were classified as "exempt" are now "non-exempt". Parishes and schools have been requested to make this change effective July 1, 2016 to allow the time for adjustment until the law comes in effect.

If employees are classified as "non-exempt" this means that:

- a. they will be paid an hourly wage (not a salary);
- b. their "punches" on Paylocity WebTime are used to determine the amount they are paid from week-to-week;
- c. they will be paid overtime compensation at 150% for any time worked over 40 hours in a given week.

If employees are classified as "exempt", this means that:

- a. they are salaried, and
- b. they are not subject to overtime compensation

The assignment of "exempt" or "non-exempt" classification is not up to the individual employee: the law defines the parameters. To ensure compliance with the federal law, and for specific steps and instructions provided by the Office of Human Resources at the Archdiocese of Miami, please [click here](#).

Remember that changes made to an employee's classification must be accompanied by a letter from the administrator. Sample letters were sent to Pastors, Principals and Administrators in June 2016. Please call the Office of Human Resources for the document.

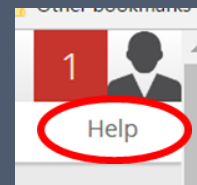
For more information, see the Department of Labor's "Defining and Delimiting the Exemptions for Executive, Administrative, Professional, Outside Sales and Computer Employees" <https://www.dol.gov/whd/overtime/nprm2015/ot-nprm.pdf>

## Health Plan / Benefits: CliniSanitas

The Archdiocese of Miami Health Plan has partnered with CliniSanitas! It's a one-stop clinic to provide primary and specialty health care, among a variety of services for FloridaBlue members. Plus, they provide low-cost health care to those without insurance coverage, and to original Medicare beneficiaries. For more information, [click here](#).

## DID YOU KNOW?

In Paylocity, you can [ASK FOR HELP](#) in each screen you are in! If you are unsure on how to navigate through any page in Paylocity, just visit the page and then click on the Help button underneath your messages and notification icons.



## WELCOME NEW BOOKEEPERS!

We use the title "bookkeeper" with fondness in the Church because we know that the title implies a number of functions, depending on the size and scope of the position and entity. You may be reconciling, creating budgets, processing payroll, collecting tuition, overseeing the collection counting, enrolling employees in benefits, conducting new employee orientation, monitoring time and attendance, or any number of activities involving the financial or personnel administration. Oh, and in between making sandwiches for the homeless, pitching in to assist at events, and let's not forget ABCD where all hands are on deck. We welcome you to the archdiocese, and will use this publication to connect you with one another and provide a peer-sharing forum. Stay tuned for the next issue!