

## FINANCE OFFICE UPDATE – April 25, 2025

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Employee News...Please share with your staff!

### OPEN ENROLLMENT IS HERE!

The open enrollment dates for the 2025-2026 plan year are: **April 29, 2025 - May 13, 2025**.

Benefit elections made during open enrollment will take effect on **July 1, 2025**.

Two virtual open enrollment informational sessions will be offered for employees, hosted by our insurance broker, Gallagher. The sessions are scheduled for 4.28.2025 at 11:00 am - registration link: <https://tinyurl.com/5bccxmfs> and 5.5.2025 at 3:30pm - registration link: <https://tinyurl.com/ybhzxsaw>. The first session will be recorded and posted to the website for those who are not able to attend one of the live sessions. Both sessions will be closed captioned.

Open Enrollment guides were sent to employee's homes last Friday, April 25, 2025. The open guide is on the employee benefit page at [Employee Benefits - Archdiocese of Cincinnati](#).

Important Reminder: This is an **active enrollment** for benefit eligible employees. Employees are required to access MyEnroll and choose their benefit elections for the 2025-2026 plan year. If employees do not make their elections, their current benefits will end on June 30, 2025.

### FLEXIBLE SPENDING ACCOUNTS (FSA)

A flexible spending program allows an employee to commit a certain tax-free amount to a spending account set aside for healthcare and childcare expenses.

Reimbursements for allowable expenses within the Archdiocese of Cincinnati Healthcare Plan (dictated by Section 125 of the Internal Revenue Code) such as deductibles, copays, vision/dental expenses, childcare expenses.

Claims are submitted by the employee to [MyEnroll](#) by filling out necessary forms and providing required substantiation (receipts, invoices, etc.).

Open enrollment is a great opportunity for employees to explore flexible spending accounts and decide whether enrolling in a healthcare or dependent care FSA is the right choice for them. I've attached informational materials on each program for you to share with your employees.

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

**RISK MANAGEMENT**

Attached please find the April edition of the Archdiocese of Cincinnati Insurance Newsletter. The newsletter features articles on Cyber Safety Awareness and Back Injury Prevention. You can also find the newsletter online on the Risk Management page at: <https://resources.catholicaoc.org/offices/finance/risk-management>.

**ASBESTOS TRAINING – REMINDER**

Mandatory annual Asbestos Awareness training has been scheduled for 2025. Those managing a parish or school asbestos plan must also take the Person's Awareness Course immediately following the awareness training.

Next Date (9:00 AM start time Virtual via Teams):

- June 17, 2025

Register: [Asbestos Training Form](#)

Contact: Catherine Ampfer at [campfer@catholicaoc.org](mailto:campfer@catholicaoc.org)

**PAYLOCITY**

**ACTIVE PRIEST EXTRA COMPENSATION WORKSHEET**

Effective immediately, please use the attached worksheet for additional compensation for active priests. As a reminder, the completed form along with the corresponding check should be sent to the location where the payroll for our priests is processed.

**INCORRECT SSN**

- Correct the SSN in Paylocity.
- Notify Mary Jones via email that the change has been made.

Contact Mary Jones via email at [mjones@catholicaoc.org](mailto:mjones@catholicaoc.org) or phone 513-263-3353.

## POINTERS

Employees must be in the Active status to be able to register themselves for a user account. (Occasional or Leave of Absence is considered an “inactive” status.)

Resolutions:

- Have the employee register for their login credentials shortly after the Business Manager enters the new hire information.  
After registration is complete, the Business Manager can then change Status to Occasional or Leave of Absence.
- The alternative would be to have the Business Manager/Bookkeeper create the user account for the employee. If admin creates the account, the employee can still access their account if their user account is not deactivated, even if they are terminated or in the Occasional or Leave of Absence status.  
Please refer to [Paylocity Guidance - Archdiocese of Cincinnati](#) for step-by-step instructions to create a user account for the employee.
- Employees are just not able to self-register if they are in an inactive status.
- Once the user account is set up, the employee can access the account.

## UPDATE

- Pay Entry is RETIRING SOON. Please use Run Payroll.
- Q1/2025 Quarter End Dates Updated in Reminders Section in Year End Dashboard.
  - SUMMARY: The Q1 2025 Quarter End Dates are now available in the Reminders Section in the Year End Dashboard.
  - WHAT'S CHANGED: The Reminders section in the Year End Dashboard now show the following milestone dates:
    - April 1 = Quarter End Deadline
    - April 14 = Quarter End Reports Available
    - April 15 = Quarter End Variance Collections Begin
  - WHERE IS THIS? HR & Payroll > Reports & Analytics > Year End Dashboard (View Reminders)
  - PEAK ARTICLE: [PCTY-56810](#)

## **PAYLOCITY PER CHECK PROCESSING FEE - REMINDER**

Effective on the July 4, 2025, payroll, the per check processing fee charged for each employee will increase from \$3.15 to \$3.30. This is the earning code PYFEE on the payroll journal. This does NOT have any effect on an employee's pay.

**Have a great week!!**