



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.

Volume 1, Issue 5 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.

Office of Health Plan / Benefits:

Rates for FY 2017 – 2018

GREAT NEWS: There are **no rate increases** for the employees enrolled in the ADOM Health Plan during the fiscal year 2017–2018! However, we will mail the Annual Enrollment packets to bookkeepers / HR persons in May for distribution to your employees. Employees still have to sign the Acknowledgement of Receipt form once they receive their new packets. These forms have helped us when we received Health Insurance Marketplace Appeals from employees who chose the Marketplace for health coverage.

All employees need to complete the Health Plan Information Form, regardless of their employment type or status, at the time of hire. Once the form is completed, use the Health Plan Secure Portal to email the forms to Sugeily Trujillo at strujillo@adomhealthplan.org.

If you do not have Health Plan Information Forms for your employees, visit the website: www.adomhealthplan.org and click on the Bookkeeper tab to log in and download it. Remember the password is “bookkeeper”.

Office of Human Resources / Benefits:

Transamerica

In December we announced the move from Mass Mutual to Transamerica for the recordkeeping and administrative processing of the Archdiocese of Miami Defined Contribution 403(b) Retirement Plan, effective March 1, 2017. A three-week blackout period took effect wherein assets were liquidated, transferred from Mass Mutual to Transamerica, and reconciled to the employee fund designations. All went smoothly, thanks to behind-the-scenes work by the ADOM, Transamerica and United Capital teams.

The bookkeepers / HR persons of our entities have been designated with the task of becoming subject-matter experts on the Plan. We distributed the Bookkeeper Administration Guide to you in March, reviewed it via a number of phone conferences, and held live information sessions for you and employees during first week of April. *Special thanks to St. Louis Covenant School, St. Bonaventure Church and St. Thomas University for hosting these meetings.*

Some important action items for you:

1. Read the Administration Manual ([click here](#));
2. Distribute the “Easy Access to Your Account” .pdf to your employees ([click here](#));
3. Tell current participants to log on and designate their beneficiaries (in case of paper form bookkeeper can sign form as Plan Sponsor and email to [Julian U.](#));
4. New employees may enroll after their first paycheck, and will be auto-enrolled at 3% unless they opt out or enroll at a different percentage.
5. Provide training on the retirement program. ([Click here for the PowerPoint.](#))

DID YOU KNOW?

In order to send the 403(b) Loan Repayments to the corresponding party you need to select the 3rd Party Agency from the L403B deduction code. Please follow the steps in these [screenshots](#) to make the change. If you have any questions, please [email us](#).

Office of Human Resources:

Process Before Hiring

Before hiring a candidate there are a few important steps that must be completed. After conducting a phone screen and the pastor/hiring manager has completed the interviews, please have the selected candidate complete the ADOM [Application For Employment](#). There you will find the person's references and the information needed for the Candidates for Hire list.

The Candidates for Hire procedure is a spreadsheet that will allow HR to tell you if that person can or cannot be hired by your entity as a result of separations from other ADOM entities.

The hiring manager still needs to verify past employment with non-ADOM entities and contact professional references. Download the forms to use: [Employer References](#) and [Professional References](#).

You may find the Candidates for Hire template in the e-library, under **Human Resources > Hiring, Performance Management and Separation > Candidates for Hire Template**.

BIZLITES:

- ◆ Prepare **now** for the 2017 1095C Forms: Employees' Benefit Classes need to change according to their schedule. You may do so in Paylocity's WebPay by going to **HR > Benefits > Classes**.
- ◆ When checking a candidate for hire's employer and professional references, we encourage you to use our templates, which are found in the e-library, under **Managers > Managers (38) > HR-13 and HR-14**. Make sure you save it in your computer!
- ◆ **Form I-9:** The Chancery will retain form I-9 for ADOM priests. Bookkeepers need to submit completed priest forms to Sister Elizabeth by **June 1**.
- ◆ **Payroll:** Enter the Default Hours for an Exempt/Salaried employee who is consistently paid the same number of hours every pay period. [See how!](#)
- ◆ The ADOM Job Fair was moved from April 22 to April 29 . [Click here for more information](#).
- ◆ *"The workers labored, and the task of restoration progressed under their hands. They restored the house of God according to its original form, and reinforced it". [2 Chronicles 24:13](#)*

Total Compensation Package (Excel Spreadsheet)

Some of you have already taken the webinar to learn how to use the Total Compensation Package Sheet composed by the Office of Human Resources. This Excel spreadsheet is to be used as a tool for you, your Pastor, Principal, and Administrator to present employees the total amount we, that funds their employment including Cash and Non-cash Compensations, i.e. Cash Balance Plan, 403(b) match, sick pay, etc. Additionally, the Total Compensation amount per employee may be a tool to help you properly plan your annual budgets.

These sheets should be distributed when an employee is receiving any type of change in salary, coverage, or years of service.

To download the Total Compensation Package Excel Workbook, [click here](#). To learn how to use its functions, we encourage you to email [Karla Sanchez](#) to register for one of the upcoming webinars on April 28 at 10:00 A.M.; May 9 at 10:00 A.M.; May 26 at 10:00 A.M.

Thank you!

Archbishop Wenski showed his appreciation to all the bookkeepers at our ADOM entities by hosting a special bookkeepers appreciation luncheon aboard the beautiful Oceania Cruises' Riviera ship on March 16. Thank you to Archbishop, the Development Office, Oceania Cruiselines, and all who attended. We hope you enjoyed the event and had the time to socialize with other bookkeepers in the ADOM. We have compiled a few of the photos for you to enjoy. [Click here to view the pictures](#).

Wish List Box

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

Click [here](#) to tell us.

You may represent your entity at the ADOM Job Fair on April 29, 2017 at Archbishop McCarthy High School. E-mail [Janet Milian](#) or [Jaime Tejeda](#) to reserve your table. [Click here for more information](#).