

FINANCE OFFICE UPDATE – September 19, 2025

Employee News...Please share with your staff!

PHARMACY BENEFITS: EXPANDED COVERAGE

We are enhancing our pharmacy benefits to improve access to immunizations and vaccines. Soon, these services will be covered in one of two ways:

- As a **pharmacy claim** when received at a participating pharmacy (e.g., Walgreens, CVS), or
- As a **medical claim** when administered at a medical retail clinic (e.g., Kroger Little Clinic), your primary care provider's office, or an urgent care facility.

A detailed announcement will be sent through MyEnroll to all employees enrolled in the Anthem/CarelonRx plan once the effective date is finalized. Please note: This change will be applied retroactively to the start of the current plan year - **July 1, 2025**.

EMPOWER LIVE WEBINAR

Join Empower to learn about Planning for Healthcare Expenses

- Understanding Healthcare Costs
- What You Need to Know About Medicare
- Planning for Your Possible Expenses

Register for the live virtual session of your choice via the QR code or link below.



- www.learningfromempower.com

BAS/MYENROLL PORTAL

The Client Services team at MyEnroll are available to support you by providing assistance with:

- Enrollment: Guiding you through the online enrollment process during new hire, annual, and mid-year qualifying life event enrollment periods.
- Account access: Helping you with registration, login issues and password reset.
- FSA support: Assisting with claims submission and answering questions about Dependent Care or Health Care Flexible Spending Accounts (FSA).
- General inquiries: Addressing questions about benefits information, account balances, and claims history.

Client Services can be reached Monday-Friday Monday - Friday, 8:30 AM - 5:00 PM

Phone Number: 1.866-694-6423 or via email at AOCbenefits@basusa.com.

SMARTSHOPPER PROGRAM – ENDING SEPEMBER 30, 2025

We would like to inform you that the SmartShopper program will be discontinued effective September 30, 2025. While the program presented a valuable concept, employee participation has been limited.

As part of our ongoing commitment to being responsible stewards of our healthcare resources, we are redirecting the funds previously allocated to SmartShopper to support the MyRewards Program. This initiative is designed to encourage and reward activities that promote overall health and well-being.

If you have questions, please reach out to Cheryl Engel at cengel@catholicaoc.org.

MYREWARDS PROGRAM

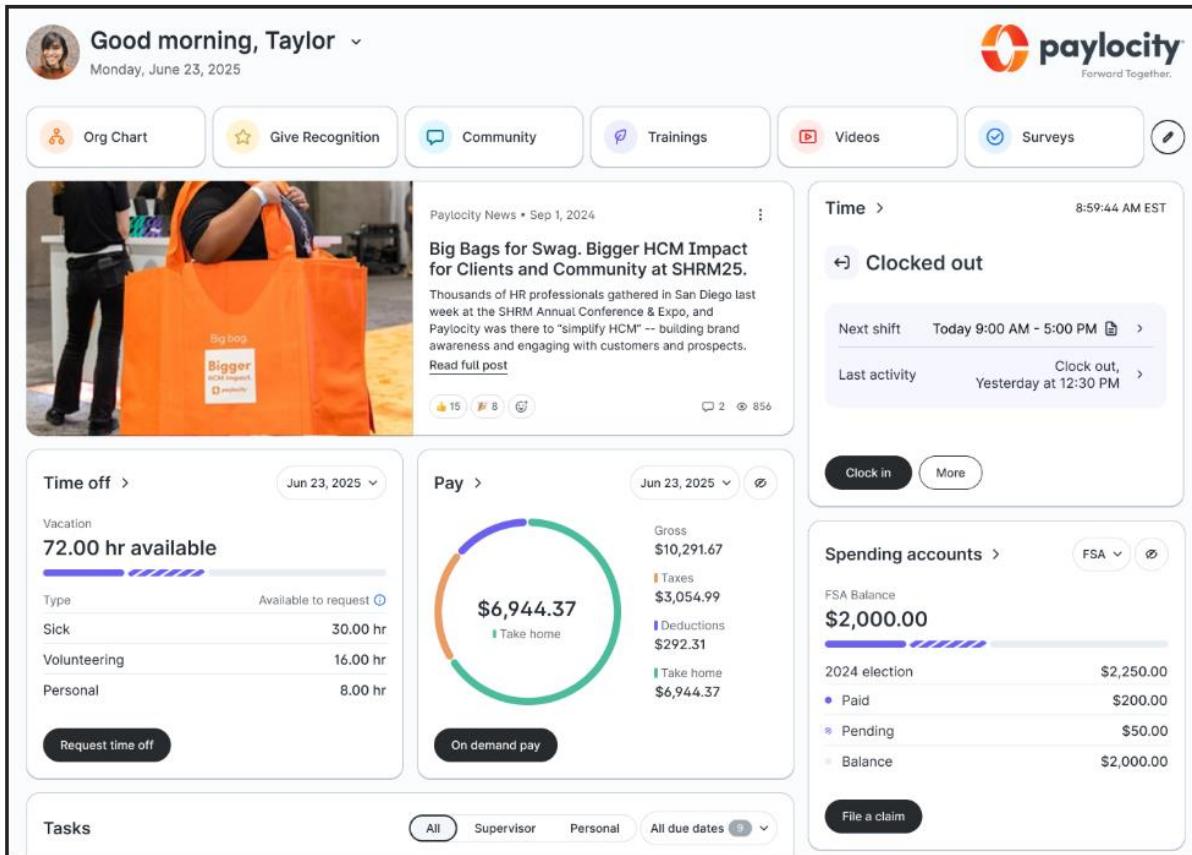
Celebrate your health accomplishments! If you are a member of the Archdiocese medical plan through Anthem, you can participate in the MyRewards Program! It's fun and easy to earn up to \$300 in gift cards each calendar year. You can earn rewards by completing a wellness exam, tracking your steps, getting a flu shot, selecting a Primary Care Provider, and many more! See attached flyer for instructions on registering through Anthem.com or Sydney Mobile App. You can earn \$50 for logging into Sydney!!

Business Manager News...Resources, Information, Updates and Training Opportunities to help you!

PAYLOCITY ANNOUNCEMENT

Paylocity introduces a new look for employee self-service now called HOME! This change will be effective **October 10, 2025**.

Home replaces the Employee Self Service landing page experience, providing users better and easier ways to personalize their Paylocity experience and share information.



Good morning, Taylor

Monday, June 23, 2025

paylocity Forward Together.

Org Chart Give Recognition Community Trainings Videos Surveys

Time off > Jun 23, 2025 >

Vacation 72.00 hr available

Type Available to request

Sick 30.00 hr

Volunteering 16.00 hr

Personal 8.00 hr

Request time off

Pay > Jun 23, 2025 >

Gross \$10,291.67

Taxes \$3,054.99

Deductions \$292.31

Take home \$6,944.37

On demand pay

Spending accounts > FSA >

FSA Balance \$2,000.00

2024 election \$2,250.00

Paid \$200.00

Pending \$50.00

Balance \$2,000.00

File a claim

BAS INVOICE UPDATE and REVISED SCHEDULE

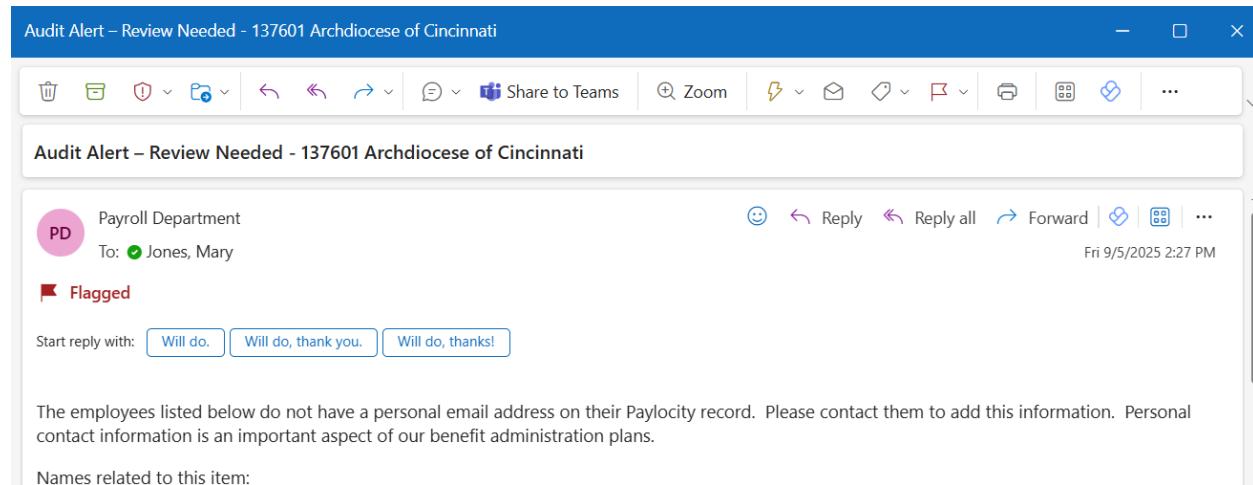
On behalf of the Archdiocese, **Benefit Allocation Systems (BAS)** typically processes location premium ACH withdrawals in alignment with the payroll schedule. Each year, there are two payroll periods during which no ACH withdrawal is made. One such date was August 29, 2025. The next withdrawal was originally scheduled for September 12, 2025; however, due to an error, BAS processed the withdrawal early, on September 5, 2025. We sincerely apologize for any inconvenience this may have caused. Please note that no additional ACH withdrawal occurred on September 12, 2025. The next scheduled withdrawal will take place on **September 26, 2025**.

An updated schedule for the remaining location ACH withdrawals through the end of 2025 is attached for your reference.

If you have any questions about the schedule or ACH processing, please contact: **Kevin Gansky**, Manager of Client Accounting at BAS, at kgansky@basusa.com.

NEW PAYROLL AUDIT

Audit Alert from Payroll Department emails are being utilized in connection with our new audit system. The emails are legit and are sent to the Main Contact at each location when an item needs to be verified or added. Please respond as necessary. A sample is provided below.



Have a great weekend!