



# The OAS Messenger

March 2006

## **St. Francis Xavier Home Missions Grant**

### **July 2006 Applications**

Applications for the July 2006 Home Mission Grants are due in the Vicar General Office by Friday, May 26, 2006. Applications are available on line at <http://www.archindy.info/newoas>. For further information, please contact Bonnie Vollmer by e-mail at [bvollmer@archindy.org](mailto:bvollmer@archindy.org) or by phone at 317-236-1410 or 1-800-382-9836 ext. 1410.

## **Budget Guidelines**

The 2007 budget guidelines are now available at [www.archindy.info/newoas](http://www.archindy.info/newoas) Click on the link for Budgets to access the documents needed to complete the budget .

The budgets are due by **June 15, 2006** to the Office of Accounting Services, Attention Bonnie Vollmer.

**If you have any questions or require assistance with budget preparation, please contact Sarah Harmeyer in the Office of Accounting Services at [sharmeyer@archindy.org](mailto:sharmeyer@archindy.org) or call 1-800-382-9836 ext. 3376 or 317-261-3376.**

## **June 2006 Living Catholic Stewardship Conference**

*Our Sunday Visitor* is hosting a regional Living Catholic Stewardship conference at the Sheraton Hotel Keystone Crossing in Indianapolis June 14-16, 2006. This three day stewardship conference offers many workshops with speakers and exhibitors from throughout the country. For more information visit the website at <https://www.osvenvelopes.com/EnvelopesWeb/Public/ad2.htm>.

## **Monthly Assessment Bills**

The Archdiocese will soon be using an electronic format to distribute the Monthly Assessment Bills. The bills will be sent via e-mail to the person who would normally receive the bill in the mail. Any documentation that would normally accompany this bill will be sent through regular mail. To do this, we need to update e-mail addresses and names of those who normally receive this bill. Once the system is set up, we can begin sending your Monthly Assessment Bill via e-mail. We anticipate that this process will enhance the speed of delivery. If you haven't already been contacted by our office, please contact Debra Snyder at [dsnyder@archindy.org](mailto:dsnyder@archindy.org) or call 1-800-382-9836 ext. 7313 to provide the above noted information.

## **Electronic Giving**

Parishioners may prefer the option to give their Sunday and Holy Day collections via automatic withdrawal from their checking account. This process will assist parishioners with their commitment without writing a check each week and it benefits the parish to have the collections regularly deposited directly to the parish checking account. If interested, contact your local bank to see if they offer electronic funds transfer products.

## **Payroll Tips**

During the past year, the Archdiocese Payroll Department has worked hard to stabilize the staff and software that support your location's payroll. Having a specific Payroll Specialist assigned to each location as a consistent available resource helps provide the best possible support for each location's payroll questions and needs.

Each location should be sure that staff and procedures are in place to partner with Archdiocese Central Payroll. This is the best way to make sure employees are paid accurately and locations are charged correctly for their overall payroll expense.

Here are some tips to make sure your employees receive their pay without delay and to avoid unnecessary payroll expense for your location.

Have a regular dialogue with your assigned Payroll Specialist.

Review the published payroll calendar. It contains important due dates for information needed by Central Payroll for each payroll processed.

Submit information to payroll by the due date noted in the payroll calendar.

**Timesheets:** Late timesheets cause late payments to employees.

**New Hire information:** Start new employees off on a positive note. Be sure Central Payroll receives new hire paperwork so the new employee's first paycheck is not delayed.

**Terminated employees:** Salaried employees are set up as 'auto-pay'. This means their pay is automatically processed each payday. Submit paperwork for terminated employees ASAP to avoid paying 'auto-pay' employees unnecessarily.

**Transferred or shared employees:** Many employees work at more than one location or leave to work full time at a new location. Be sure to let Central Payroll know if an employee's wages should not be charged to your location.

Contact Archdiocese Payroll Manager, John Hansberry at (317) 236-1550 or [jhansberry@archindy.org](mailto:jhansberry@archindy.org), if you have any questions.