

FINANCE OFFICE UPDATE – September 5, 2025

Employee News...Please share with your staff!

RETIREMED UPCOMING VIRTUAL WEBINARS

RetireMed will be hosting virtual webinars in the month of September to support employees with Medicare and individual health plan education. Please share the attached flyer with your employees.

RESOURCES for WELLBEING

Excerpt from Gallagher Monthly Newsletter:

Fine-Tuning Your Daily Routine Can Improve Your Health Small changes are powerful because they don't disrupt your routine - they blend into it. Over time, even tiny shifts can lead to big improvements in your physical and mental well-being. Below are some practical ways to make small but meaningful adjustments to your daily habits:

Simple Habit Shifts for Better Wellbeing

-  Stack Your Habits
Pair a new habit with one you already do daily. After brushing your teeth, take 60 seconds to stretch or journal.
-  Start Your Day with Water
Drink a glass of water first thing in the morning to support metabolism, digestion, and hydration.
-  Incorporate Movement Throughout Your Day
Add short bursts of activity like walking during lunch or stretching at your desk to improve heart health, and mood.
-  Out of Sight, Out of Mind
Place healthy foods like fruits and veggies front and center in your fridge or pantry.
-  Upgrade Your Snacks
Keep quick, healthy snacks on hand—nuts, fresh fruit, yogurt, or veggies.
-  Practice Mindful Breathing
Take a few minutes throughout the day to breathe deeply. This helps lower stress, blood pressure, and mental fatigue.
-  Stay Socially Connected
Make time for meaningful connections—calls, chats, or in-person meetups. Positive relationships support emotional and mental health.

The Key: Consistency Over Time

Change doesn't happen overnight. But with regular, small efforts, you can build lasting habits that support your overall well-being. Small adjustments really can lead to big results!

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

PARISH BUSINESS MANAGERS ASSOCIATION (PBMA)

PBMA has long served the Archdiocese of Cincinnati, offering a network of support for parish and school business managers. We meet several times a year to host speakers, share key Archdiocesan updates, and exchange ideas.

Members stay connected through our PBMA listserv, which allows easy communication and quick advice without leaving the office.

We welcome anyone involved in parish or school finance, facilities, or HR to join us. No dues are being collected this year to encourage broader participation.

Upcoming 2025–26 Meetings:

- September 17

Doors open at 9:30 AM | Meeting begins at 10:00 AM

Our Lady of Light Family of Parishes, Friendship Hall @ St. Francis of Assisi Campus
6245 Wilmington Pike, Centerville, OH 45459. Meeting host is Dcn. Chris Rauch

- November 19
- January 21
- April 15

Interested in attending? Email Micki Harrell at mharrell@allsaints.cc.

To join the PBMA listserv, contact Jenni Petrey at jpetrey@stmargaretmaryparish.org.

ASBESTOS TRAINING

Employees who work near but do not handle asbestos must complete a two-hour annual Asbestos Awareness Training. This includes janitorial staff, maintenance workers, and facility managers, and is recommended for business managers or anyone overseeing building repairs.

Those responsible for a school's asbestos management plan must also complete the Designated Person's Awareness Course, which covers AHERA program duties and requirements.

Sessions run 9:00–11:30 a.m. virtually via Microsoft Teams. Remaining 2025 training dates:

- Tuesday, September 16
- Tuesday, December 16

👉 To register click here: [Asbestos Training Registration](#)

ARCHDIOCESE AMAZON BUSINESS PRIME – DON’T MISS OUT!

Don’t miss the opportunity for your parish or school to join the Archdiocese Amazon Business Prime program.

This program was designed specifically for Catholic schools and parishes to save money, simplify purchasing, and improve efficiency. By taking part, you’ll gain access to curated discounts on frequently purchased items—including office supplies, janitorial products, IT equipment, and school supplies—all through one streamlined platform.

Benefits for your parish include:

- Free expedited shipping on eligible items
- Tax-exempt purchasing
- Access to extended credit for invoicing
- Elimination of redundant Prime memberships
- Centralized order tracking and reporting
- Bulk and education-specific pricing
- A simplified purchasing approval process

For a limited time, we have additional Amazon resources to get our parishes and schools onboarded - so now is the time to join.

If you’d like to take advantage of this opportunity, please contact Catherine Ampfer at 513-263-5164 or campfer@catholicaoc.org.

OPTUMRx EMAIL – PLEASE DO NOT RESPOND

We have recently learned that an email from OptumRx may have been mistakenly sent to some employees who previously used their home delivery service.

We are working with OptumRx to address the issue, but wanted to make you aware in case any employees reach out with questions.

If an employee receives the email, please advise them NOT to respond.

All prescription services, including 90-day home delivery, are now handled exclusively by CarelonRx.

GREEN CERTIFICATES

When redeeming Green Certificates, please send the original certificate(s) and/or interest letter(s) with your letter of request. For the redemption letter, please make sure the pastor has signed the letter giving his approval for the redemption to begin. When everything has been received in our office, the processing will take place. Please plan accordingly for this to happen timely to meet your needs.

Question, please contact MaryAnn Beiter at 513-263-6604 or mbeiter@catholicaoc.org.

CHECK PAYMENT PROCESSING

Process check payments as follows:

- All property and liability invoice checks need to be processed without including collection payments
- All collection payments can be included in one check payment as long as each collection is specified on the check stub; no need for each collection to be printed on separate checks.

Question, please contact Jodi Imsicke at 513-263-3356 or jimsicke@catholicaoc.org.

PARISH AND SCHOOL SAFETY

Reminder about resources for Parish and School Safety. Risk Management and Safe Environment have provided resources for consideration as you review your safety plans.

[School Safety - Archdiocese of Cincinnati](#)

PHYSICAL SECURITY

| | | |
|---|-----------------------|--|
| Best Practices | Expectations | Low Cost/No Cost Safety Tactics |
| Ten Best Practices for School Administrators to improve safety. LEARN MORE >>> | | |
| School Mass | Power of Hello | |
| Recommendations | | |

Parish Safety - Archdiocese of Cincinnati

PHYSICAL SECURITY

School Mass

Protecting Places of Worship

Power of Hello

Perimeter Security

Resources

Parish Safety Plan - Sample

Recommendations

Please contact Bill Maly at bmaly@catholicaoc.org or Bill Mitchell bmitchell@catholicaoc.org for further assistance.

CISE DONATIONS

When sending checks specifically designated for CISE, please be sure that the check is payable to CISE and mailed in an envelope to the following address: CISE, 100 East Eighth Street, Cincinnati, OH 45202 to ensure proper credit of the funds.

PAYLOCITY GUIDANCE

Updating work emails for employees and business administrators

- Just a reminder to enter your (current and new hires) employees' work location information under HR & Payroll/Employment TAB/Work Location/Action Button
- This is also the field to update work emails whenever there are changes such as Beacons of Light new family emails.
- This field is associated with the Authorized Contacts and User Access and will update both areas.



The screenshot shows the PayLOCITY software interface. At the top, there is a navigation bar with tabs: Employment (highlighted in blue), Pay, Personal, Time Off, Benefits, and Career. Below the tabs, there is a secondary navigation bar with links: Summary, Position, Assignments, Work Location (highlighted in yellow), Status & History, Documents, Company Property, and Checklists.

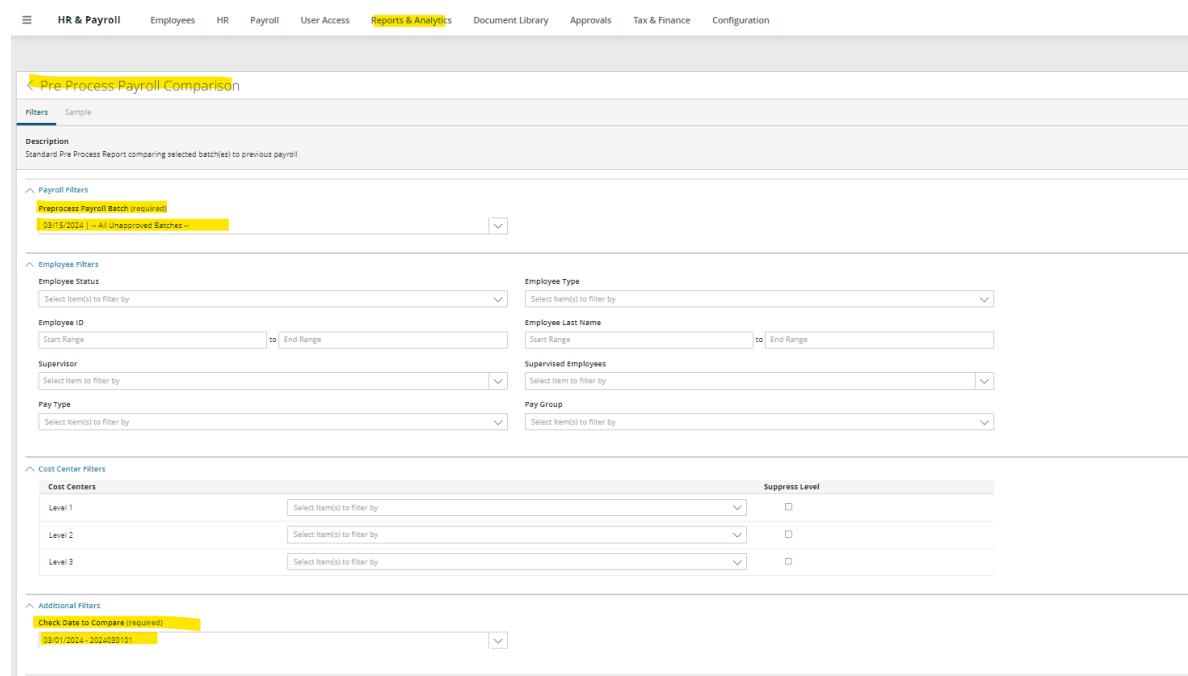
Current Assignment

| Location | Phone | Work Email | Mail Stop | Actions |
|----------|--------------------------|------------|-----------|---|
| | Work Phone — | | | |
| USA | Mobile Phone — | — | — |  |
| | Pager — | | | |

Pre Process Payroll Comparison Report

HR & Payroll/ Reports & Analytics/ Reporting/ Pre Process Payroll Comparison Report.

(Reference page 36 of the Payroll Guide for Business Managers May 2025)



Pre Process Payroll Comparison

Filters Sample

Description
Standard Pre Process Report comparing selected batch(es) to previous payroll

Payroll Filters

Preprocess Payroll Batch (required)
03/01/2024 - All Unapproved Batches -

Employee Filters

Employee Status
Select Item(s) to filter by

Employee ID
Start Range _____ to End Range _____

Supervisor
Select Item to filter by

Pay Type
Select Item(s) to filter by

Cost Center Filters

Cost Centers

Level 1
Select Item(s) to filter by

Level 2
Select Item(s) to filter by

Level 3
Select Item(s) to filter by

Additional Filters

Check Date to Compare (required)
03/01/2024 - 2024030101

Click on the dropdown menu for current.

Click on the dropdown menu for date to compare. EXPORT. Choose Excel and download to your computer.

Open the Excel and Data/Filter. Under code...choose the filters that you want to verify.

Recommendations: Gross, Net, ESC, any Retro earnings or deductions (RDental, RMed, RVis, RERMed, etc.)

This is a very efficient way of watching for or confirming Retros.

| D | E |
|------------|-------|
| GROSS | GROSS |
| Deductions | RMDCL |
| | RVisO |

Direct questions to [Mary Jones](#) - 513.263.3353

BUREAU OF WORKERS' COMPENSATION SAFETY GRANTS

The archdiocese workers' compensation program is self-funded and therefore entities covered under this program do not qualify for safety grants provided by the State of Ohio Bureau of Workers' Compensation.

RAPTOR

Visitor Management Hardware and Software

Raptor Technologies sent hardware for visitor-management systems to many schools this week. The hardware shipped to your school includes an iPad, two printers, a stand for the iPad, an ID scanner, and labels. The package is addressed to Bill Mitchell. An email will be sent with two different on-line training sessions for setting up the visitor management hardware and software as well as directions for you or your identified building coordinator for Raptor.

If you received this package and already have a visitor management system or have any questions regarding the on-line training, please email Bill Mitchell at bmitchell@catholicaoc.org for additional assistance.

Have a great weekend!