



The OAS Messenger

June 2005

Mass Stipends and SECA Reimbursements

Priests must be paid through Central Payroll and all mass stipends and SECA reimbursements are required to be paid through Central Payroll as well. Stipends should be paid monthly by adding to the payroll timesheets and transferring funds from the mass stipend checking account into the general checking account. The funds are withdrawn from the parish general checking account when the stipends are charged on the payroll summary report. The only exception is when paying a retired priest or a priest not employed with the archdiocese; the priest should be paid directly and not through Central Payroll. For more clarification on this procedure, please refer to Appendix A of the budget guidelines, which can be found on the OAS website at www.archindy.info/newoas.

Start reviewing your paycheck on a regular basis.

During the current tax season, Central Payroll has received many calls from employees who regretted not looking at their paychecks on a regular basis. Don't wait until the next tax filing season to find out that you did not have enough income tax withheld from your paychecks. Your Archdiocese paycheck is available on the web for you to review, print, etc. Contact Central Payroll at: www.payrollproblems@archindy.org to receive your user name, password, and easy to follow instructions. It's the responsible thing to do.

Avoiding Identity Theft

Identity theft is on the rise, and because of this, protecting employees' personal information is a top priority. A new regulation requires employers to properly shred or "wipe" computer disks prior to disposal. Please be sure to completely destroy anything containing personal information on your employees—including Social Security numbers, bank account numbers, credit information, and any other personal documentation. To do so, please shred all papers containing this information, and completely destroy any disks before throwing them out. Thank you for helping us to continue to protect our employees.

Budget Deadline

Just a reminder that budgets are due in the Office of Accounting Services to the attention of Bonnie Vollmer **on or before June 15th**. Standard budget forms will **not** be used this year. Budgets should be submitted in the format used by the parish/school with the pastor, PLC, administrator, or principal's signature indicating the budget has been approved. For budget resources, please visit the OAS website at www.archindy.info/newoas. If you have any questions, please contact Sarah Harmeyer at 800.382.9836 or 317.261.3376 or sharmeyer@archindy.org

Contacting Payroll

When sending timesheets or other critical information to Central Payroll via email we suggest that you use the option to "request a delivery or read receipt" for your email. This is a simple and easy way to make sure that your email hasn't been missed due to technical problems or the recipient's absence. It's an easy double check that will avoid problems and make sure that your employee's pay information has been received.

Please Be Aware of Scams

Please be aware of any email scams received in your inbox. Do not respond to any suspicious email stating that your parish is the beneficiary of a large sum of money from the estate of a Late Engr. Willy Bubenik. Do not send proof of identification as requested in the email. Please delete any suspicious emails from your inbox. If you have any questions or concerns, please contact Sarah Harmeyer or someone in the Office of Accounting Services. Please also be aware of unauthorized wire attempts from your bank account. An unauthorized wire transfer has been attempted on a parish checking account from London, England. Please notify your bank of **ALL** authorized withdrawals on your checking account such as archdiocesan payroll, billing, and ADLF payments. It is also helpful to closely monitor your checking account via online or telephone for any suspicious activity. Please contact Sarah Harmeyer with any questions or concerns at 800.382.9836 or 317.261.3376 or sharmeyer@archindy.org