



ARCHDIOCESE OF INDIANAPOLIS

The Church in Central and Southern Indiana

Office of the Chief Financial Officer

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Announcement of 2016 Bi-Weekly Payroll Calendar

November 2, 2015

Dear Co-workers,

To enhance our ability to meet the provisions of the Fair Labor Standards Act of 1938, the Archdiocese is adopting a bi-weekly payroll frequency beginning in 2016. This allows Archdiocesan hourly employees to be paid in a more consistent basis, and allows for accurate systematic tracking of overtime.

All employees will be paid as planned on December 31, 2015. The first bi-weekly payroll check will be issued on January 8, 2016. All subsequent pay dates will occur every other week after the first bi-weekly pay check in January. The 2016 payroll calendar has twenty-six pay dates; a calendar is attached detailing all pay dates in 2016.

The change in pay frequency, will not affect annual salaries; salaries will remain the same. Salaried employees' pay will now be distributed evenly over twenty-six pay periods which will result in a change in the gross amount per each paycheck. **This may require both salaried and hourly employees to adjust the timing of automatic payments they have previously set up.** Please use the 2016 bi-weekly payroll calendar to plan for any set automatic payments being withdrawn from your personal accounts.

Employees should re-evaluate any reoccurring automatic payments from personal banking accounts. For example, please evaluate loan payment dates and automatic fund transfers that are currently set up; plan to make adjustments according to the pay dates on the 2016 payroll calendar. You may also use the *Paylocity Check Calculator* feature in your Paylocity Employee Dashboard to understand if you should adjust any elective deductions or tax withholdings. The check calculator tool can be located by selecting *Payroll* from the menu bar and then *Check Calculator*.

Employer health savings account contributions will continue to be deposited monthly; the deposits will continue to occur on the last pay date of each month. **Employees may need to adjust their employee health savings account contributions to ensure they do not exceed the 2016 annual limit.** The annual 2016 limits for employer and employee contributions are as follows:

Family coverage limit: \$6,750 | Individual coverage limit: \$3,350 | Catch up contribution for age 55 or older: may add \$1,000

Employees with voluntary employee salary reductions for contributions to health flex spending accounts should re-evaluate their contributions. The 2016 limit is \$2,550.

Payroll administrators will be working to evaluate planned voluntary employee elected deductions such as United Way or capital campaign contributions. If necessary, administrators will adjust the voluntary employee deductions from twenty-four to twenty-six pays.

A postcard summarizing this change and directing employees where to go with questions will be issued in November to all employees.

Please direct any questions to the Human Resources Office at humanresources@archindy.org or the Accounting Office at centralpayroll@archindy.org.

Brian Burkert, CFO

2016 Payroll Calendar

Month	SUN	MON	TUE	WED	THURS	FRI	SAT
Dec 2015	20	21	22	23	24	25	26
	27	28	29	30	31 <small>12/9-12/19</small>	1	2
Jan 2016	3	4	5	6	7	8 <small>12/20-1/2</small>	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22 <small>1/3-1/16</small>	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5 <small>1/17-1/30</small>	6
Feb 2016	7	8	9	10	11	12	13
	14	15	16	17	18	19 <small>1/31-2/13</small>	20
	21	22	23	24	25	26	27
	28	29	1	2	3	4 <small>2/14-2/27</small>	5
Mar 2016	6	7	8	9	10	11	12
	13	14	15	16	17	18 <small>2/28-3/12</small>	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1 <small>3/13-3/26</small>	2
Apr 2016	3	4	5	6	7	8	9
	10	11	12	13	14	15 <small>3/27-4/9</small>	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29 <small>4/10-4/23</small>	30
May 2016	1	2	3	4	5	6	7
	8	9	10	11	12	13 <small>4/24-5/7</small>	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27 <small>5/8-5/21</small>	28
	29	30	31	1	2	3	4
Jun 2016	5	6	7	8	9	10 <small>5/22-6/4</small>	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24 <small>6/5-6/18</small>	25
	26	27	28	29	30	1	2

Month	SUN	MON	TUE	WED	THURS	FRI	SAT
Jul 2016	3	4	5	6	7	8 <small>6/19-7/2</small>	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22 <small>7/3-7/16</small>	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5 <small>7/17-7/30</small>	6
Aug 2016	7	8	9	10	11	12	13
	14	15	16	17	18	19 <small>7/31-8/13</small>	20
	21	22	23	24	25	26	27
Sep 2016	28	29	30	31	1	2 <small>8/14-8/27</small>	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16 <small>8/28-9/10</small>	17
	18	19	20	21	22	23	24
Oct 2016	25	26	27	28	29	30 <small>9/11-9/24</small>	1
	2	3	4	5	6	7	8
	9	10	11	12	13	14 <small>9/25-10-8</small>	15
	16	17	18	19	20	21	22
Nov 2016	23	24	25	26	27	28 <small>10/9-10-22</small>	29
	30	31	1	2	3	4	5
	6	7	8	9	10	11 <small>10/23-11/5</small>	12
	13	14	15	16	17	18	19
Dec 2016	20	21	22	23	24	25 <small>11/6-11/19</small>	26
	27	28	29	30	1	2	3
	4	5	6	7	8	9 <small>11/20-12/3</small>	10
	11	12	13	14	15	16	17
Jan 2017	18	19	20	21	22	23 <small>12/4-12/17</small>	24
	25	26	27	28	29	30	31
	1	2	3	4	5	6 <small>12/18-12/31</small>	7

Pay Dates