



ARCHDIOCESE OF ST. LOUIS

Cardinal Rigali Center
20 Archbishop May Drive
St. Louis, Missouri 63119

Office of Internal Audit

p) 314.792.7241

f) 314.792.7145

InternalAudit@archstl.org

RISK ALERT

Date: January 26, 2021
To: All Parishes
Cc: Cory Nardoni
From: Internal Audit
Subject: Retirement Eligibility

While parishes have converted or will be converting to Archdiocesan Payroll Services (Lawson Payroll) for payroll processing, it remains the responsibility of all parishes to ensure employees are properly coded in the payroll system and to monitor the hours worked by employees to ensure that eligible employees receive retirement benefits.

The policy for determining whether an employee is eligible for retirement benefits according to the [Archdiocesan Benefits Administrative Manual](#) is as follows:

- *Completion of one year of eligible service.*
- ***Staff and hourly employees:** Those who have worked 1,000 hours during a consecutive 12-month period commencing on an Employee's employment commencement date in a Plan year.*
- ***Teachers:** Those with (at least) ½ time through full-time contracts (includes contracts at multiple locations).*
- *Any employee who has satisfied their eligibility period requirement and becomes a participant in the plan shall continue to be a participant even if he or she falls below the 1,000 hour or ½ time or full-time status (this includes teachers who fall below this threshold and substitute teach).*
- *As of May 1, 2019, a terminated employee who was previously eligible for the 5% contribution who becomes re-employed within the Archdiocese is eligible for immediate participation in the plan with 5% employer contributions and immediately eligible for employee pre-tax deferrals.*

We recommend parishes using Archdiocesan Payroll Services carefully review the HREERoster (Human Resources Employee Roster) Excel file that is provided to the parish by the Archdiocesan Payroll department each pay period. The HREERoster includes a listing of the employees and their benefits status (EEStatus). Employees with an EESStatus of "AN" (active,

not eligible for benefits) should develop a process to monitor the hours these employees work. This may include tracking the employees' hours on an Excel spreadsheet.

Employees who are expected to work at least 1,000 hours for the 12 months preceding their anniversary date should have an EEStatus of "AP" (active, part time benefits) or "AF" (active, full time with benefits). After one year of service, Lawson (used by Archdiocesan Payroll Services to process payroll) automatically enrolls these employees in the employer-sponsored 403b plan. Please note that Lawson uses the employee's adjusted date of hire and EEStatus to determine whether to enroll an employee in the retirement plan. Therefore, if you have an employee with a status of "AP" who did not work 1,000 hours, the employee will still be enrolled in the retirement plan after one year of service. This makes it especially important to monitor part-time employees and submit accurate information to the payroll department.

If an employee is identified as having been eligible for several months or years, the parish should contact the Archdiocesan Payroll department to initiate a correction to enroll the employee in the employer-sponsored 403b plan and to calculate the amount due to the account and any lost earnings.

Please contact the Archdiocesan Payroll department payroll@archstl.org or Office of Internal Audit if you have any questions or concerns. In the meantime, stay safe, and God Bless.