

ARCH SUPPORT

Issue 92

July, 2010

FROM THE DESK OF THE CHANCELLOR . . .

GETTING STARTED WITH A NEW EMPLOYEE

August is the month when the largest number of new employees begin working in the parishes, schools, and agencies in the Archdiocese. I thought it would be helpful to remind everyone about the documents to be provided, the documents to be collected, and some reminders on welcoming a new colleague.

Documents to be Given:

Once a job offer has been made and accepted, schedule an appointment between the new employee and the person responsible for managing personnel enrollment procedures. This meeting should be in-person and not done through a memo or computer message. Each eligible new employee needs the following documents: Personnel Policies and Procedures Manual; Summary Plan Description of Benefits with the Benefit Enrollment Form; Health and Dental Insurance Packets with enrollment forms; A.I.M. Brochure; and the Employee Retirement Plan Summary booklet.

Presumably they already received their job description and compensation information (or contract) as a part of the job offer. Once they begin, they will need any keys, passwords or codes necessary for their job functions.

Documents to be Collected:

Enrolling an employee in payroll and insurance plans requires the completion of several documents which give you the initial materials for the employee's personnel file. Necessary forms include: W-4; K-4 or WH4 (Indiana residents); I-9 with two forms of identification; Automatic Payroll Deposit Authorization Form and voided check; and the completed insurance benefit forms.

The employee's personnel file also should include copies of the job description and compensation statement or contract. In addition the file should include copies of the employee's resume and/or job application; Criminal Background Check Report; Safe Environment Code of Conduct Certificate and the date of their attendance at the workshop.

Welcoming a New Colleague:



Of course paperwork is only a small part of getting a new employee started. Supervisors need to provide an employee with clear direction about initial expectations. While job descriptions are necessary and helpful, they often do not describe specific information about how an employee's first days should be spent or what projects need more immediate attention.

Beyond being clear about job responsibilities, take time to orientate the new employee to the facility and meet other staff members. Do not forget to let them know about those unwritten customs such as what staff members do for lunch, where they should park their car, where they should get supplies, what are expectations about personal use of phone and computers, how birthdays are celebrated, etc.

Our employees are our greatest resource and a thorough orientation can help an employee get off to a good start.

Take Note . . . from Brad Harruff Catholic Mutual Claims Risk Manager

Property and Liability Insurance . . .

Catholic Mutual has sent all property insurance ledger pages to the parishes for the new fiscal year (7/1/2010 – 6/30/2011). It is imperative that these ledger pages are reviewed to make sure all property the parish owns is listed properly. Any changes to the ledger pages need to be e-mailed to me at bharruff@catholicmutal.org

Other news items from Catholic Mutual . . .

There was no price increase for Special Events insurance. The cost will remain at \$95 for the 2010/2011 fiscal year.

Once again, we encourage you to take proper precautions to protect AC units from burglary. Thieves are stealing the copper out of the AC units. A rash of these burglaries has occurred around the area so we want to do all we can to deter this happening at your parish or school.

PARISH MAILINGS DATE



Mark your calendar and watch for that parish mailing envelope!

July 16 and July 30
 August 13 and August 27
 September 10 and September 24
 October 8 and October 22
 November 5 and November 19
 December 3 and December 17
 December 31 (if necessary)

Flexible Spending Accounts

How do I check my account balance?

- Using Internet Explorer, go to www.benefitspaymentsystem.com and select "Participant Login"
- Click on "Create Account"
- Enter your Name as it appears on your card and Employee ID. (Your employee ID is the first two letters of your last name in lower case and the last four numbers of your social security number.
- Enter your card number. (Employer ID is not necessary)
- Create your own user ID. Use "password1" for the password (after you sign in the first time, it will ask you for a new password) and complete the rest of that section.
- Hit the submit button. You are ready to log in!

Record the user ID and password so you will have for future logins.

You may also contact Michele Cull at AIM, 502/426-1235, during business hours to ask for your balance.

FOOD SERVICE NEWS**Mark Your Calendar**

July	Education Awareness Month Family Reunion Month
July 27	Rural Manager Meeting, St. Joseph, Bardstown @10:30 A.M. Cafeteria Manager Meeting, Chancery, Louisville @ 2:30 P.M.
August	National Back to School Month Peace Month Children's Vision and Learning Month
August 15-21	National Aviation Week
September	National Piano Month College Savings Month
September 5-11	National Waffle Week



Information for the 2010/2011 school year will be distributed at the July 27th manager meeting. Please make sure to attend or send a representative.

2010/2011 Tentative Cafeteria Manager 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, Chancery, 2:30 P.M.
September 22, 2010	Wednesday, Rural, St. James E-town, 2:30 P.M.
November 16, 2010	Tuesday, Chancery, 2:30 P.M.
November 17, 2010	Wednesday, Rural, Bethlehem High, 2:30 P.M.
January 18, 2011	Tuesday, Chancery, 2:30 P.M.
January 19, 2011	Wednesday, Rural, St. Joseph Bardstown, 2:30 P.M.
March 23, 2011	Tuesday, Chancery, 2:30 P.M.
March 24, 2011	Wednesday, Rural, St. James E-town, 2:30 P.M.
May 17, 2011	Tuesday, Chancery, 2:30 P.M.
May 18, 2011	Wednesday, Rural, Bethlehem High, 2:30 P.M.

(manager meeting dates subject to change)

Welcome Back!! Have a Great Year!!

Some have said they have some blueberries left so here is a recipe for you to try.



BLUEBERRY MUFFINS

YIELD 100

Ingredients

- 6-1/4 cups milk
- 2 cups and 1 tablespoon lemon juice
- 16-2/3 cups all-purpose flour
- 6-1/4 cups sugar
- 1/2 cup and 1 teaspoon baking powder
- 1 tablespoon and 1-1/4 teaspoons ground cinnamon
- 1 tablespoon and 1-1/4 teaspoons salt
- 8-1/4 eggs, lightly beaten
- 2 cups and 1 tablespoon vegetable oil
- 8-1/3 cups fresh or frozen blueberries

Directions

In a small bowl, mix milk and lemon juice; set aside.

In a large bowl, combine flour, sugar, baking powder, cinnamon and salt. Set aside. Add egg and oil to milk mixture; mix well. Gently stir into flour mixture just until moistened. Fold in blueberries.

Fill greased or paper-lined muffin cups two-thirds full. Bake at 400 degrees F for 22-24 minutes or until center of muffin springs back when lightly touched.

401k Eligible Entry Period—July 1



A reminder to make sure employees that have met eligibility requirements and will be eligible to participate in the Plan effective 7/1/2010 are verified to ensure they are included in your July 15th retirement file transmission. Also eligible employees may elect to begin making employee contributions or may elect to increase or decrease their employee contribution at the beginning of a quarter. Please make sure your employees are aware of this information and offer them the benefit of taking advantage of this opportunity to plan for their future. If you have any questions, contact Phyliss Wilkins in the Personnel and Planning Office.

Hiring, Transferring and Terminating Employees

For a number of years, it has been policy to inform the Archdiocesan Personnel Office prior to terminating any employee for cause or through a job elimination. Our liability insurance carrier requires this notification and review. Personnel Office staff members can assist supervisors with implementing the steps necessary for terminations to be lawful.

In addition, please contact the Personnel Office prior to hiring any person who was previously employed by another parish or agency in the Archdiocese. We sometimes have information about past employee performance that can be provided as a part of the reference check process.

Be sure to notify AIM of any new hires, transfers and terminating employees that elect to participate in either the health care or dependent care spending accounts. Notify Michele Cull at michele@aimadministrator.com

FAQs

Q: We have a teacher that has resigned effective at the end of the school year. I know her benefits end on June 30th but what is her termination date?

A: While benefits end on June 30th, her termination date is the last day on her contract.

Q: We have an employee who has resigned and he has medical and dental but told me he does not want COBRA. Do I still need to fill out the COBRA Qualifying Event form and send to Candy?

A: Yes you do. We are legally required to notify all medical and dental participants of their COBRA rights. You must complete the COBRA Qualifying Event form on all employees terminating who have medical and/or dental insurance.

Q: One of our employee's quarterly statements was not delivered because of insufficient address. The street address was correct but missing the apartment number. How can I correct this?

A: Go into the Paycor payroll record for that employee (or when entering a new employee with an apartment or unit number) and enter the number on the same line as the street address. This will ensure the post office will deliver the statements.

Q: We just had three employees become eligible for the retirement plan. What do I do with the salary deferral form and beneficiary form they completed?

A: The salary deferral form should be kept in their personnel file to backup the withholding if they elected a salary deferral or if they selected "0", it will be confirmation they were offered the option. The beneficiary form should be faxed or mailed to Fifth Third with the information listed on the form.

Q: How long should a parish retain Mass Intention Records (masses celebrated, not open intentions)?

A: Mass Intention Records should be maintained as permanent records.

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.

2010 ARCH SUPPORT MEETINGS

PARISH BUSINESS MANAGERS ROUNDTABLE

SEPTEMBER 2010

Wednesday, September 22, 2010
11:30 am

St. Francis Xavier – Mt. Washington

Hosted by: Helen Hagan
Helen.hagan@sfxmw.com

AUGUST 2010

Tuesday, August 17, 2010

10:00 am

Chancery Office

Wednesday, August 18, 2010

10:00 am

St. Joseph Parish Office – Bardstown

Guest presenter: Jennifer Vonderhaar

National Account Manager for UNUM

HIGH SCHOOL FINANCE DIRECTORS ROUNDTABLE

SCHEDULE FOR 2010/1011 SCHOOL YEAR

Wednesday, September 15, 2010

Hosted by: Rob Saxton – Trinity High School

RSVP and agenda items to: saxton@thsrock.net

Wednesday, November 17, 2010

Hosted by: Judy Heare – DeSales High School

RSVP and agenda items to: Judy.Heare@desaleshs.com

Wednesday, January 19, 2011

Hosted by: Kathy Sutton – Presentation Academy

RSVP and agenda items to: ksutton@presentationacademy.org

Wednesday, March 16, 2011

Hosted by: Larry Bergamini – St. X

RSVP and agenda items to: lbergamini@saintx.com

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

Tuesday, December 7, 2010

10:00 am

St. Joseph Parish Office – Bardstown

Thursday, December 9, 2010

10:00 am

Chancery Office

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