

## **FINANCE OFFICE UPDATE – June 13, 2025**

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

### **PAST DUE AFFIDAVITS FINAL NOTICE – COMPLETE IMMEDIATELY**

If you have been contacted regarding completing a spousal or other parent affidavit and have not done so – it is past due and must be returned immediately to the benefits department at [cengel@catholicaoc.org](mailto:cengel@catholicaoc.org).

If you have elected family coverage and the affidavit is required but not returned to the benefits department - **the monthly surcharge for family medical coverage will be applied starting with the July 4, 2025, payroll.**

### **IMPORTANT – REVIEW YOUR 7/4/2025 PAYCHECK CAREFULLY!!!**

The paycheck on July 4<sup>th</sup> is the first payroll in which the new 2025-2026 deduction for benefits will be reflected. Please review your paycheck with a close eye to ensure you have the deductions for the benefits you elected, and the amounts of those deductions are correct. Please notify your business manager immediately if they do not appear correct.

### **JOIN EMPOWER FOR A LIVE WEBINAR: RETIREMENT READINESS**

Join Empower to learn about:

- What is Retirement Readiness
- How Much does it Take to Retire
- Estimating and Factoring in Social Security

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



[www.learningfromempower.com](http://www.learningfromempower.com)

### **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!

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

### PROPERTY INSURANCE DEDUCTIBLE & EMERGENCY REMEDIATION SERVICES

In late 2023, Archbishop Schnurr approved an increase in the property insurance maintenance deductible—from **\$2,000 to \$10,000**.

#### Why This Matters

Risk Management has observed that staff at AOC properties sometimes underestimate the seriousness of water damage. Improper or delayed drying can lead to **mold growth** and the disturbance of **hazardous building materials** like asbestos, resulting in potential health risks and increased liability.

#### New Emergency Remediation Partnership

To address these concerns, Risk Management has signed a **Master Services Agreement** with **First Onsite (FO)** for emergency remediation services. This partnership offers the following benefits:

- **Support for All Sites:** FO can assist locations that don't already have remediation contractors.
- **Priority Access During Major Events:** FO prioritizes our properties during large-scale incidents.
- **Controlled Costs:** Pricing is pre-negotiated and not subject to emergency rate increases.
- **Simplified Process:** No need to submit contracts to Property Management. Your Statement of Work falls under the master agreement and insurance requirements are already reviewed.
- **Post-Remediation Help:** FO can also provide general contracting services after cleanup, either independently or in coordination with your local contractors.

#### Opportunity for a Lower Deductible

If you use FO for emergency remediation related to **sudden and accidental events**, your deductible may be **reduced to \$1,000**.

#### To Report an Emergency

Call **First Onsite at 800.622.6433**. This one call will:

- Trigger FO's emergency response process to evaluate the situation and dispatch the appropriate response.
- The call will also initiate the insurance claim process with Gallagher Bassett

#### Questions

Contact: Bill Maly, Director of Benefits & Risk Management at [bmaly@catholicaoc.org](mailto:bmaly@catholicaoc.org).

## **PARISH CEMETARY RESOURCES**

We are pleased to introduce the Parish Cemetery Guide and related Form and Letter Templates. These resources were developed by the team at Gate of Heaven Cemetery due to their passion for this ministry and a desire to assist cemeteries in our own Archdiocese. These documents are recommended practices only and are live so that they can be downloaded and modified for the specific needs of individual cemeteries.

The Guide and Templates can be found on the Archdiocese website in a section titled “Cemetery Guidance” which has been added to the Business Manager Resource – Secure Login page: <https://resources.catholicaoc.org/employee-benefits/business-manager>. Contact information is included in the Guide in case you have additional questions.

We hope this will facilitate the work of those dedicated to performing the Corporal Work of Mercy of burying and caring for the resting places of the faithful departed in our parish cemeteries. We look forward to continually serving the burial needs of the faithful of the Archdiocese of Cincinnati.

## **PRIEST SALARY INCREASE**

The base salary for the fiscal year beginning July 1, 2025, was increased from the previous base of \$2,990.00 to \$3,095.00 per month (\$37,135.00). This increase of 3.5% was approved by Archbishop Casey. The annual seniority increment remains at \$250.00 per year. The Priest Salary Chart is posted on the Business Manager Resource – Secure Login (password = Roman Catholic) page: <https://resources.catholicaoc.org/employeebenefits/business-manager>. The limit on professional ministerial expenses of active priests is \$2,750.00 per year.

## **PAYLOCITY**

### Updating the Priest's New Rate in Paylocity

1. Navigate to **HR & Payroll**.
2. Search for the **priest's profile**.
3. Go to the **Pay** tab.
4. Select **Rates**, then click **Change Compensation**.
5. Fill in all required fields:
  - **Effective Date:** 7/1/2025
  - **New Annual Salary:** Enter manually
  - Pay Rate: Either
    - Use "**Calculate Pay Rate**", or
    - Manually enter the **Base Rate (\$ per check salary)**
6. Click **SAVE** to apply the changes.

Direct questions to Mary Jones or 513-263-3353.

## July 4th Payroll Processing

### **Important Reminder Regarding Healthcare Premium Deductions**

The 2025/2026 healthcare employee premium deduction file is scheduled to be transmitted from MyEnroll to Paylocity on **June 25th**.

To ensure accurate payroll processing, **do not process the July 4th payroll too early**. Before finalizing payroll, please **double-check that the new healthcare premium deductions have been correctly applied to employee records**.

### Occasional Employee Status

The status code OCCASIONAL in Paylocity is to be used for Occasional employees (such as coaches, substitute teachers, musicians, security guards, etc.). This is a separate category than those employees who may be on a Leave of Absence for medical reasons.

- When using the New Hire Template for an occasional employee, please choose ACTIVE with the correct Hire Date.
- To provide the new hire with login credentials, go to User Access/ User Accounts. Click on the Emp ID. A new window opens. Type in a Username. Checkmark the Box for Change Password. Type in a Password. Click Save at bottom right. Provide the new hire with the username and password – they will be forced to choose a new password for security.
- When you have completed the New Hire Template & the employee has login credentials, please go to HR & Payroll/ Employment TAB/ Status & History/ Manage Status & Seniority. Change Employee Status to Occasional dated one day after the hire date. Please be sure to use “O” to represent your actual occasional status employees and “L” to represent those employees who qualify for being on a Leave of Absence.
- Occasional employees (such as coaches, substitute teachers, musicians, security guards, etc.) should be Employment Type: Occasional and Employee Status: Occasional. Employees in "Occasional" will be able to access their accounts via the mobile app and punch as long as their user account was created and remained enabled.

Direct questions to: Mary Jones - 513.263.3353

**Have a great weekend!**