



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 and Did You Know? boxes of brief, yet crucial, information. This issue introduces a new feature: *BizLink of the Month*.

Volume 1, Issue 7 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* at the top of page two. We are confident you'll find this publication beneficial in your everyday work.

New Feature!

BizLink of the Month will share a new online resource for our archdiocesan business personnel. Please note, however, that we have certain exemptions from regulations based on our status as a religious entity and non-profit entity.

The first BizLink of the Month:

www.govdocs.com

Article: [30 Terms Every Payroll Manager Should Know](#)

<https://www.govdocs.com/4382-2/>

DID YOU KNOW?

Every month the 1095C forms should be regenerated. This will allow you to keep up with the changes in personnel and request the help your entity may require. Some Audit Alerts may require Paylocity's intervention, doing the monthly regeneration will give you enough time to resolve the issues.

Office of Human Resources / Benefits:

Cash-Balance Plan—Gabriel, Roeder, Smith & Co.

All employees should complete a Pension Plan Enrollment Card within first week of employment. Annually, the bookkeeper/office manager receives a spreadsheet to report the hours worked for that employee. To preview a sample of the spreadsheet, [email us](#). The employee's eligibility is determined by the amount of hours per year. The employer's contribution is determined by the amount of years the employee has serviced.

Each year the employees will receive a pay credit, based on total years of ADOM service: 2.0% of pay for 1-10 years; 2.5% of pay for 11-20 years; and 3.0% of pay 21 or more years. Your plan balance will earn interest. The interest rate is based on the yield on 7-year US Treasury bonds.

If an employee is transferring directly from another employer within the archdiocese/diocese, please do not complete this card – use a "Change in Data" card.

All employees can access their personal accounts by requesting access at the GRS website. For a step-by-step guide, [click here](#).

For more information you may visit www.grs-plan.com or call (954) 527-1616.

Paylocity in Town!

Meet Rob, Pedro and Marisa! Wednesday, July 12 Paylocity is coming to the Pastoral Center for a training day. This training is available for all bookkeepers, HR persons, office managers, accountants, administrators. We welcome topics of interest from the Company Administrator users.

Advanced registration is required to attend. [Click here to register](#).

Office of Finance/Payroll:

How to add a priest to Payroll

Now that the newly ordained priests are assigned, we have prepared a guide to remind you to add a priest to Paylocity. This guide will show you the specific selections that need to be made when adding clergy or religious, as well as the option to add the monthly Mass stipend to their payroll. [Click here](#) to download the guide. Make sure you always keep it handy!

Remember to ask for form W-4, and the percentage they want allocated to their 403(b) account. Transamerica will not provide your entity with their selection until payroll is processed; it is important to ask the priest himself in order to avoid contribution interruptions. Also you'll need to obtain copies of his I-9 documents from the [Chancellors Office](#).

Please [email us](#) any questions that may arise.

Employees' 403(b) Changes Report

Previously, emails were being sent from Carleen Abraham regarding the changes in employees' 403(b) accounts. Now, these emails are temporarily being sent by Jean Paul Guis. To view a sample of the report, [click here](#).

Once you receive notification from the Finance Office, you'll need to change in the employee's deductions. Ask employees to print the transaction from their Transamerica account when they make changes. For a guide on how to add the new percentage to the employee's deductions, [click here](#). Remember to enter the End Check Date for the previous percentage and Add a new deduction code.

Wish List Box

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

Click [here](#) to tell us.

BIZLITES:

- ◆ 403(b) Reminder: Please remember that the process is now *paperless*. New hires need to register within 30 days at adom.trsretire.com; employees need to make changes **directly** in their online account.
 - ◆ We have several positions open including Secretary, Business Manager, and Bookkeeper. Please check our [Job Openings](#) page.
 - ◆ Aon is available to do site visits and conduct a risk assessment for your entity. [Email us](#) if you are interested in setting up an appointment.
 - ◆ Webinars: The Workers Compensation and the Total Compensation Package webinar recordings are available. To watch the Workers Compensation webinar, [click here](#). To watch the Total Compensation Package Webinar, [click here](#).
 - ◆ ACA Maintenance: Paylocity has provided a setup and maintenance guide. [Click here to download](#).
 - ◆ 1095C Codes: To view the detailed definitions for the 1095C Codes, [click here](#). For questions, [email us](#).
- † *“Participation is achieved first of all by taking charge of the areas for which one assumes personal responsibility: by the care taken for the education of his family, by conscientious work, and so forth, man participates in the good of others and of society”.* [CCC 1914](#)

Summer Catch-up Checklist

Summer is a good time to catch up on the pending items that were placed on the back burner. We created a checklist to help organize your thoughts. Some of these tasks may include sending separation forms to Jaime Tejada, uploading I-9 verification files to Paylocity, regenerating the Forms 1095C and addressing audit alerts with Paylocity, closing the books in ConnectNow for the FY, entering pay rate changes and new deductions, and so on. [Download the Bookkeeper's Summer Catch-up Checklist here](#).

WELCOME NEW BOOKKEEPERS & OFFICE MANAGERS!

On June 13, 2017, the bookkeepers recently hired were invited to join the ADOM Business Team for a day of training. Some of the topics discussed included: HR Guidelines and new hire onboarding process and personnel files, Health Plan and Benefits, Paylocity's WebTime and WebPay, ConnectNOW and Journal Entries for Payroll, Worker's Compensation, and 1095Cs.

Thank you to the bookkeepers that attended! We hope you found the presentations useful for your operations.

Know that we are here to support you and your entity. We like hearing your feedback!

[Click here](#) to view their photo.