



THE OAS MESSENGER

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OVERVIEW

What's New This Month?

Here are some key items to pay special attention to in this month's newsletter:

- [See page 2](#) for more information on year-end Payroll and W-2s
- [See page 3](#) for an important reminder on the required signatures needed for ADLF withdrawal and transfer requests.

Upcoming Dates to Remember

- Christmas Break begins on December 26th and the Catholic Center reopens on January 3rd. During this time, the Office of Accounting Services will be closed.

Date	Subject	For more information, see...
Payroll Dates:		
Tuesday, December 13th	Due date for changes such as new hires, rehires, leave of absence, terminations and stipends for December 23rd pay date	http://www.archindy.org/finance/payroll.html
Tuesday, December 20th	Payroll approval due date for December 23rd pay date	
Wednesday, December 21st	Due date for changes such as new hires, rehires, leave of absence, terminations and stipends for January 6th pay date (See page 2 for more information on first pay of 2017.)	
Tuesday, January 3rd	Payroll approval due date for January 6th pay date	
Other Dates:		
Tuesday, December 12th	UCA one-hour Loaves+Fishes webinar	Page 5
Friday March 31, 2017	All locations are required to have electronic timekeeping implemented by March 31, 2017.	Page 3

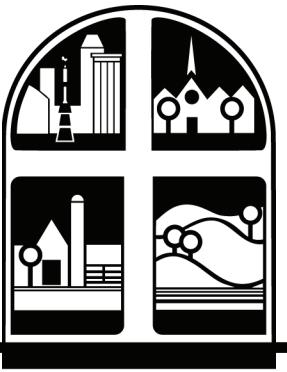
Monthly Assessments

December assessments will be distributed to locations the week of December 26th.

Assessments will be withdrawn on Friday, December 30th. Please email accountingservices@archindy.org with deferral requests.

Please share these newsletters with your fellow co-workers who normally would not receive Accounting Service News.

There is always valuable information that can be shared throughout your parish, school or agency.



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CENTRAL PAYROLL

Please note deadlines for upcoming pay periods:

LAST PAY DATE OF 2016—December 23, 2016

- Changes for new hires, terminations, pay rate changes, and stipends are due December 13th.
- Locations must approve pay runs on December 20th.

FIRST PAY DATE OF 2017—January 6, 2017

- **CHANGES FOR NEW HIRES, TERMINATIONS, PAY RATE CHANGES, AND STIPENDS ARE DUE DECEMBER 21ST.**
- Locations must approve payroll by January 3, 2017.

Ask employees to check their last pay stub to ensure their personal information is accurate such as addresses and social security numbers. Please also ask employees to check their first pay stub of the calendar year to ensure all of their deductions are accurate for taxes (federal, state, local/county), benefits, and voluntary deductions.

Payroll Processing

After entering all of the necessary payroll data into the pay grid:

1. Ensure **ALL** forms of compensation has hours associated with pay.
2. Run the Payroll Audit | fix any errors related to pay. Central Payroll will resolve any health savings account errors.
3. Approve the payroll batch.
4. Email Central Payroll with a confirmation of your approval; include your five digit Paylocity location ID in the subject line, and any notes about any Payroll Audit exceptions (multiple checks, extra hours, extra pay, etc.).

2017 Employee and Location Payroll Information

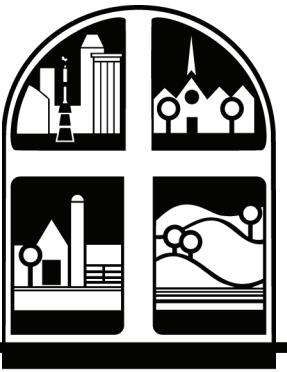
Payroll calendars for employees are available online:

- Employees can access employee payroll and payroll calendar information here:
<http://www.archindy.org/finance/employeepayroll.html>
- Parishes and Agencies can access payroll and payroll calendar information here:
<http://www.archindy.org/finance/payroll.html>

2016 W-2 Previews are available under Reports & Analytics | Quarter & Year End reporting menu.

Paylocity updates the W-2 previews each Monday during the month of December.

2016 W-2 Previews are available under Reports & Analytics | Quarter & Year End reporting menu. W-2 Previews allow you the opportunity to review all data captured on the W-2 form for accuracy before final W-2's are printed and filed. We encourage you to verify all information and immediately contact Paylocity if you need assistance making corrections. Paylocity suggests a comparison of a minimum 10 employees prior year W-2 information against their current W-2 preview to ensure it is meeting your expectations. Try to select employees with various types of earnings or deductions. Please note: when the finalized W-2s are generated at year end, the W-2 Preview will be replaced with the actual 2016 W-2 information.



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ELECTRONIC TIMEKEEPING (WEB TIME)

The Archbishop would like locations to either be using or piloting electronic timekeeping (Web Time) by December 31, 2016. If planning for a pilot or live date is not possible by December, **all locations are required to have completed implementation of Web Time by March 31, 2017.**

The first step in planning your electronic timekeeping implementation is choosing a target pay date to go live on Web Time. Paylocity has limited implementation resources; there are only about 15 openings per each pay date. Therefore, to ensure you are able to choose your desired target live pay date, please provide that date to Carey Kendall by emailing her your location number and desired target live pay date: ckendall@archindy.org.

Please note that implementation for electronic timekeeping will take approximately four to six weeks prior to your targeted go live date. After you secure your spot with the implementation team on your targeted go live date, an implementation specialist will reach out to you via email to begin planning the implementation.

ADLF

ADLF Withdrawals

In the ADLF Policy Statement, withdrawals of deposits can be made by submitting an application signed by (1) the pastor, parish life coordinator, administrator or agency director, (2) the president of the parish (or agency) council , and (3) chairperson of the finance committee. It is important that all three signatures exist in order for transactions to be processed timely. Additional information about the Archdiocesan Deposit and Loan Fund can be found on our website at <http://www.archindy.org/finance/parish/forms.html>

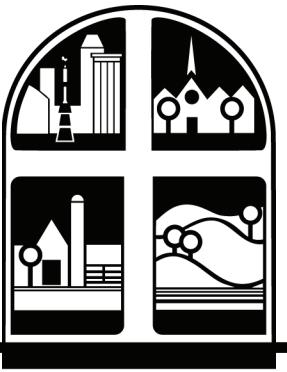
ADLF Rates for Oct-Dec 2016

Loans 3.75% Deposits 0.75%

The 2017 Quarterly ADLF meetings will be held on the following dates:

- Thursday February 23, 2017 | Thursday May 4, 2017 | Thursday August 24, 2017 | Thursday October 26, 2017

If your parish would like to be placed on the agenda for an upcoming meeting, please contact: Carey Kendall at (317)236-1519 or ckendall@archindy.org.



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RISK MANAGEMENT

Risk & Safety

Some pastors have indicated that they would like to know more about our insurance and risk management programs. Please ask your pastor or other parish leaders if they would like to meet with Mike Witka, the Archdiocese Director of Risk Management, for these discussions. Mike can be reached at mwitka@archindy.org or by phone at 317-236-1558.

Please distribute the Risk and Safety newsletter to those who are interested on your staff. You can find the updates quarterly on the Archindy.org web page under 'Insurance' or go to <http://www.archindy.org/insurance/newsletter.html>

PURCHASING

Item Delivery

Many products you receive will be delivered by a commercial trucking company and we would like to pass along some helpful tips about receiving freight.

Item Delivery Tips

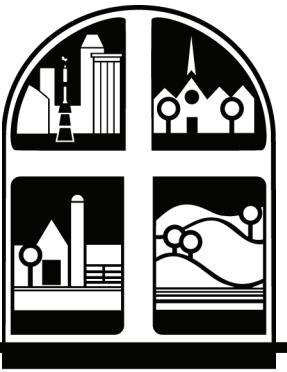
- Standard delivery offered by trucking companies is called a "tailgate delivery." This means that the driver will move the material to the end of the truck, or tailgate, and you are responsible for taking it off the truck and into your building.
- In order to receive an "inside delivery", arrangements should be made in advance and this service is usually available at an additional cost.
- We can also arrange at additional cost, "liftgate service". This is where the product is lowered to the ground, as opposed to the tailgate delivery.
- APD always asks that the freight company call you before delivery.
- The receipt the driver asks you to sign is a legal document which states you have received the freight in good condition. Please take the time to count the number of cartons, note any shortage, and inspect for signs of damage on the delivery receipt before you sign it.

Delivery Damage Tips

- After signing the receipt, we can file a claim with the trucking company to pay for replacement items that you indicated were missing or damaged on the receipt.
- While the carton may look fine, the contents inside may be damaged. This is known as "concealed damage." We can still file a claim for this; however you are not as likely to recover the full amount from the carrier.

The Office of Purchasing and our suppliers are making every effort to deliver your order in good condition. We want our customers to be satisfied with what they receive!

If you would like the Office of Purchasing to speak at your next staff meeting or to set up a meeting to discuss how our purchasing department can assist you, please contact Steve James at SJames@archindy.org or call (317)236-1451.



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STEWARDSHIP & DEVELOPMENT

UCA

Thank you for all you have done to promote the current **United Catholic Appeal**. As is usual immediately following Intention Weekend, it is taking seven to ten days to process and record gifts. As a reminder, please continue to quickly send out all gifts turned in to the parish as they need to be processed by December 31 for tax purposes. Email Cindy Riley at criley@archindy.org if additional mailing supplies are needed.

Webinar

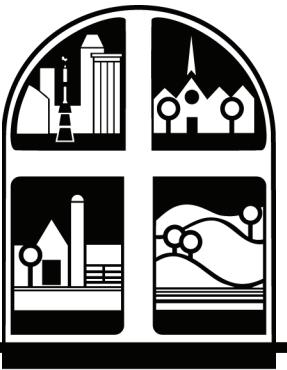
The final one-hour **Loaves+Fishes** webinar of the 2016 series will take place on Tuesday, December 13th beginning at 2 pm. In this webinar entitled “Pope Francis, Mercy and your Parish”, hear from a Pope Francis expert on how to help your parish hear our Holy Father’s compelling appeal to mercy and how to practically help your parish give of their time and talent to the less fortunate. Use this URL to register for the free webinar: <https://attendee.gotowebinar.com/register/7867168794799056641>
Past webinars can be viewed at: <http://www.archindy.org/stewardship/podcast.html>

COMPLIANCE & PARISH INTERNAL CONTROLS

Bank Change

If you need to change your bank information with the Office of Accounting Services for any reason, please fill out the [Bank Change Authorization form](#) and follow the return instructions.

In order to change your bank account information for Payroll, you will need to fill out a separate form. Please contact our Payroll Department (centralpayroll@archindy.org) and they will be able to assist you.



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FINANCE & ADMINISTRATIVE SERVICES

Brian Burkert – Chief Financial Officer / Executive Director of Finance and Administrative Services

bburkert@archindy.org

Stacy Harris – Senior Director of Finance / Director of Compliance

sharris@archindy.org

Brian Schmidt – Director of Finance / Controller

bschmidt@archindy.org

Mike Witka - Director of Parish Financial Services & Risk Management

mwitka@archindy.org

Eric Atkins – Director of Management Services

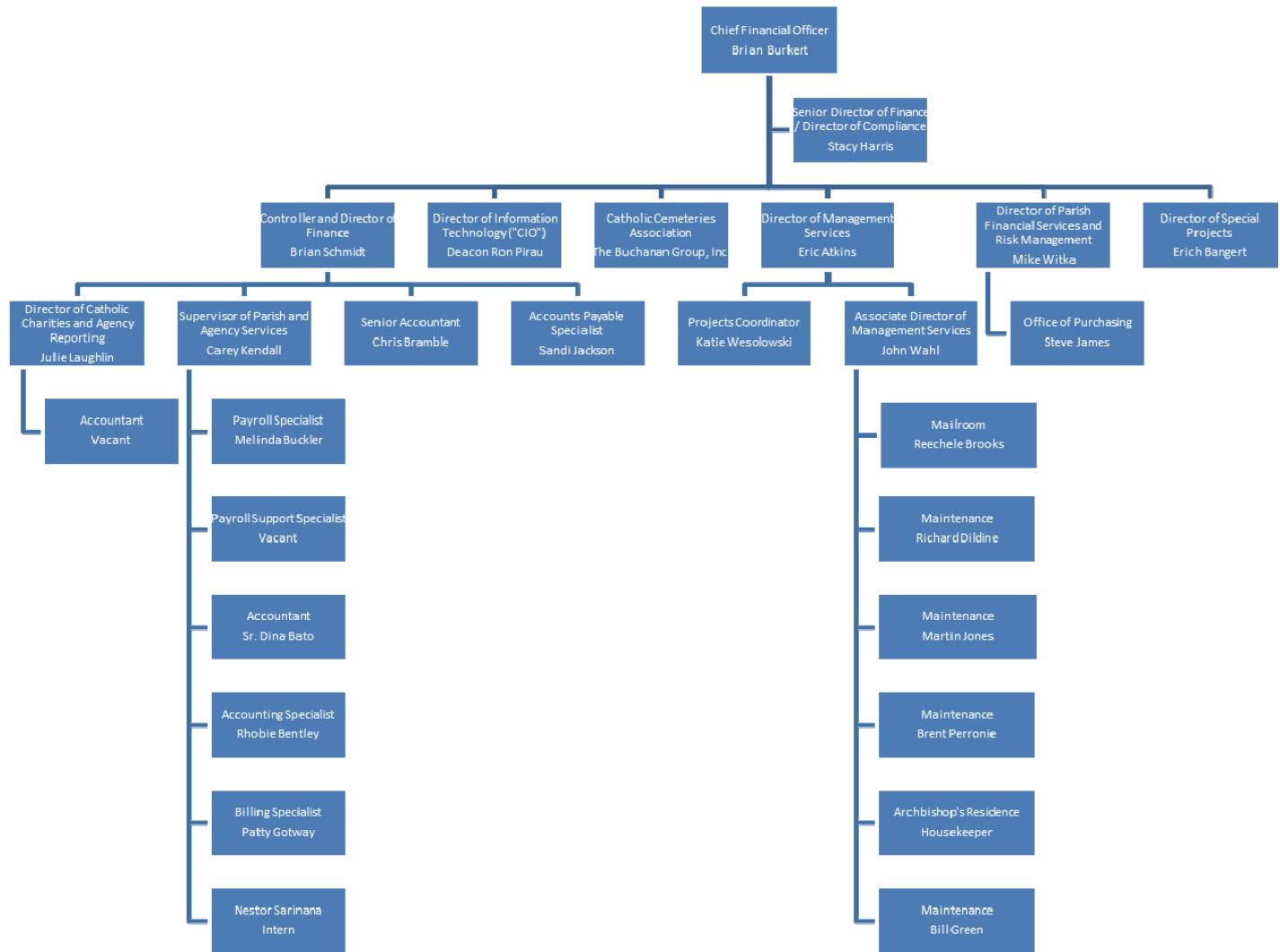
eatkins@archindy.org

Deacon Ron Pirau—Director of Information Technology

rpirau@archindy.org

Erich Bangert – Director of Special Projects

ebangert@archindy.org





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OFFICE OF ACCOUNTING SERVICES

Name	Photo	Title	What We Do	Contact Information
Brian Schmidt		Controller and Director of Finance	As Controller, Brian is responsible for oversight and management of the Office of Accounting Services and ensuring that our office provides high quality service to our clients (parishes, schools, departments within the Catholic Center, and various agencies).	Phone: 317-592-4005 E-mail: bschmidt@archindy.org
Carey Kendall		Supervisor of Parish & Agency Services	Carey supervises payroll, parish and agency billing, and the administration of the Archdiocesan Deposit and Loan Fund. She monitors the accounting services email box and manages the parish annual financial reporting process.	Phone: 317-236-1519 E-mail: ckendall@archindy.org
Julie Laughlin		Director of Catholic Charities & Agency Reporting	Julie is responsible for agency financial reporting. This includes financial reporting for Catholic Charities, Bishop Simon Brute College Seminary, CYO and others.	Phone: 317-261-3371 E-mail: jlaughlin@archindy.org
Chris Bramble		Senior Accountant	Chris is responsible for investment accounting and accounting support for Fatima Retreat House and several Catholic Charities agencies, as well as coordinates and manages the parish internal control assessments.	Phone: 317-592-4099 E-mail: cbramble@archindy.org
Sister Dina Bato		Staff Accountant	Sr. Dina handles the day to day accounting for Catholic Cemeteries, United Catholic Appeal, and the Archdiocesan Deposit and Loan Fund (ADLF).	Phone: 317-236-1418 E-mail: dbato@archindy.org
Rhobie Bentley		Accounting Specialist	Rhobie (Row-bee) is responsible for daily cash management including processing all deposits received by OAS.	Phone: 317-261-3376 E-mail: rbentley@archindy.org
Melinda Buckler		Payroll Specialist	Melinda processes payroll and is involved in the monthly parish and agency billing.	Phone: 317-236-1439 E-mail: mbuckler@archindy.org
Sandi Jackson		Accounts Payable Specialist	Sandi is responsible for accounts payable and employee expense reimbursements.	Phone: 317-236-1561 E-mail: sjackson@archindy.org
Patty Gotway		Billing Specialist	Patty is responsible for preparing the parish and agency billing.	Phone: 317-236-1572 E-mail: pgotway@archindy.org
Nestor Sarinana		Intern	Nestor assists on a wide variety of projects within the Office of Accounting Services.	E-mail: oasintern@archindy.org

Not sure who to contact?

Office of Accounting Services General Phone Number: 317-236-1410

Accounting Services Mailbox: accountingservices@archindy.org

Central Payroll Mailbox: centralpayroll@archindy.org

We will reply to your message as soon as possible with a desired response time of less than 48 hours.