



The OAS Messenger

April 2005

Fiscal Management and Discipleship Conference

Saturday April 23, 2005

Keynote Address by Archbishop Buechlein on

Leading Vibrant Parish Ministry through Financial Challenges

- ◆ **Parish Internal Control Assessments: What to Expect, How to Prepare**
- ◆ **Legacy for our Mission Campaign: Questions and Answers**
- ◆ **Making Quality Healthcare Affordable**
- ◆ **Hot Topics in Charity Gaming**
- ◆ **Managing the Business Side of Education**
- ◆ **Best Practices for Growing Stewards**
- ◆ **Many, many more....**

To register or obtain more information contact Bonnie Vollmer in the Office of Accounting Services at 317.236.1410 or 1.800.382.9836 ext. 1410 or bvollmer@archindy.org.

Changes for St. Francis Xavier Home Missions Grant Distributions

The distribution schedule for the St. Francis Xavier Home Missions Grant has changed. Beginning in 2005, there will be only one allocation in July. Applications for the July 2005 Home Mission Grants are due in the Vicar General Office by Friday, May 27, 2005. Applications may be obtained on the OAS website at <http://www.archindy.info/newoas> If you have any questions, please contact Bonnie Vollmer at 317.236.1410 or 800.382.9836 ext. 1410, or via e-mail to bvollmer@archindy.org

Central Payroll Staff Changes

We are pleased to have Tracy Doyle as a our department's newest Payroll Specialist. Tracy is experienced in all areas of the payroll process and enjoys working with diverse payrolls and responding to customer needs.

She is replacing Martha Mills whose assignment as a temporary Payroll Specialist ended on March 17. Tracy will be working with the locations formerly assigned to Martha. Tracy can be reached at: 317. 236.1416 work, 317.236.7327 fax, or email to payrolltemp@archindy.org

Background Checks

In order for us to correctly bill for background check fees, please be sure to use the new background check form, located on our intranet site at www.archindy.info. Please click on the "Shared Information" button, then the "Human Resources" button. Next click on the "New Employee Hire Packet" then select the type of employee (for greater than 1500 or less than 1500 hours). Once the background check is selected, please be sure to fill in every line—**especially your parish or agency number**. This is important to ensure that we bill for the background check to the correct location. If you have any questions, please contact Jo Ann Schramm at 317.261.3387 or jschramm@archindy.org

2005 Payroll Calendar...UPDATED

The payroll department has recently updated and reissued the 2005 Payroll Calendar. Certain 2005 pay dates have been moved to Fridays. Copies of the revised 2005 payroll calendar have been mailed to each parish. A copy of the new calendar is also available in the Company Information section of UltiPro home page (where employees sign on to view paychecks). Keep an eye on this section of the web page; it will soon contain a "reminder" of upcoming pay periods, pay dates, and other information. If you have any questions about the changes, please contact John Hansberry at 317.236.1550 or email to jhansberry@archindy.org.