

## FINANCE OFFICE UPDATE – January 9, 2026

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

#### **BENEFICIARY DESIGNATIONS**

As we begin the new year, we encourage you to take a moment to review and update your beneficiary designations for employer-sponsored benefits, including life insurance, retirement plans, and any other programs that require a designated beneficiary.

#### **Eligibility for Basic Life and Accidental Death & Dismemberment (AD&D) Insurance**

- Employees regularly scheduled to work 20 or more hours per week
- Certificated teachers in charge of a classroom who teach 12 or more classroom hours per week
- Teachers employed by Athenaeum of Ohio who teach 9 or more semester hours per year

#### **Employer-Paid Benefit**

- \$50,000 Group Life Insurance
- \$50,000 Accidental Death & Dismemberment (AD&D) Insurance

Life events such as marriage, divorce, the birth or adoption of a child, or other family changes may affect whom you wish to designate as your beneficiary. Keeping this information current ensures your wishes are honored and helps prevent delays or complications in the future.

Please log in to the MyEnroll portal (for benefits) at [www.myenroll.com](http://www.myenroll.com) and Empower (for retirement) at [empowermyretirement.com](http://empowermyretirement.com) to review and confirm that your beneficiary information is accurate. If you need assistance accessing the system or have any questions, contact MyEnroll Client Services at **1-866-694-6423** or Empower Client Services at **1-866-467-7756**.

#### **CONTACT INFO IN PAYLOCITY**

This is also a good time to verify that your personal information—such as your home address, phone number, and email address—is accurate in Paylocity. Paylocity serves as the central system, so keeping this information up to date is important. Updates entered in Paylocity are electronically shared with MyEnroll and Empower to ensure your records remain accurate across all systems. In addition to updating your personal information, please remember to add or review your emergency contact information! Please contact your Business Manager for assistance in making these updates.

Thank you for taking the time to keep your information up to date! Happy New Year!

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

**MILEAGE REIMBURSEMENT**

Beginning January 1, 2026, the standard mileage rates for the use of a car, van, pickup or panel truck will be 72.5 cents per mile for business use, up 2.5 cents from 2025. Paylocity has been updated for all locations.

**NEWSLETTER AND UPCOMING INFORMATIONAL SESSIONS**

Please post and share the attached flyers with your staff

- Live Well Gallagher January 2026 Newsletter – focus on Metabolism
- Empower January 2026 Webinar Flyer – Building a Foundation for Financial Wellness
- Christ Hospital January 2026 Lunch and Learn – Experts Tips for a Healthier You

**Have a great weekend!**