

## **FINANCE OFFICE UPDATE – August 1, 2025**

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### **Employee News...Please share with your staff!**

#### **BOOST YOUR HEALTH...GET REWARDED**

If you are enrolled in the AOC medical plan through Anthem – you are eligible to participate in the MyRewards program. With MyRewards you can earn up to \$300 each calendar year for participating in activities such as tracking your steps, completing a wellness exam, completing preventative services, and reading educational articles. You can earn \$50 just for enrolling in the program! Start earning rewards through the Sydney App today. Download the no-cost Sydney Health app on your smart phone and;

- select Menu.
- select Access Care.
- select My Health Dashboard.
- scroll down to My Rewards.

There is still lots of time before the end of this calendar year to celebrate your health accomplishments and get rewarded!

Don't have a smart phone – no problem you can also access MyRewards through Anthem.com.

- log in to anthem.com.
- select My Health Dashboard.
- select My Rewards.

Note: Rewards earned must be redeemed before the end of the calendar year or you will lose them.

#### **REQUEST FOR UPDATED CONTACT INFORMATION IN PAYLOCITY**

Help to ensure that your contact information in Paylocity is accurate. Please review your home address, personal phone number, personal email address as well as a work phone number and work email, if applicable and emergency contact.

Please reach out to your Business Manager if you need to add or update any of the above information. Having the right information helps all of us improve timely communication!

#### **ANTHEM/CARELONRX**

A reminder for those employees who are enrolled in medical coverage through Anthem – we have switched pharmacy providers from OptumRx to CarelonRx. On or about July 1, 2025, you should have received a new member ID card from Anthem. This new card will have the same member ID number but the last three digits of the group number have changed. In addition, the CarelonRx pharmacy information is included on this card. You now only need one card for medical and pharmacy services!

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

### HVAC CONDENSATION LINE MAINTENANCE

A seemingly small component can have a big impact on your facility and can prevent costly water damage and mold!

- **Silent Culprits:** Emphasize that HVAC water leaks often begin silently and can go unnoticed until significant damage occurs. Establish a routine maintenance schedule that includes regular condensate line inspections and cleaning, particularly before peak seasons.
- **Property Damage:** Clogged condensation lines can lead to water backing up into the HVAC system and overflowing the drain pan, potentially causing damage to walls, ceilings, floors, and surrounding structures.
- **Mold & Mildew Risks:** Moist environment created by leaks or improper drainage provides ideal conditions for mold and mildew growth.
- **Health and Legal Risks:** Mold can negatively impact indoor air quality (IAQ) and pose health risks to occupants. In severe cases, it can even lead to regulatory violations or lawsuits. Neglecting condensate lines can lead to unpleasant odors and health complaints.

### VEHICLE INSURANCE

If your location owns a vehicle that is covered under the AOC Property & Liability insurance program and you have not yet receive a copy of the 2025-2026 Insurance Card please contact Bill Maly, [bmaly@catholicaoc.org](mailto:bmaly@catholicaoc.org) 513-263-3354 or Jeannine Frank, [jfrank@catholicaoc.org](mailto:jfrank@catholicaoc.org) 513.263.3358 to request the card.

### SIGNATURE PAGE/COVER SHEET FY25

The signature page/cover sheet for the FY25 financial report **due** to the finance office by **8/15/25** is now included in the business manager resource page on the pastoral center website. [Parish-Financial-Report-cover-page-24-25.pdf](#)

### PAYLOCITY

Business Managers can access Paylocity reference materials at the following secure webpage:  
Business Manager Resource – Secure Login (password: *Roman Catholic*):  
<https://resources.catholicaoc.org/employee-benefits/business-manager>

## **Employee Transfers and Copies**

When an employee transfers between Archdiocesan locations, the Pastoral Center staff will manage the transfer of their Paylocity and MyEnroll records.

To request a transfer or copy of an employee record, please complete the online form here:

[Paylocity Record Copy or Transfer Request](#)

**Important:**

*Do not terminate an employee who is transferring to another Archdiocesan location.*

**Have a great weekend!**