



The OAS Messenger

September 2004

Payroll Operations Status

Thank you all for your patience and understanding as we continue to work through payroll system and operational issues. We wanted to inform you of the action steps we are taking to address the payroll concerns. We have compiled a listing of issues both technical and operational and have shared the document with Ultimate Software. We are working more closely with contacts at Ultimate Software to address the issues encountered. We have hired two temporary personnel to relieve the data entry burden and we have contracted with a third party consultant to evaluate the status of the system and operations and provide an assessment. The consultant will review the system requirements as well as the operational procedures; conduct interviews with internal staff, Ultimate Software personnel and personnel at the pilot locations. Our consultant will provide us with written recommendations on how best to proceed in order to resolve the issues. We will keep you informed of the status of the project.

Note from Payroll

Please note that the August 31, 2004 payroll was pulled from each locations' checking account on September 2, 2004. We apologize for any inconvenience this may have caused.

Daily Substitute Teacher Rates

Just a reminder that the rate for a licensed substitute teacher is \$65.00 per day and for an unlicensed substitute teacher it is \$47.00 per day.

IRS Form Reminder:

According to the Indiana Not-for-Profit law, all not-for-profit organizations are required to file an annual financial report **Form NP-20**. The law requires organizations to report annually to maintain their sales tax exemption. All organizations should have received a form in the mail if you are recorded with the state with a fiscal year ending June 30th. This form is very brief asking about the fiscal year 03-04 and will be due by November 15, 2004. If you did not receive a form, please contact the Indiana Department of Revenue's Nonprofit Section at 317-232-2188 or forms may also be found at www.in.gov/dor/taxforms/state.html.

If you have any other questions, please contact Sarah Harmeyer at 317-261-3376.

"Protecting God's Children" Program

In order to enhance our efforts to protect children the Archdiocese has adopted the Virtus "Protecting God's Children" Program to train all volunteers and employees who have contact with children. Some of you may have already attended the program. As you know, it takes an entire Archdiocese to protect our children. It was agreed upon at the August 31st Council of Priests meeting to assess the costs of this program to parishes according to the number of Catholics in each parish. The per person cost is just \$0.215 for the first year. The small cost of the program is minor in comparison to the effort that we all will make together to protect our children. Costs for each subsequent year will be lower and will be included in the parish budget packets in the future. We recommend you charge the cost to "professional fees" on your financial statements. The cost will be included on the October bill; if you have any questions, please contact Cathy Mayer at: cmayer@archindy.org

Important Notice: December 31st Payroll

The 2004 final payroll will be deposited to employee accounts on **Friday December 31, 2004**. This is a new procedure effective this year. **Please notify your employees of this change.** The payroll office will not be available for questions or pay adjustments as the Catholic Center will be closed on December 23, 2004 and reopening on January 3, 2005. Please also note that the automatic withdrawal for payroll and the monthly bill will also occur on December 31, 2004.