

ARCH SUPPORT

Issue 91

May, 2010

FROM THE DESK OF THE CHANCELLOR . . .

Balancing Life and Work

Has this ever happened to you? You get home from work after a particularly challenging day and find yourself reacting to your family as if they were the ones who caused the problems you faced at work. Perhaps on another occasion, before you left home in the morning, you argued with your child about some aspect of their behavior. Or maybe you could not sleep one night because you were worried about a large unplanned expense you had to pay. In these instances, you still went to work as normal but had difficulty concentrating on your tasks.

We all know that the problems from a stressful day at work can follow you even after you leave work and impact how you treat others when you get home. It is hard to leave troubles from work in the workplace. Likewise, difficulties at home or in your personal life can impact how well you do your job. While it is common to hear people say they separate these aspects of life, our work life, home life, personal life, and our relationships are intertwined. With such busy lives, it is not unusual to feel like you are walking a tight rope or trying to juggle too many balls in the air at one time.

The decisions or problems we face each day may be large or small, and sometimes we could use professional guidance to help us navigate our way. While often issues are not work related, the health and well being of employees in the Archdiocese is important to us. Therefore, we are pleased to announce that in a new partnership with Humana, we are introducing an **Employee Assistance and Work-Life Program**. To

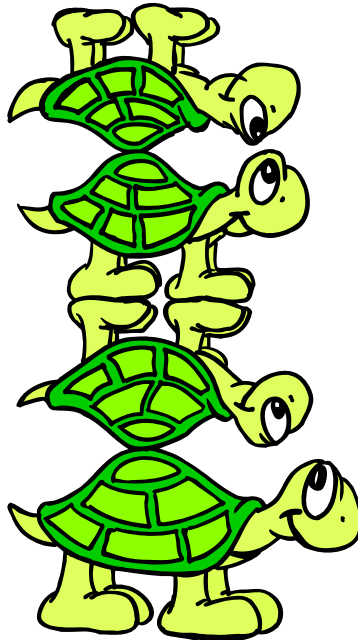
introduce this new opportunity for our employees, we recently distributed copies of a brochure entitled “*For all of life’s challenges,*” to all parishes and agencies.

Stress, anxiety, depression, alcohol, and chemical dependency are just a few of the issues this new program is designed to address. Through this program, trained professionals are available to connect employees with health and medical resources. There are also experts available to assist us with retirement planning, childcare resources, and even big-ticket purchases. One-on-one counseling sessions may be scheduled when the need is called for. This service is completely confidential and is provided at no cost to our employees.

As part of the program, staff has access to a website where they can watch short videos, read articles, download free material, and much more. When someone visits the site, they will find resources on many topics such as health education, legal issues, finances, and so forth. This program is now available to all of our employees, even those not enrolled in our Humana health insurance plan.

Information on how to access these services through telephone or the website is included in the brochure we distributed.

Should you or a colleague need an extra set of hands balancing life, check out our new Employee Assistance Program. I wish you well with all of life’s opportunities and challenges.



Bank Authorization Form



Has your group recently changed bank accounts or are you considering changing bank accounts? If these accounts are tied to your payroll or retirement plans then do not forget to contact the Office of Personnel to obtain bank authorization forms. These forms allow you to change banking information with Paycor and Fifth Third. Following are a few tips to keep in mind when completing a bank authorization form.

1. The individual who signs the authorization form must also be a check signer.
2. A voided check or letter from the bank indicating routing and account numbers must accompany the authorization form.
3. Group number and effective date for the change should be indicated on the form.
4. Fax or mail the completed form and supporting documentation to the Office of Personnel.



As a reminder, 401k salary deferral employee contributions are to be keyed into Paycor as a percentage not a fixed dollar amount. The 401k employer contribution is a pre-set amount at 6% (.06). Do not type over this pre-set amount. Both the 401k employee and employer contributions are set up on the Deductions Tab in Paycor.

Special Collections

Proceeds from Special Collections are due at the Chancery 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.

Collection	Month Collected	Due at Chancery	Required Amount
Rice Bowl (Holy Thursday)	April 1, 2010	May 1, 2010	Second collection
Holy Land (Good Friday)	April 2, 2010	May 2, 2010	Second collection
Catholic Education (Easter)	April 4, 2010	May 4, 2010	= avg collection
Catholic World Missions	May 23, 2010	June 22, 2010	=1/2 avg collection
Crusade for Children	June 6, 2010	July 6, 2010	Second collection

PDS Workshop Reminder

Act Now.....Registration Deadline is June 1st

PDS Training Workshops will be held June 14th – June 17th at the St. Gabriel Computer Lab. Get your completed registration forms and payment to the Chancery to reserve your seat before it's too late. This is a wonderful learning opportunity for new staff and is a great refresher course for more experienced personnel. More important, the new version of PDS General Ledger will be taught at the workshops.

Registration forms are enclosed for your convenience. Paul Goldsworthy from the PDS Phoenix Office will be conducting the workshops. He is an exceptional trainer with many years of experience so it is sure to be four days of valuable learning!

FOOD SERVICE NEWS

Mark Your Calendar	
May	Physical Fitness Month
June	Student Safety Month
June 28-30	KSNA State Conference, Northern KY
July 12-14	SNA Annual National Conference, Dallas

Information



KSNA Conference

The following programs will be represented at the Kentucky School Nutrition Association annual conference in Northern Kentucky in June:

- | | |
|-----------------------------|---------------------|
| Bethlehem High School | Our Lady of Lourdes |
| Central Food Service Office | St. Agnes |
| DeSales High School | St. Albert |
| Holy Cross High School | St. Athanasius |
| Holy Spirit | St. Joseph |
| Holy Trinity | St. Nicholas |
| John Paul Academy | St. Raphael |
| Notre Dame Academy | St. Stephen Martyr |
| St. Aloysius Pewee Valley | |

We will have 16 schools represented with 27 employees attending. This is a great opportunity to meet managers from other districts across Kentucky and share ideas. Please keep track of all classes attended for your certification record.

Congratulations to Lydia Johnson from Holy Cross High School. Lydia was selected as this year's recipient for the state of Kentucky to receive the SNA's annual First Timers Scholarship to attend the National Conference in Dallas, Texas.

Upcoming Cafeteria Managers Meeting Schedule

- | | |
|--------------------|--|
| July 27, 2010 | Tuesday, Rural, St. Joseph Bardstown, 10:30 A.M. |
| July 27, 2010 | Tuesday, Chancery, 2:30 P.M. |
| September 21, 2010 | Tuesday, Rural, St. James E-town, 2:30 P.M. |
| September 22, 2010 | Wednesday, Chancery, 2:30 P.M. |

Retirement



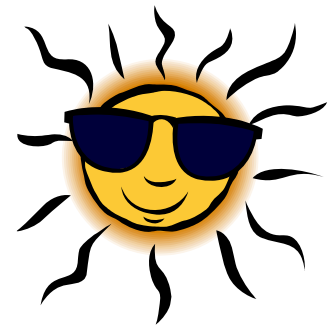
If any cafeteria managers are retiring at the end of the school year, please notify Juanita Bisig at 502-585-3291 ext. 1123 or at jbisig@archlou.org

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

Summer Work

D2 State Claim for Reimbursement is due in the Central Office on the 5th of **every month**. Submit by e-mail, drop off at the Chancery or mail, however make sure you are available to do your corrections if needed.

Temperatures **must** be taken daily.



National School Lunch Program Honor Roll—Based on April 2010

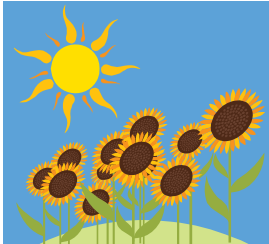
St. Augustine	94%	St. Andrew	79%
Holy Family	92%	St. Stephen Martyr	79%
St. Dominic	91%	St. Gabriel	78%
St. Catherine	90%	St. Joseph	78%
Notre Dame	88%	Holy Spirit	77%
St. Edward	86%	St. Albert	77%
St. Athanasius	82%	St. James Louisville	77%
St. Paul	82%	St. Gregory	76%
St. Nicholas	81%	John Paul Academy	75%

Have a Safe and Enjoyable Summer !!!



REMINDER – CATHOLIC MUTUAL INSURANCE PREMIUMS DUE

Your property and liability insurance premium to Catholic Mutual must be paid in full by June 30, 2010. Please prepare and mail your payment timely so that it reaches Catholic Mutual and is processed as paid by 6/30/2010 so your account is current at fiscal year-end.



Summer Hours

Once again, Archdiocesan agency office hours will be adjusted for a ten-week period this summer. Effective Monday, June 7 and continuing through Friday, August 13, 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.

www.archlou.org

Need a form for payroll, benefits, retirement, personnel? Go to our website, click on “The Archdiocese”, in the drop down, click on “Forms”. The forms are also linked from the Human Resources page.

Notification of Employee Benefit Change Form

A Notification of Employee Benefit Change Form must be completed any time there is a change in an employee’s status with regard to benefits or any other information listed on the Benefit Enrollment Form. This is especially important so that we do not continue to pay premiums for Life and LTD for terminated employees. You should e-mail AIM as soon as you know an employee is leaving and then follow up with a copy of the change form to prevent their Flexible Spending Account from being overdrawn. A Benefit Enrollment Form should be filled out for new employees and the yellow copy sent to Candy Wittenauer at the Chancery.



Important Insert . . . For Handy Reference . . . UNUM Contact Sheet

Please note our new account representative contact is Jennifer Vondehaar

PARISH BUSINESS MANAGERS ROUNDTABLE

Wednesday, May 26, 2010
Noon
Mary Queen of Peace
Parish Center at St. Helen Campus
4005 Dixie Highway
Louisville, KY 40216
Hosted by: Donna Effinger

RSVP and send agenda items to: dmeffinger@insightbb.com

HIGH SCHOOL FINANCE DIRECTORS ROUNDTABLE

Thursday, June 10, 2010
Noon
Sacred Heart Academy
3175 Lexington Road
Louisville, KY 40206
Hosted by: Tina Williams

RSVP and send agenda items to: twilliams@sacredheartschools.org



**ARCH SUPPORT
ON THE WEB!**

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Go to the archdiocesan web site , www.archlou.org



Click on the "The Archdiocese"



Click on "Publications"



Click on **ARCH SUPPORT**

AUGUST 2010 ARCH SUPPORT MEETINGS

Tuesday, August 17, 2010
10:00 am
Chancery Office
Wednesday, August 18, 2010
10:00 am
St. Joseph Parish Office – Bardstown

OCTOBER ANNUAL BENEFIT MEETINGS

Tuesday, October 26, 2010
1:00 pm
Chancery Office
Wednesday, October 27, 2010
10:00 am
Chancery Office
Wednesday, October 27, 2010
1:00 pm
Chancery Office
Thursday, October 28, 2010
10:00 am
St. Joseph Parish Office – Bardstown

For those that may be on vacation or not able
to attend on one of the above dates:

Tuesday, November 2, 2010
10:00 am
Chancery Office

Please note the October meeting dates for the 2011 Benefits Meetings and each group is required to attend one of these meetings. Mark your calendar now for these important dates!

DECEMBER 2010 ARCH SUPPORT MEETINGS

Tuesday, December 7, 2010
10:00 am
St. Joseph Parish Office – Bardstown
Thursday, December 9, 2010
10:00 am
Chancery Office