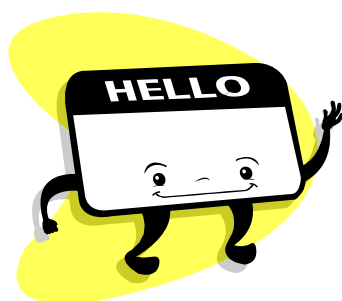


ARCH SUPPORT

Issue 84

May, 2009

From the Chancellor's Desk . . .



Every fall and spring, the Archbishop gathers with parish council chairs from each parish to report on the Archdiocese and to consult with them on various issues. This body is called the Pastoral Council of the Archdiocese or *PCAL*. These meetings have been held in this format since the mid-1990s, and I have been attending them since that time. I have always found them to be energizing and positive meetings where these key local leaders get a sense of the broader church and where we, as archdiocesan leaders, hear from those who represent the heart of our church, the parish. Last fall, Archbishop talked with the parish council leaders about a variety of issues including liturgical changes, the capital campaign, and his hopes and dreams for the local Church. The parish council chairs in attendance were so impressed with his clarity and pastoral concern that they asked me: "It would be great for every Catholic to hear from

him. Is there a way to make that happen?" I brought this suggestion to our Communication staff, and *Conversations* was born.

This monthly 30-minute program will feature conversations with Archbishop Kurtz about issues and topics of concern to our local Church. It will air on Channel 19 and also be available by streaming video, podcast and on WLCR radio. Go to www.archlou.org, click on "more" under New Television Program Features Archbishop Kurtz. Please check it out and let us hear from you. What question or issues would you like to see Archbishop Kurtz address? Just write to us at conversations@archlou.org. This example is one of the many ways that the Pastoral Council has served our local Church. From archdiocesan planning to parish planning to dealing with the sexual abuse crisis, these men and women have been invaluable partners in carrying out the mission of our local Church.

REMINDER FROM THE FINANCE OFFICE . . .

Proceeds from Special Collections are to be forwarded to the Chancery Office within 30 days after the collection. The following schedule shows the April, May and June collections. See the financial policies and procedures manual, pages 63 and 64 for further instructions. You can view the manual on our website at www.archlou.org.

<u>NAME OF COLLECTION</u>	<u>COLLECTION DATE</u>	<u>DUE AT CHANCERY</u>
RICE BOWL (HOLY THURSDAY)	APRIL 9, 2009	MAY 9, 2009
HOLY LAND (GOOD FRIDAY)	APRIL 10, 2009	MAY 10, 2009
CATHOLIC EDUCATION FOUNDATION (EASTER)	APRIL 12, 2009	MAY 12, 2009
CATHOLIC HOME MISSIONS (PENTECOST)	MAY 31, 2009	JUNE 30, 2009
CRUSADE FOR CHILDREN	JUNE 7, 2009	JULY 7, 2009

**ARCHDIOCESE OF LOUISVILLE
OFFICE OF PERSONNEL AND PLANNING**

EMPLOYEE TRANSFER GUIDE/CHECKLIST

Do NOT mark an employee in Paycor as terminated who is going to be transferred to another location. All information for the employee in Paycor will be “picked up” from the location files that the employee is transferring from and “dropped into” the Paycor files for the location that the employee is transferring to. If the employee is marked as terminated then this transaction cannot take place.

- Business Manager/Bookkeeper from location that employee is transferring from contacts the Business Manager/Bookkeeper that the employee is transferring to. (During this communication determination is made between the Business Managers/Bookkeepers in regards to final pay/benefits/ & date of transfer.)
- Both locations complete a change of benefit form and forward change form to Candy Wittenauer at the Chancery.
- No less than one week prior to needing transfer completed, Business Manager/Bookkeeper from both locations will e-mail *Lisa Leister (lleister@archlou.org) with a cc to each other with the following information:

Employee currently located at _____ / _____
Parish Name Parish #

Employee transferring to _____ / _____
Parish Name Parish #

Date of Transfer _____

Final Pay at location transferring from will take place on _____
mm/day/year

First Pay at location transferring to will take place on _____
mm/day/year

- Lisa Leister, Personnel Services Coordinator, will notify via e-mail Business Managers/Bookkeepers from both locations once the transfer has taken place.
- Business Manager/Bookkeeper at location employee is transferring to will verify that all information under the employee tabs in Paycor are accurate and, if necessary, make any changes to the employee’s file before processing payroll. (A good way to verify this is to run an employee profile change report located under Tools>Reports>Report Wizard>Employee Profile Change Report).
- Business Manager/Bookkeeper at location employee is transferring to will verify their Pre-Post Report in Paycor prior to submitting payroll to assure that all payroll data is correct.

* If Lisa will be out of the office for any length of time you will be notified via e-mail and at that point your secondary point of contact to complete an employee transfer will be Kathy Downs (kdowns@archlou.org).

Enrollment Procedure for New Hires

With the school year coming to an end and the possibility of employee changes, below is information to give you some guidance on the enrollment process in regard to new hires:



When a job has been offered and accepted, the parish/school should schedule a meeting, preferably before the employment start date, between the business manager or bookkeeper and the incoming employee, in order for benefits to be reviewed and all necessary paperwork in regard to the new hire enrollment process be completed. It is imperative that employee benefits (if applicable) are reviewed in full and the employee has the opportunity to ask questions concerning benefits. This meeting also provides the earliest opportunity to inform the new employee about the Archdiocese of Louisville Personnel Policies and Procedures. This applies to all new hires.

An Employee Enrollment Checklist is included in this newsletter, which can be used by the parish/school business manager or bookkeeper during new employee orientation. This checklist will help ensure that all benefits have been reviewed, benefit information is provided to the employee, and all necessary paperwork is completed.

For your convenience, visit our website at www.archlou.org, Human Resources>Forms to download an electronic version of the aforementioned checklist as well and other forms needed during the new hire enrollment process. You may also contact the Office of Personnel and Planning if you need assistance with how to orientate a new hire or have any personnel questions.

Revised I-9 Form Takes Effect April 3, 2009

To comply with the law, employers must verify the identity and employment authorization of each person hired, complete and retain a Form I-9 for each employee. Form I-9 helps employers to verify individuals

who are authorized to work in the United States. Destroy any old forms you may have on file. Form I-9s for all employees should be kept in a master file and not in individual personnel files. For new hires after April 3, 2009, the

revised form is available by going to www.archlou.org, click on “The Archdiocese” and in the down drop box go to Human Resources, click on Forms. The I-9 is available under Tax Forms.

Catholic Archdiocese Employees Retirement Plan – Fifth Third Bank Contacts



Please update your contact list.

- Plan Sponsor Support 866-827-2211
- Client Service Manager Chris Varatta
 - Direct Dial 800-393-1352 ext 226
 - Fax 513-534-8177
 - E-mail Christopher.varatta@53.com

The Chancery Personnel Office will continue to work with Trinity Potter as our Client Consultant.



A few notes from Brad Harruff and Catholic Mutual . . .

Special Events Insurance

The rate will remain the same for the 2009/2010 fiscal year. That rate is \$95 per event. Also remember that these applications should be submitted at least 14 days in advance of the event in order to allow time to process. At times, the coverage may be turned down as they simply cannot be processed in time for the event or there may be some other reason for a denial.

Certificate of Insurance

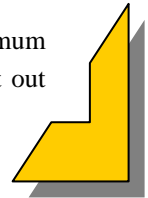
If you are holding a meeting or event at another location and need a Certificate of Insurance, you will need to give our office 7 to 10 days in order to prepare the certificate and have it back to you. Please comply as failure to have proof of coverage may prevent or delay your meeting or event.

It's Picnic Time

Please alert your safety manager, picnic chairs and maintenance personnel to have a plan in place to check the grounds and building for safety issues before, during and after the picnic. Preventive actions are the most effective.

Thanks

for your efforts in helping reduce claims which will result in a minimum increase for the 2009/2010. Annual renewal certificates will be sent out this month.



Mark your Payables Calendar!

Remember your Catholic Mutual property and liability insurance premium payment for the 2008/2009 fiscal year must be paid in full by June 30, 2009. Catholic Mutual must receive payment by June 30th. Please prepare and mail the check so it has time to reach their office and be processed before the end of the fiscal year and your account is properly credited as paid in full.



Paycor and Fifth Third Quiz



Q: Do you need to add or delete an authorized user for Paycor?

A: Contact Lisa Leister at the Chancery Personnel Office.

Q: Do you need to add or delete an authorized user for Fifth Third Retirement Plan?

A: Contact Phyliss Wilkins at the Chancery Personnel Office.

Q: Are you changing banks or accounts and need to update the information with Paycor and Fifth Third?

A: Contact Phyliss Wilkins at the Chancery Personnel Office.

FOOD SERVICE NEWS

Mark Your Calendar for 2009

- May National Bike Month
- May 5 National Teachers Day
- May 13 Cafeteria Managers Meeting @ Chancery 2:30 pm
- May 14 Cafeteria Managers Meeting @ St. James E-town 2:30 pm
- June Student Safety Month
- June 15-17 Kentucky School Nutrition Association Conference (Galt House)
- June 29-July 2 School Nutrition Association Annual National Conference (Las Vegas, NV)
- July 30 Rural School Cafeteria Managers Meeting @ St. Joseph Bardstown 2:30 pm
- August 6 Cafeteria Managers Meeting @ Chancery 2:30 pm

Retirement—If any managers are retiring at the end of the current school year, please notify Juanita Bisig at 502-585-3291, ext. 1123 or jbisig@archlou.org

Charges—Make sure you get your charges collected before school ends. Follow up is important!

KSNA Conference

The following programs will be represented at the State School Nutrition Association Conference at the Galt House and Louisville Convention Center in June:

- | | |
|-----------------------------|----------------------|
| Bethlehem High School | St. Augustine |
| Central Food Service Office | St. Catherine |
| DeSales High School | St. Dominic |
| Holy Cross High School | St. Edward |
| Holy Spirit | St. Gabriel |
| Holy Trinity | St. James Louisville |
| John Paul Academy | St. Joseph |
| Notre Dame Academy | St. Michael |
| St. Agnes | St. Raphael |
| St. Aloysius Pewee Valley | St. Rita |
| St. Albert | St. Stephen Martyr |
| St. Athanasius | |

National School Lunch Program Honor Roll

St. Catherine	96%
St. Dominic	93%
St. Augustine	92%
Notre Dame	89%
Holy Family	86%
St. Mary Oldham	85%
St. Athanasius	84%
St. Nicholas	83%
St. Edward	82%
St. Gabriel	81%
St. Joseph	80%
Holy Spirit	78%
St. James Elizabethtown	78%
St. Aloysius Shepherdsville	77%
St. Albert	76%
St. Stephen Martyr	76%
Ascension	75%
St. Andrew	75%
St. Leonard	75%

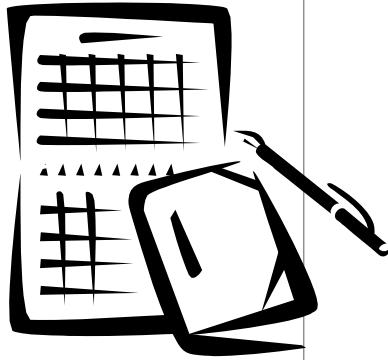
We will have 22 schools represented with 34 employees attending. This is our largest number of attendees so far. This is a great opportunity for those who are not yet certified to get started. All attending should keep track of the classes they attend. Make sure to sign in when you arrive at the conference in order to get credit for attending.

Here's a recipe for your USDA blueberries ~ **Blueberry Coffee Cake** ~ Yield 100 servings

INGREDIENTS

- 12-1/2 cups all-purpose flour
- 6-1/4 cups sugar
- 1/3 cup and 1 tablespoon baking powder
- 1-1/2 teaspoons salt
- 3 cups and 2 tablespoons shortening
- 12-1/2 eggs
- 6-1/4 cups milk
- 12-1/2 cups fresh or frozen blueberries
- 8-1/3 cups flaked coconut

- In a bowl, combine flour, sugar, baking powder and salt. Cut in shortening until crumbly.
- In a small bowl, combine eggs and milk; stir into crumb mixture just until moistened. Fold in blueberries. Pour the batter into two greased 9-in. round baking pans. Sprinkle with coconut.
- Bake at 375 degrees for 25 minutes or until a toothpick inserted near the center comes out clean. Serve warm.



Arch Support Meetings

August

Tuesday, August 4, 2009

10:00 am

St. Joseph Parish Office—Bardstown

Wednesday, August 5, 2009

10:00 am

Chancery Office—Meeting Room 3

October

Dates for the annual Benefit Enrollment Meetings have not been set.

Will advise once definite dates are scheduled.

December

Tuesday, December 1, 2009

10:00 am

Chancery Office—Meeting Room 3

Wednesday, December 2, 2009

10:00 am

St. Joseph Parish Office—Bardstown

ARCH SUPPORT ON THE WEB!

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