

ARCH SUPPORT

Issue 78

August, 2008

PAYCOR INFORMATION: SALARY CHANGES & EMPLOYEE TRANSFERS



IMPORTANT PAYCOR PAYROLL INFORMATION

SALARY CHANGES

When making salary or hourly rate changes to employees, be sure and enter it correctly to maintain historical information.

To correctly change the rate of pay for an employee:

- Double click on the employee's name in the listing and go to their IDENTITY tab
- In the Pay Rate field where their rate of pay is listed, start typing over it with the new rate and hit enter
- In the Effective Date field, enter the new effective date and hit enter|
- In the Reason field, enter the reason (e.g. annual increase) and hit enter.

When these entries are completed, you should see their new pay rate as "Rate 1", which is the rate at which their paycheck will be calculated.

EMPLOYEE TRANSFERS

1. To have an employee transferred from one parish to another within the Archdiocese of Louisville, please contact Kathy Downs or Mary Ann Hood at the Chancery. We require the request to be written in an e-mail with at *least* a week's notice. Do not e-mail the day you need to process payroll as we may not have time to accommodate your request. Our contact information is as follows:

- ▶ Mary Ann Hood mhood@archlou.org
- ▶ Kathy Downs kdowns@archlou.org

DO NOT TERMINATE AN EMPLOYEE THAT IS GOING TO TRANSFER TO ANOTHER LOCATION.

2. For all parishes that had employees (lay and clergy) transferred in, it is *your responsibility* to check that employee's information, and make necessary changes. This includes checking all base departments, pay rates, taxes (especially local taxes), benefits, deductions, and other pay data that will affect their paycheck.

IMPORTANT INSERTS FOR HANDY REFERENCE



- ▶ Points of Contact at Paycor
- ▶ Assistance with the Catholic Archdiocese Employees Retirement Account

Post in a handy location for quick and easy reference!

The Charitable Gaming Fee increases from .0053 to .00671 effective July 1, 2008.

For you convenience, the W-2G is available online at www.irs.gov, click on Forms and Publications.

WANTED: New Home for a Very Old Church Organ

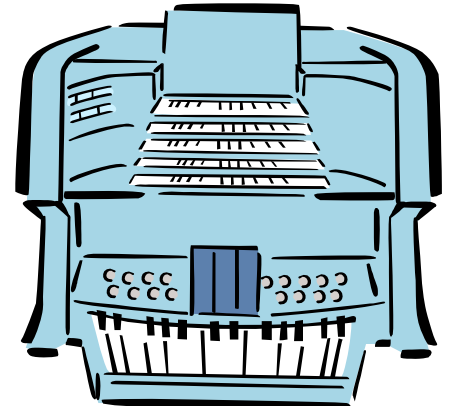
Bellarmino University would like to find a new home for a very old church organ that was donated to the school several years ago. They are willing to donate to one of our churches for moving costs only, which are estimated to be approximately \$7,500.

Organ Details:

- ✦ Is an original Koenkin & Grumm out of Cincinnati, Ohio
- ✦ Was built in 1892 and installed at Sacred Heart Church at 17th and Broadway
- ✦ Moved to Ascension Church at 4600 Lynnbrook in 1973
- ✦ In 1999, was completely refurbished and moved to Bellarmine University

Estimated replacement value in 1999 was \$290,000 (at a 4% inflation rate per year, 2008 estimate = \$412,760)

In interested, contact Ms. Joan Riggert at Bellarmine, 502-452-8330.



WORKERS' COMPENSATION REMINDER



When an employee is injured on church or parish property, the supervisor should complete the IA-1 form and also have the employee complete the Employee Statement. The IA-1 form is sent to KESA and CORE Risk Services. Please send the Employee Statement to CORE Risk Services only. KESA does not need a copy of the Employee Statement. If you do not have these forms, please contact CORE Risk Services at 1-812-933-0656 and they can e-mail or fax the form to you to have on hand for future use.

LOCAL PAYROLL TAX ISSUES

Please look at new employees and make sure the employee's department ends with resident (Res) or non-resident (NR). There may be a few employees that are coded to the header departments instead of the departments with the Louisville Metro tax attached to them and the employee will not have local taxes withheld if the wrong department is being used.

401K Retirement Plan



Why should I update my beneficiary?

Beneficiary designations are now recorded and tracked via the plan web site, Retire.53.com. Employees probably completed a beneficiary form when they originally enrolled in the plan; however, going forward, beneficiaries will be tracked and maintained online. Please pass this valuable information on to your employees.

How Do I Update my Beneficiary Online?

- 1) *Log onto Retire 53.com using your Username and Password*
- 2) *Select the "Quick Access" tab at the top of the screen*
- 3) *Under the "Changes" menu, go to the "Beneficiary" option*
- 4) *If initially adding beneficiary online, select "Add a Beneficiary". If simply updating your current listed beneficiary, choose "Change your Beneficiary".*

FOOD SERVICE NEWS



IMPORTANT NEWS...

See below for the
2008/2009 Reimbursement Rates

	Lunch	Breakfast	Snack
Free:	\$2.57	1.40	0.71
Reduced:	\$2.17	1.10	0.35
Full Paid:	\$0.24	0.25	0.06

Dates to Remember

<u>Date</u>	<u>Event</u>
June	National Safety Month National Dairy Month
July	Blueberry Month Family Reunion Month
July 20 - 23	2008 SNA Annual National Conference Philadelphia, PA
August	Family Fun Month Peace Month
September	National Chicken Month National 5-A-Day Month
September 1	Labor Day
September 11	Patriot Day
September 22	Autumn Begins

**National School Lunch Program
Average Daily Participation**

HONOR ROLL

St. Catherine	93%
St. Augustine	92%
Notre Dame	92%
St. Dominic	92%
St. Gregory	89%
Holy Family	87%
St. Athanasius	86%
St. Stephen Martyr	83%
St. Nicholas	82%
St. Leonard	80%
St. Michael	80%



KEEP UP THE GREAT WORK!!

Here are some recipes to go along with National Chicken Month in September

Easy Chicken Tetrazzini

Ingredients

- 5 pounds spaghetti, broken into pieces
- 15 (10.75 ounce) cans condensed cream of mushroom soup
- 3-3/4 pounds shredded Cheddar cheese
- 30 cups diced chicken meat
- 5 pounds sautéed mushrooms
- 5 (4 ounce) jars sliced pimento peppers, drained
- 10 cups reserved chicken broth

Directions

Preheat oven to 350 degrees F (175 degrees C). Bring a large pot of salted water to a boil. Add uncooked spaghetti (broken into thirds) to the pot and cook for 8 to 10 minutes. Drain and set aside.

In a large saucepan, heat soup over low heat. Add shredded cheese (reserve some for topping) and stir together. Then add the cooked shredded chicken, mushrooms, pimento peppers and cooked spaghetti and stir all together. Add enough of the reserved broth to make it 'sloppy' and mix all together.

Pour mixture into a 9x13 inch baking dish. Sprinkle reserved shredded cheese on top and bake in the preheated oven for 25 to 35 minutes or until bubbly.

Serves 100

Be hospitable to one another without complaining. 1 Peter 4:9



Easy Soft Chicken Taco

Ingredients

- 10 pounds diced chicken
- 1 Gallon Water or Chicken Broth
- 7 Cups Taco Seasoning

Directions

Simmer diced chicken in liquid and taco seasoning until thickened and hot.

Serve on flour tortilla with lettuce, tomato, cheese etc.

PDS ON-LINE TRAINING

At PDS, there is always a training option to meet your needs and schedule... Got a busy schedule but need to take a training class? Then, Self-paced Training classes are perfect for you. After purchasing a Self-paced class, you can view the class online from your office or home for an unlimited number of times up to 90 days after your purchase date.

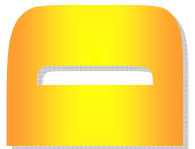
Featured Self-paced classes, include:



Ledger End of Fiscal Year (40 Minutes)

(\$29 PCP; \$59 Non-PCP)

- ▶ Learn how to create a checklist for end of fiscal year processing and new fiscal year setup
- ▶ Post journal entries, depreciation and run bank reconciliation
- ▶ Close of month and fiscal year



Ledger Basic Data Entry (1 Hour 25 Minutes)

(\$29 PCP; \$59 Non-PCP)

- ▶ Learn how to add, lookup, delete, and work with keywords
- ▶ Utilize the listing screen and all transactions

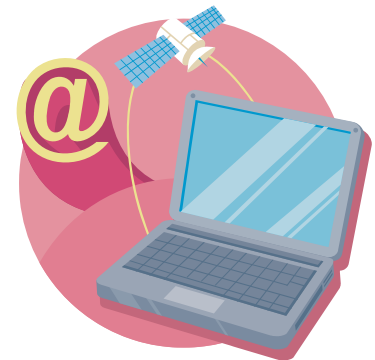


Ledger Reports and Selections (2 Hours 10 Minutes)

(\$29 PCP; \$59 Non-PCP)

- ▶ Learn how to run various accounting and vendor reports and data exports
- ▶ Create your own simple reports
- ▶ See how to print any report for a selected group of accounts, vendors, or income sources
- ▶ Explore the options available for the Balance Sheet and Income Statement
- ▶ Learn how COA Groups can be utilized

Visit Self-paced Training to view the entire list of classes and place your order today.



2008/2009 CATHOLIC MUTUAL INSURANCE INFORMATION

On July 1, 2008 the annual renewal of property and liability insurance through Catholic Mutual Group took place with some important changes.

Highlights of the changes are:

- I. The annual overall insurance premium rate charged by Catholic Mutual to the Archdiocese for 2008/09 fiscal year decreased by 10%;
- II. The excess general liability insurance limit (i.e. umbrella policy) was increased from \$10.0 million to \$20.0 million per occurrence.
- III. To help offset the cost of increasing the excess general liability insurance limits, the medical payments coverage of \$5,000.00 limit has been discontinued. This is the coverage that paid medical bills of injured persons on Archdiocesan property without regard to liability. To replace the medical payments coverage, the Archdiocese has now established the "Care and Compassion Fund". This fund is available for emergency situations to assist with medical bills for injuries on Archdiocesan properties. **It is imperative that any injured party is not assured or guaranteed ongoing medical bill payments. The fund will be administered by the Archdiocese in conjunction with Catholic Mutual as a result of injuries reported to them.**

As before, please contact Brad Harruff, Catholic Mutual Representative, regarding any reportable property or general liability claim. Special Events Insurance Coverage remains at \$95.00 per event for the 2008/2009 fiscal year. We hope these changes will better serve the temporal needs of the Archdiocese of Louisville.



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

Archdiocese of Louisville
Finance Department
P.O. Box 1073
Louisville, KY 40201-1073

AUGUST ARCH SUPPORT MEETINGS

Tuesday, August 12, 2008
10:00 am
St. Joseph Parish Office - Bardstown

Wednesday, August 13, 2008
10:00 am
Chancery Office

PARISH BUSINESS MANAGERS ROUNDTABLE

Wednesday, September 10, 2008 - Noon - 2:00
Hosted by: Sharon Bowles, St. Michael - Louisville
RSVP: sbowles@stmikellc.org

HIGH SCHOOL BUSINESS MANAGERS ROUNDTABLE

Thursday, September 11, 2008 - 11:30 am
Hosted by: Tina Williams, Sacred Heart Academy
RSVP: twilliams@ucschools.com

OCTOBER ARCH SUPPORT/BENEFIT MEETING

Tuesday, October 21, 2008
1:00 pm
Chancery Office

Wednesday, October 22, 2008
10:00 am
Chancery Office

Thursday, October 23, 2008
St. Joseph Parish Office - Bardstown

Tuesday, October 28, 2008
10:00 am
Chancery Office

A representative from each parish or group participating in the Archdiocese of Louisville Benefit Program **MUST** attend one of these October meetings. Changes and updates in the 2009 benefit program will be reviewed, questions answered and materials distributed. Please note there is a change in the meeting location. The Louisville meetings will be held at the Chancery Office meeting space. We have also scheduled a meeting on October 28th for those unable to attend the previous week's meetings or if it is more convenient for you to attend on the 28th. Don't miss this most important meeting!

DECEMBER ARCH SUPPORT MEETINGS

Tuesday, December 2, 2008
10:00 am
Chancery Office

Wednesday, December 3, 2008
10:00 am
St. Joseph Parish Office - Bardstown