

ARCH SUPPORT

Issue 77

May, 2008



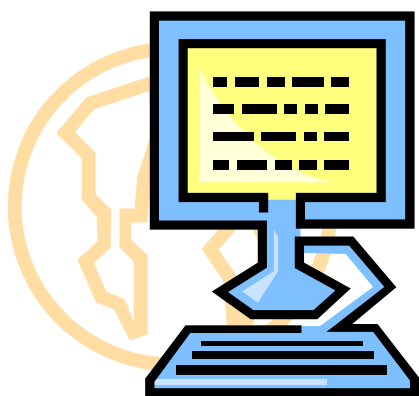
Enclosed please find a copy of the Paycor contact information that was recently e-mailed to all groups. Please post this in a conspicuous spot for quick and handy reference. Also please reference Client #30556 when calling Paycor. They need to locate your records by this number and not the individual parish or school name or number.

Since we are centralized in the Paycor data base, if you have an employee that transfers to another parish, school or agency using Paycor, that employee information as well as the pay history can be transferred to the new location. The transfer involves only the Paycor pay history and would have no effect on your general ledger payroll numbers. Once a final pay has been issued from your location, e-mail the complete information to Kathy Downs at the Chancery Finance Office, kdowns@archlou.org and she will handle. Kathy will e-mail you when the action is completed.



AIM – Administrative Information Management – Flexible Spending Accounts

Cardholders can view their Flexible Spending Account balances and statements online at anytime. It's quick, easy and convenient! If you have not already signed up, here's how:



- ✓ Using Internet Explorer, go to www.mbicard.com and select "Employee and Cardholder Login".
- ✓ Click on "Create Account"
- ✓ Click on "If you have a /FlexConvenience®/ card"
- ✓ Enter your card number and Employee ID. (Your Employee ID is the first two letters of your last name lower case and the last four numbers of your Social Security i.e. cu1234) --Create your own user ID. Use "password1" for the PW (after you sign in the first time, it will ask you for a new password) and complete the rest of that section.
- ✓ Hit the save button. You are ready to login!

As always, if you have questions please contact us here at AIM – Our Benefits Administrator contact is Michele Cull.

Summer Hours

Once again, Archdiocesan agency office hours will be adjusted for an eleven-week period this summer. Effective Monday, June 2nd and continuing through Friday, August 15th, each department will extend their workday by thirty minutes in the morning or afternoon and shorten their lunch break to 45 minutes to allow the offices to close on Fridays at 12:30 PM. The Chancery and Maloney switchboards will remain open on Friday until 4:30 pm.

Points to Remember



COBRA

A Continuation of Medical/Dental Election Form must be provided to each terminating employee within 14 days after receiving notice of the event. If the employee elects to continue their medical/dental coverage, please forward the form to Candy Wittenauer at the Chancery.

Health Insurance for Early Retirees

Retiring employees who have reached 55, have worked for the Archdiocese for a minimum of 10 consecutive years immediately prior to retirement, and have had health insurance coverage through the Archdiocese for at least 3 years immediately prior to retirement have the option to continue on the insurance plan until they are eligible for Medicare. The retiring employee should be transferred from your 3 digit parish number to Division 180, the Early Retiree Group. Humana will bill the retiring employee directly to their home address.

Notification of Employee Benefit Change Form

A Notification of Employee Benefit Change Form must be filled out any time there is a change in an employee's status with regard to benefits. This is especially important so that we do not continue to pay premiums for Life and LTD for terminated employees. Also, this form is sent to AIM when an employee terminates so that their Flexible Spending Account is not overpaid. You may want to e-mail AIM and then follow up with a copy of the change form. A Benefit Enrollment Form should be filled out for new employees and the yellow copy sent to Candy Wittenauer at the Chancery. Please be sure to fill in all of the employee information at the top of the form and have the employee select a beneficiary for the term life insurance.

FOOD SERVICE NEWS



KSNA registration forms are due to the Central Food Service Office by

May 15th. Complete and submit your KSNA registration forms A.S.A.P. So far we have 19 attending.

Dates to Remember

<u>Date</u>	<u>Event</u>
May	Physical Fitness and Sports Month Asparagus Month Beef Month Egg Month Barbecue Month Strawberry Month Salad Month
May 11 – 17 2008	Food Allergy Awareness Week
May 5 – 9 2008	Child Nutrition Employee Appreciation Week
June 22 – 25 2008	SNA 52nd Annual Conference Galt House
July 20 – 23 2008	SNA Annual National Conference Philadelphia, PA

For all your summer picnic needs, you may want to check out:



Marketplace

Gordon Food Service is a family owned and operated broad-line food service distributor located in Shepherdsville, Kentucky. GFS delivers goods and services to the schools in the Archdiocese of Louisville and we would like to extend that same service to your parish fund raising events. Take advantage of our truck delivery or check out one of our four local Marketplace stores located conveniently around the Louisville area.

Let us show you how GFS can help with your next event. Simply contact our local Customer Development Specialist, Mary Ann Crowdis, for more information at toll-free 1-866-440-6591.

Here's a recipe you may want to try during National Strawberry and National Salad Month:



Strawberry Salad with Zip Dressing

- 1/2 cup vegetable oil
- 1/3 cup white wine vinegar
- 1 clove garlic, minced
- 2 tablespoons brown sugar
- 1 teaspoon curry powder
- 1 teaspoon soy sauce

Salad

- 10 cups torn salad greens
- 1/2 cup slivered almond, toasted
- 1 cup halved green grapes (optional)
- 2 cups sliced strawberry
- 1/2 cup crushed pretzels
- 1 can mandarin orange segment (optional)

Directions

Combine all dressing ingredients in a container with tight fitting lid and shake well.

Set aside.

Toss together salad greens and strawberries with dressing.

Sprinkle with almonds and pretzels.

Serve immediately.



**National School Lunch Program
Average Daily Participation**

HONOR ROLL

St. Augustine	98%
St. Catherine	92%
St. Dominic	92%
Notre Dame	90%
St. Gregory	88%
St. Joseph	87%
Holy Family	86%
St. Athanasius	85%
St. Edward	84%
St. Nicholas	83%
St. Michael	82%
St. Stephen Martyr	80%
St. Mary Oldham Campus	77%
Holy Spirit	79%

KEEP UP THE GREAT WORK!!



*Kind words can be short and
easy to speak, but their echoes
are truly endless.*



Mother Teresa



CLUBS AND ORGANIZATIONS

Archdiocesan policies require all parish/school club and organization accounts be reflected on the parish/school financial statements – sometimes referred to by the Finance Office as “pulling in the accounts”. As parishes/schools have consolidated their organization accounts over the years, some have questioned how to handle certain organizations which are sponsored by the parish but are legally aligned to an outside organization; e.g., the Boy Scouts of America, the 4-H, Girl Scouts, etc. Sponsorship of one of these organizations usually involves the following privileges:

- ◆ The organization can meet or hold functions on parish/school property.
- ◆ The organization can use the parish name to identify the parish as sponsor; e.g., “The St. Mary Boy Scout Troop”.
- ◆ The sponsored organization cannot, however, do the following:
 - ◆ Use the parish Federal ID number.
 - ◆ Make tax-exempt purchases in the name of the parish
 - ◆ Rent/lease items in the name of the parish



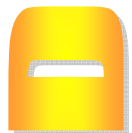
Bank accounts for sponsored organizations should not be consolidated with parish/school accounts but should be maintained separately by the sponsored organization. In the event that the sponsored organization is dissolved, any assets would revert to the organization’s national office and not to the parish/school.

The parish/school should also ensure that any organization being sponsored lists the Archdiocese on their insurance policy as additional insured. For some national organizations like the Boy Scouts, the archdiocesan insurer, Catholic Mutual, has already secured this certificate which covers all Boy Scout troops. If you need to check on a certificate, contact Brad Harruff, at 502-634-3310.

Note for PDS Payroll Users



The December 2007 Arch Support newsletter contained a notice regarding PDS automatically disabling the monthly support charge for the PDS Payroll program. Some of you have contacted PDS to re-enable the support so you can continue to call if you need help in generating letters, labels, update employee records, track vacation/sick time, etc. This enables you to utilize the PDS payroll program until you are proficient in managing these scenarios with Paycor.



This fall PDS will be releasing V6 of the Ledger and Payroll programs. Your update will match your current edition. Future updates after V6 will remove the payroll menu and you will no longer be able to access these features if Payroll support is disabled. This should give you plenty of advance notice to fully plan your transition to Paycor or continue your support for PDS payroll.



If you would like to continue contacting PDS support with a payroll question, call PDS at (800) 892-5202 X 7780 to re-enable support. If you have further questions call Maria Treptow, PDS Account Manager, at X 7770.



ARCH SUPPORT ON THE WEB!

To read this newsletter online or print additional copies, go to the archdiocesan web site [www. archlou.org](http://www.archlou.org), click on the “The Archdiocese”, click on “Publications”, click on **ARCH SUPPORT**.

ARCH SUPPORT MEETINGS

Arch Support Meetings originally scheduled for June 4th and June 5th have been cancelled due to scheduling PDS workshop training classes.

Parish Data Systems Workshop Training Classes will be held on Monday, June 9th and Tuesday, June 10th for the PDS Office Management version 6. On Wednesday, June 11th, the PDS Ledger training class will be held. All classes will be held at the St. Gabriel Computer Lab and classes begin promptly at 8:30 am. The Monday and Tuesday classes are full but still have openings in the Wednesday Ledgers class. **You must be registered to attend.**

Arch Support meetings will resume in August 2008.

ARCH SUPPORT

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