

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 information on State or IRS taxes notices that you may be receiving
- [See page 5](#) for upcoming dates to remember and information for United Catholic Appeal

Upcoming Dates to Remember

Monday, October 10th, is Columbus Day and a bank holiday. We will not be able to process ACH's or deposits for the date of October 10th. Please plan accordingly, as items will need to be processed for October 7th or October 11th instead.

Date	Subject	For more information, see...
Payroll Dates:		
Monday October 3rd	Paylocity closes the quarter at 5pm EST. Any adjustments to the quarter or backdated payrolls submitted after October 4.	http://www.archindy.org/finance/payroll.html
Tuesday, October 4th	Due date for changes such as new hires, rehires, leave of absence, terminations and stipends for October 14th pay date	
Tuesday, October 11th	Payroll approval due date for October 14th pay date	
Tuesday, October 18th	Due date for changes such as new hires, rehires, leave of absence, terminations and stipends for October 28th pay date	
Tuesday, October 25th	Payroll approval due date for October 28th pay date	
Other Dates:		
Week of October 17th	United Catholic Appeal mailing arrives in parishioners mailboxes	Page 5
October 18th	Indianapolis Advance Commitment Gathering for United Catholic Appeal	Page 5
October 31st	Grant applications due to the Archdiocese	Page 4
October 31st	Business Entity Report Filings are due to State of Indiana. The Office of Accounting Services will file these for all parishes, high schools, and agencies.	Page 3
November 15th	Form NP-20 filing due to State of Indiana for each parish and high school. It is the responsibility of the parish, high school, and agency to complete this filing.	Page 3

Monthly Assessments

October assessments will be distributed to locations the week of October 24th. Assessments will be withdrawn on Monday, October 31st. 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.



Tax Notices

Please forward any State or IRS taxes notices to ckendall@archindy.org. We will work with Paylocity to resolve any tax issues.

Salaried Pay Rates

Salaried rates of pay must have default hours. Salaried rates of pay should not include an hourly rate. The system calculates an hourly rate when a salaried pay rate is entered. This should be over-written by answering no to the calculation question when prompted. Please remove all hourly rates from salaried rates of pay.

Hourly Pay Rates

Hourly rates of pay should not have default hours in the setup. Please remove default hours from any hourly rates of pay.

Pay Rate Approvals

HR is now reviewing and approving all pay rate changes. Please keep this in mind when planning to process payroll. It would be helpful if locations follow the normal deadlines for other changes in non-payroll weeks to avoid any delays with payroll processing as they relate to changes in pay.

Quarter End

Paylocity closes the quarter at 5pm EST on October 3. Any adjustments to the quarter or backdated payrolls submitted after October 4 will result in amendments to your quarterly filings at an additional fee billed by Paylocity. A signed and dated absolution letter is available on Paylocity's website. The document is required to process any backdated payrolls.

As quarter close and year end approaches, please ensure address changes are entered timely and there are no negative wages. Paylocity recommends running the Quarterly Wage and Tax summary report which will show a summary of taxable wages for all jurisdictions. If any employee has negative wages for the quarter, the last day you can process corrections is October 3rd.

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

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.**

2016 Payroll Processing Deadlines

Please refer to the Payroll Processing calendar for bi-weekly deadline dates. All changes such as new hires, rehires, leave of absence, terminations and stipends are due by Tuesdays in each non-payroll week. Likewise, payroll **must be approved by Tuesday** in each week employees are paid. If you need assistance with meeting the payroll deadlines, please reach out to centralpayroll@archindy.org.

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.



ELECTRONIC TIMEKEEPING (WEBTIME)

Electronic timekeeping implementation information sessions are scheduled the remaining deaneries in the Archdiocese occurring October through November. *If you are ready to start your electronic timekeeping implementation before your scheduled information session, you may do so at any time by contacting Carey Kendall to begin the process: ckendall@archindy.org.* Please note that implementation for electronic timekeeping can take up to a minimum of one month or longer so you will need to **plan your implementation well in advance**. The Archdiocese prefers all implementations to be complete by December 2016.

Overview of implementation process:

1. The location will be assigned a Paylocity Web Time Implementation Specialist who will send a **welcome email** that includes an implementation document to start the process and schedule an initial **welcome call**.
2. During the short welcome call, the implementation specialist will gather additional information, **review a short questionnaire**, and **set training dates** for administration and payroll processors.
3. Locations orient hourly employees with the means by which they are clocking in and out.
4. Locations set up Supervisors with Paylocity's "Admin 1" training so they may familiarize themselves with the system. Or you may utilize the pre-recorded video available on the Archdiocesan payroll webpage: <http://www.archindy.org/finance/payroll.html>.
5. Administration and payroll processors complete Paylocity's "Admin 1" and "Admin 2" training. Paylocity prepares your database and sets up the system for your location.
6. Paylocity guides the payroll processor through two successful payrolls using the time import file.
7. After one through six are completed; the location will transition to support.

ANNUAL REPORT FILINGS WITH THE STATE OF INDIANA

Prepare to File Year-end Form NP-20

State Form NP-20 is due annually by November 15th. It is the responsibility of the parish / high school to file this report. If you do not receive a form in the mail by the State, please contact the Indiana Department of Revenue's Non-profit Sector at 317-232-2188. The NP-20 form is available online at <http://www.in.gov/dor/3506.htm>.

Annual Report to Secretary of State: Business Entity Report

You may receive a notice from the Secretary of State's office asking that the parish file a Business Entity Report. Please do not file this report. The Office of Accounting Services will file this report on each parish's behalf. If you receive a notice that the Business Entity Report is past due or that the Secretary of State intends to administratively dissolve the parish corporation for not filing the Business Entity Report,



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GRANT AWARDS UPDATE

Grant opportunities for home mission, growth & expansion and capital needs in the Archdiocese of Indianapolis – Applications Due October 31, 2016

Through the generosity of the parishioners of our Archdiocese, we have 3 different endowment funds that will support a twice-annual grant awarding process. This grant process is jointly administered by the Finance Office and the Office of Stewardship and Development of the Archdiocese of Indianapolis.

Twice a year (spring and fall), the parishes, schools and agencies of the Archdiocese of Indianapolis have an opportunity to apply for grants which will be available from the following 3 endowments:

- (1) Home Mission Endowment Fund – used to support parishes and schools that qualify as home missions;
- (2) Growth and Expansion Endowment Fund – used to support growth and expansion initiatives throughout the Archdiocese in our parishes, schools and agencies; and
- (3) The James P. Scott Endowment Fund – made possible by a very generous gift by James P. Scott to be used to support capital needs in the Archdiocese.

Combined grant applications are due to the Archdiocese for the 2 grant allocation periods on April 30th and October 31st each year.

For more information, please see the Finance and Administrative Services page at <http://www.archindy.org/finance/grant.html> or contact Stacy Harris in the Office of Finance and Administrative Services at sharris@archindy.org or (317) 236-1535.

ADLF

ADLF Rates for Oct-Dec 2016

Loans 3.75% Deposits 0.75%

The next quarterly ADLF Committee meeting will be held on Thursday October 27th.

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.

PURCHASING

Car Rental

The Archdiocese of Indianapolis now has a nationwide car rental program with Enterprise and National that is available to you for business use. If this is a program that you would use often, it may benefit you to join the Emerald Club. The Emerald Club is designed to make your car rental experience faster and more convenient. By using the Archdiocese of Indianapolis business account codes, the sales tax should be removed from your bill. For additional information please visit: <http://www.archindy.org/finance/files/parish/general/HOW%20TO%20book%20with%20Enterprise%20or%20National.pdf>

If you have any questions, please contact Steve James at sjames@archindy.org

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STEWARDSHIP & DEVELOPMENT

Tuesday, October 18 th	Indianapolis Advance Commitment Gathering for United Catholic Appeal. Mass begins at 6 pm at SS. Peter and Paul Cathedral. Dinner to follow in Assembly Hall of the Catholic Center	RSVP to criley@archindy.org
Week of October 3 rd	United Catholic Appeal Parish Kits to arrive at the parish office addressed to the pastor/administrator/PLC.	http://www.archindy.org/stewardship/documents/Parish%20Guide_160706_FINAL.pdf
Week of October 17 th	United Catholic Appeal mailing arrives in parishioners mailboxes	http://www.archindy.org/stewardship/documents/Parish%20Guide_160706_FINAL.pdf
October 22- 23 October 29 - 30 November 5-6	Awareness Weekends for United Catholic Appeal	Speaker's Bureau http://www.archindy.org/stewardship/helpdesk.html
November 12 - 13	United Catholic Appeal Intention Weekend	http://www.archindy.org/stewardship/helpdesk.html

United Catholic Appeal (UCA)

The United Catholic Appeal **video continues to be available in English and Spanish**. Even if you are unable to show the video within the sanctuary, we hope that you will find uses for it within small groups, on your website, in email communications, and posted to your social media platforms. A DVD and/or flash drive will be sent in the Parish Kit in early October; the video will also be available on the **Parish Helpdesk** at www.archindy.org/UCA.

It is sometimes difficult to show the United Catholic Appeal Video during Mass due to logistics or equipment limitations. Taking this into consideration, an **English and Spanish audio only version** of the video will be available to utilize at the Mass. The audio file will also be available on the flash drive that will arrive with the Parish Kit.

All United Catholic Appeal **Ministry Minutes** are now available for download from the **Parish Helpdesk**. These are wonderful clips which communicate specific stories of how funding impacts ministries throughout the archdiocese. Ministry Minutes are typically 1-3 minutes and are perfect pieces to use on social media platforms.

The Speakers Bureau is now available on the **Parish Helpdesk** to assist in finding speakers for the Awareness Weekends: October 22-23, October 29-30 and November 5-6.

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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

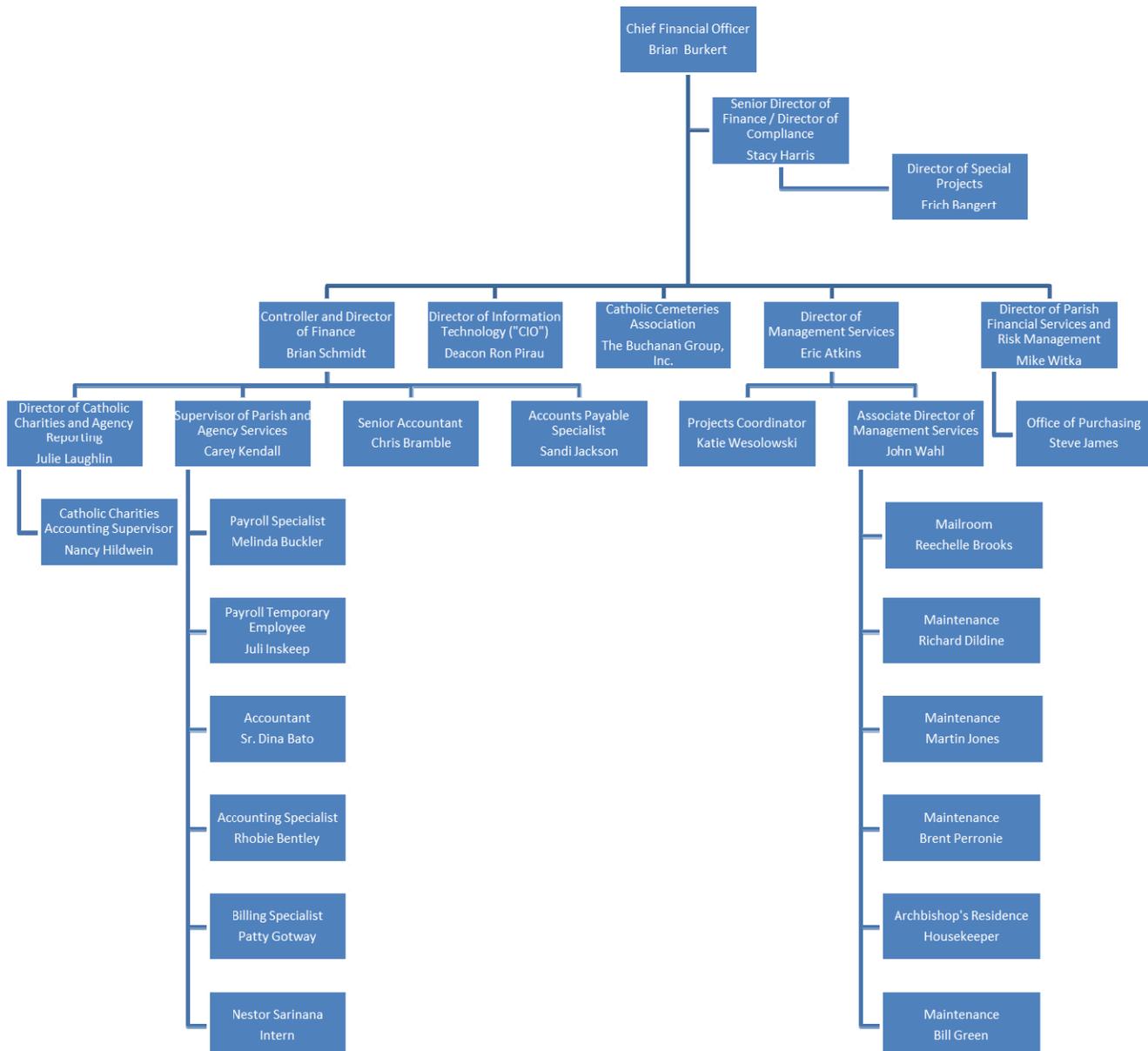
eatkins@archindy.org

Deacon Ron Pirau—Director of Information Technology

rpirau@archindy.org

Erich Bangert – Director of Special Projects

ebangert@archindy.org

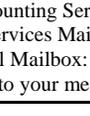


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OFFICE OF ACCOUNTING SERVICES

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
Nancy Hildwein		Catholic Charities Accounting Supervisor	Nancy is responsible for accounting and reporting for several Catholic Charities agencies.	Phone: 317-236-1525 E-mail: nhildwein@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.