



Parishes And Curia Together

Parish Support Newsletter

VOLUME 3, ISSUE 9

September 2018

September To-Do List

- Complete QB Financial Yearend by Sep. 20th
- Internal Questionnaire due Oct. 1st
- 3rd quarter 941 due for review after last payroll run

Schedules: Updates, Training & Meetings

- [QB updates](#)—no access to files

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Status Animarum & Yearend

Thank you, everyone, who has submitted/completed their Status Animarum and QB Yearend. Remember that PHOL has an 'End of Year Checklist' that tells you the status of the nine items parishes are required to submit.

We received over 50 QB files on or after August 7th and are working through them. We appreciate your patience and understanding during this process.

Please don't hesitate to contact Parish Support if you need assistance with any Status Animarum or QB items.

Submissions as of due date	Status Animarum	QB File
FY18 % Received	83.8%	55.3%
FY17 % Received	84.5%	69.7%

Update Reminder

Parish Helper OnLine contains twenty staff assignments for parish contacts. We ask that each parish keep the contact information current for all assignments. By doing so, Curia offices and agencies can pull contact information whenever needed. Currently fewer than half the parishes have entered this important information in PHOL which means that offices

and agencies find it necessary to disrupt your day and ask for the information. Unfortunately, in order to compile a complete list, a request goes out to ALL parishes—even those who have entered their information..

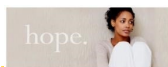
Please keep the information current. Your sister/brother parishes and Curia offices appreciate your attention to these details.

Have You Found Us?

On Monday, August 6th, the new and improved Archdiocesan website was launched. The new website has a user friendly interface and search capabilities. Are you looking for the PACT Index? Just type in 'PACT Index' in the search field and you have access to the PACT Newsletter page where the Index and current issues reside. Not sure which office you need? You can scroll through entire list of offices and agencies simply by clicking on 'Offices' in the upper right-hand portion of the page.

Like anything new, it takes a little getting used to but we've found it very easy to navigate and find what we need and hope you do too.





Reminders from Respect Life Apostolate

The Respect Life Apostolate is hosting the **42nd Annual Respect Life Convention** on Sunday, October 28 at the St. Charles Convention Center. The event includes **Mass with Archbishop Robert Carlson**, inspiring workshops, exhibits, a free give-a-way, and a keynote address by **Ryan Bomberger**. Ryan, along with his wife Bethany, co-founded the Radiance Foundation, a pro-life organization dedicated to spreading the message that every life has purpose and dignity, and is the author of the book *Not Equal: Civil Rights Gone Wrong*. The convention is a free educational event; pre-registration and a cost are required for the keynote luncheon only through October 12. Details available at

www.STLRespectLife.org, prolife@archstl.org or 314-792-7555.

Are you age 13-39? Are you pro-life? Then enter the **2018 Respect Life Apostolate's Pro-Life Video Challenge** and you could win a \$500 prize! Create a 1-5 minute pro-life video that relates to our 42nd Annual Respect Life Convention theme, **"Life Has Purpose."** Videos may be done by individuals or groups. The winning video will earn a \$500 prize, be shown at the Convention and be posted on the Respect Life Apostolate's webpage. The 2018 contest *runs through Friday, September 28*. More details are available at www.STLRespectLife.org or prolife@archstl.org.

Reminders from the Mission Office

Materials were mailed the week of August 13th to each parish's coordinator of PSR regarding the Missionary Childhood Association. Please see the enclosed order form in the packet to request free mission resources and assign a mission moderator. Please return to Kim Becvar at kimbecvar@archstl.org by August 31st.

Please remit your parish's collections for the Latin America Apostolate and Missionary Plan of Cooperation to the Finance Office.

"Four things for success: work and pray, think and believe."
—Norman Vincent Peale

Lawson Update

We welcome St. Patrick—Wentzville and the Basilica of St. Louis (Old Cathedral) to Lawson payroll this month. We are now processing the payroll of 109 parishes/schools in our office, currently using Lawson software. In the wake of the announcement that a new HRIS platform for HR and Payroll has been selected, please note that we are still actively working on conversions from QB to Lawson. Parish QB data is formatted with specific coding which Lawson and the new software require. Therefore, there are still advantages to converting early rather than waiting.

There is much work and preparation to be done before the implementation of the new HRIS software. That work will begin this week and continue for the next several months.

To discuss Archdiocesan payroll and specific information regarding the conversion process for your parish or school, please contact Darlene Doerr at 314.792.7117 or Barb Sandell at 314.792.7082.

Labor Posters

You may have received an email or phone call telling you that your mandatory Federal and State Labor Posters are out-of-date. Please be assured that you do have the current Labor Posters.

Our Human Resources Department

is responsible for distributing free Labor Posters to all parishes when required. There is no need to ever purchase Labor Posters. While it's not necessarily a scam, businesses are looking for sales. Just remember that HR is

happy to provide new posters as needed. No strings (or charges) attached.

Copier SCAM

Parishes are receiving calls from a copier company wanting to know the model number of the office/school copier. When asked why, they say they are updating their records. A little research shows that this is a scam that is being used around the country. If someone does provide a model number to the caller, they will send them very overpriced supplies for the machine. The company will then become VERY aggressive in their collection efforts, including threats.

No legitimate company will call you for a model number. If you're ever in doubt about a call such as this, feel free to refer them to Central Purchasing (314.792.7066 or and they will be happy to investigate.





HRIS Update

Our last HRIS Project update was in the April PACT issue and we informed you of our activities related to the RHIS Project. Since that time we have completed the following:

- We shopped around and reviewed potential technology providers.
- We conducted a very extensive Request for Proposal with the final 3 vendors.
- We held finalist meetings and picked our preferred partner for HR / Payroll technology.
- We made the decision to delay the Benefit Administration piece until after the implementation.
- On May 30 Archbishop Carlson approved us moving forward with our preferred vendor.
- We successfully negotiated a contract with Ultimate Software, for their solution called UltiPro®.

UltiPro has a lot of different applications – we are purchasing their core applications only:

- HR, Payroll, Employee & Manager Self-Service
- Recruiting (larger organizations that have high levels of recruiting)
- Onboarding (automates new employee paperwork)
- Time & Attendance (some locations that required detailed time keeping systems)

This link will take you on a tour of the product but keep in mind it will show more features than the above mentioned applications: <https://www.ultimatesoftware.com/CDP/Stephen-Smith/Archdiocese-St-Louis>

Just as we had a Steering Committee moving through the Technology Evaluation stage of this project, we now have a Governance Committee that will provide guidance, oversight and leadership ensuring we have full employee engagement and utilization. This committee includes representation throughout the Archdiocese just as we had for the Steering Committee.

A HR Technology Implementation Project team has been formed and begins with onsite kickoff meetings August 28-30th with Ultimate Software. Representing parishes will be Sally Serbus and Bryan Kujawa of St. Margaret of Scotland. Once completed, we will have a better understanding of our implementation timeline and can then provide additional communication.

We are really excited about this technology transformation and we appreciate your prayers as we work through this challenging project.

“One reason people resist change is because they focus on what they have to give up, instead of what they have to gain.”

- Rick Godwin

Chart of Accounts—3 New Accounts

Three new accounts have been added to the QuickBooks Chart of Accounts. Please add the accounts even though you currently may not use them.

The Lay Family Foundation is awarding scholarships to needy students. The funds will be distributed through the Today and Tomorrow Office. The grant income posts to the new **461350 Grant-Lay Family Foundation** account and is not assessed. The account is a sub-account of 461 Grants from Archdiocese. Like all other tuition Grants and Allowances, the student credits post to the new **441245-Lay Family Foundation** account which is a sub-account of 441200 Tuition Grants & Allowances.



The Roman Catholic Foundation (RCF) has made the first distributions on parish/school endowments that were set up by parishes/schools, for the benefit of the parish/school and are NOT part of the Beyond Sunday Campaign. These RCF distributions arrived in parish accounts in July. It is important that the parishes/schools record the income correctly.

The income is not subject to Archdiocesan assessments and, therefore, must be posted to the new **461700 Grants-RCF Parish/School Endow**. This account is a sub-account of 461 Grants from Archdiocese. Please set up the account even though you do not currently have an RCF endowment.

From the Curia— Human Resources



Life Insurance Change Notification from the Archdiocese of St. Louis Office of Human Resources:

- Good news! Effective September 1, 2018, the Hartford Voluntary Life Insurance plan is decreasing the premium rates 7% due to a negotiated plan renewal with the Archdiocese of St. Louis. The Archdiocese of St. Louis Office of Human Resources will be mailing letters to your Hartford Voluntary Life participants next week announcing their lower premium rates as of 9/1/2018.
- If your parish/agency/school is on the Lawson system, you do not need to do anything in regards to payroll deduction changes.
- If you are a parish running payroll through QuickBooks, please make sure your payroll manager decreases your employee's voluntary life and, if applicable, the spouse life payroll deduction contribution effective September 1, 2018.
- Employees may make a change to their Voluntary Life coverage at any time. If they want to *increase* their current life insurance coverage, they submit to their parish/agency/school benefits administrator the *Hartford Enrollment/Change Form* and a *Personal Health Application*. The increased amount needs to be first approved by Hartford Life.
- The revised *Hartford Voluntary Enrollment/Change Form* and the *Personal Health Application* Form is on our website: <http://archstl.org/hrbenefits>.

If you have any questions, please contact Anne Hager at AnneHager@archstl.org.

Retirement Information:

- Please utilize the **403b Plan Corrections Guide** for common errors. Examples are below:
 - Late Remittance Contributions
 - Missed Contributions
 - Contribution Overpayments
 - Excess Payroll Contributions
- The 403(b) Plan Corrections Guide is being added to the **Benefits Administration Manual** on our website: <http://archstl.org/hrbenefits>.

If you have any questions, please contact Sharon Gogel at Sharon_Gogel@ajg.com.

Archdiocese Internet Website Change:

Due to the recent change in structure and platform of the Archdiocese of St. Louis internet, there is limited employee/ employer Human Resources and Benefit information available. You may access the benefit information at <http://archstl.org/hrbenefits>.

Parish Support Contact Information

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Email: SallySerbus@archstl.org

Michele Fisher— Representative
Parish Support
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Cardinal Rigali Center
20 Archbishop May Drive
St. Louis, MO 63119
Fax: 314.792.7149

Parish Support exists to serve both parishes and Curia. We serve St. Louis pastors, parish staff, Curia members, volunteers, USCCB and parishes outside of the diocese. It is our mission to provide training and support. We either have the answer, will get the answer, or refer you to someone who can assist.

We are here to help.

[Click here](#) for immediate access to back issues of PACT—including a comprehensive Index for all issues.

[Click Here to Visit Parish Support Web Page](#)