



The OAS Messenger

June 2007



The Catholic Center will be **closed** on Wednesday, July 4, 2007 and Thursday, July 5, 2007 in observance of the National Holiday. The Catholic Center will **reopen** on Monday, July 9, 2007.

Summertime Payroll Due Dates

Please review the dates, timesheet, and employee add/change/delete information, it is due to Central Payroll during the upcoming summer months. If staff summer vacations affect your ability to timely submit payroll information, please make arrangements for backup support. Also, inform Central Payroll if there is a change in the local contact for a particular pay period. The 2007 Payroll Calendar is available at the website at <http://payroll.archindy.info>.

Bookkeeper Training Workshops

One bookkeeper workshop is scheduled for June. The General Accounting session will cover general accounting procedures and topics related to parishes. Archdiocesan policies, charity gaming, payroll, and human resource topics will also be addressed at this session.

General Accounting

Wednesday June 20, 2007

Catholic Center

1400 N Meridian St. Indianapolis, IN 46202

1:00 p.m to 5:00 p.m.

Benedictine Room

Please contact Sarah Harmeyer with questions at sharmeyer@archindy.org or 317-261-3376.

Budget Guidelines

The 2007-2008 budgets are due June 15, 2007. Budget guidelines and supporting documents are available at <http://www.archindy.org/budget>.

If you require assistance with financial concerns when preparing the budget, please contact Michael J. Witka, Director of Parish Financial Services and Risk Management at 317-236-1558 or mwitka@archindy.org

07-08 Salary Changes

On May 17, Central Payroll e-mailed all locations instructions on how pay changes for the 07-08 year will be updated in the payroll system. Included in the May 17th parish mailing was a copy of these instructions and a Single Approval Form to be used in lieu of Payroll Action Forms. Please contact Central Payroll if you have not received this information. Approved pay changes effective with the July 13th payroll should be received by Central Payroll no later than **June 25**.

NEW this year: Annual priest pay increases and location changes effective July 3, 2007, will be determined and entered in the payroll system by Central Payroll. **This is true only for changes effective July 3, 2007.** Locations are responsible for reporting priests status, pay, or location changes effective **after** July 3, 2007 to Central Payroll.

Do not use the web to enter new pay rates online. The effective date control in Ultipro's internet web software does not work properly. The accuracy of pay changes entered online cannot be guaranteed.

Risk Management Speaking

Michael J. Witka

Director of Parish Financial Services and Risk Management

The Leading Causes of Slips, Trips, and Falls

Slips and falls seem to an area where we can improve our Risk Management techniques. Knowing what to look for is one step. Then providing the repairs is another. The leading causes are:

- Uneven surfaces
- Unexpected obstacles to walking
- Poor lighting
- Ice or water on walking surfaces
- Loose or missing handrails
- Loose carpet or tile

New Minimum Wage:

President Bush signed the Fair Minimum Wage Act of 2007 into law on May 25, 2007. This law raises the current minimum wage of \$5.15 per hour in three steps:

1. \$5.85 on July 24, 2007
2. \$6.55 on July 24, 2008
3. \$7.25 on July 24, 2009

Please make sure that the wages for all of your employees meet these requirements. If you have any questions, please contact Human Resources.

Automated Church System (ACS) Training

ACS Technologies is offering a training session this summer in Indianapolis. Visit the website www.acstechnologies.com/training or call 1-800-669-2509 for registration information.

Training Location Information

July 16-20, 2007
Life Point Church
8540 Combs Road
Indianapolis, IN 46237
317-881-4010

Parish Annual Financial Reports

Again for the fiscal year ending June 30, 2007, the Parish Annual Financial Reports will be submitted using the online survey format. An e-mail link to the survey and instructions will be sent to the person at your parish that submitted the report last year. The instructions will **NOT** be sent by regular mail. All documents will be available online. If you would like to have an e-mail address added or changed from the person who submitted the report last year, please contact Sarah Harmeyer at sharmeyer@archindy.org or 317-261-3376.