



## **IMPORTANT NOTICE REGARDING HEALTH INSURANCE PREMIUM PAYMENTS**

### **Re: Health Insurance Premium Payment Process Change**

Effective July 2022, the monthly health insurance premium invoice produced by the Archdiocesan Benefits Department will no longer be generated. Payroll reports, produced each payroll cycle, will serve as your source documents for validating health insurance coverage and premium charges. Additionally, the payroll date will determine the timing of the withdrawal of the employee deduction and employer expense charged to parishes/agencies for the health insurance premium.

Finance and Human Resources, in partnership, have concurred that since all parishes/agencies have transitioned onto one payroll system, Lawson, that this process can now be driven entirely from our centralized system of record, and the duplicative effort in maintaining two separate systems to generate similar health insurance deduction rosters, can be automated. The use of the payroll system in generating source documents, is consistent with the reporting available for your use in validating and confirming your employee pay and charges for taxes and other employer provided benefits.

### **What do I need to know/do in support of this change?**

1. Parishes/Agencies will review their payroll reports to validate employee health insurance enrollments and employee/employer charges for their portion of the health insurance premium. Authorized users will continue to access Payroll reports via Citrix in your respective payroll reports folder. Questions regarding payroll reports access should be directed to Payroll.
2. Parish Support will post the detailed instructions, *Health Insurance Benefit and Cost Reconciliation*, for your reference and use in your Payroll Reports folder no later than July 1. The instructions will identify the Payroll reports available each payroll cycle for your reference and use in validating your monthly employee/employer health insurance premiums.

3. **IMPORTANT:** The timing of the withdrawal from parish/agency accounts for the employee/employer portions of the health insurance premium will change. The auto withdrawal will process with each payroll cycle, (i.e.; weekly, bi-weekly, semi-monthly). This is different than the current process, whereby the auto withdrawal generally takes place on/or around the 25<sup>th</sup> of the month. As such, parish/agencies may need to adjust their banking set-up to accommodate this change.
4. Parishes/Agencies will continue to be charged for the employee portion of the health insurance premium for their employees on leave.
5. Continue to work closely with your Finance and HR contacts.
  - **Parishes:** Reach out to your Shared Accounting accountant (if applicable), Parish Support, Payroll, or HR/Benefits.
  - **Agencies:** Reach out to your Finance Office accountant, Payroll, or HR/Benefits.
  - Your Finance and HR contact information is outlined below:
    - Parish Support: Sally Serbus – sallyserbus@archstl.org
    - Payroll: Barb Sandell – barbarasandell@archstl.org
    - HR/Benefits: Gigi Henson - gigihenson@archstl.org  
Eve Baumann - evebaumann@archstl.org

Thank you for your on-going support and service to our employees, and please feel free to contact us if you have any questions.