

FINANCE OFFICE UPDATE – January 23, 2026

Employee News...Please share with your staff!

HOW DO I FIND MY W-2 in PAYLOCITY?

1. Navigate to the Employee Self-Service portal.
2. Go to the Pay tile and select More to display the drop-down menu.
3. From the drop-down menu, select Tax Forms.
4. Select 2025 and download your tax form.

The screenshot shows the PayLOCITY interface. At the top, there are several tabs: Employment, Pay (which is selected and highlighted in blue), Personal, Time Off, Benefits, and Career. Below these are sub-tabs: Rates, Checks, Tax Forms (selected and highlighted in blue), Direct Deposit, Tax Setup, and Pay Setup. The main content area is titled 'W-2s' and contains a sub-section 'More information about your W-2'. It shows filter options: Tax Year (2025, selected), Corrected, Fed Wages / Withholding, and SS Wages / Withholding. There are also three '...' buttons.

HINGE HEALTH (For employees enrolled in the Archdiocese Anthem Medical Plan)

Wellness Tip for Employees: Movement for getting started

Trying to begin a new exercise routine this year? Getting started can be challenging, but small steps add up. Get expert [tips from Hinge Health physical therapist](#) about overcoming common barriers and creating a workout plan that works for you.

Your Hinge Health benefit offers virtual physical therapy and more - at no cost you - to help you begin your movement journey.

- Click on the link above
- Click Check Availability
- Enter Archdiocese of Cincinnati or Anthem in the box titled Search for your Employer or Health Plan
- Create an Account or Sign-In

Upcoming Webinar: From Pickleball to Power Walking: Getting Back to Sports and Hobbies

- February 11 | 1pm EST
- [Register Here](#)

WELLBEING SURVEY RESULTS

Please visit the link below to view the full summary report of the 2025 wellbeing survey.

Thank you again for all that participated!

<https://resources.catholicaoc.org/employee-benefits/wellness>

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

TIMELY REQUESTS

We are committed to supporting the preliminary work that needs to be done in preparation of parish/school amalgamations and mergers as part of Beacons of Light, including transfer of employees within Paylocity and MyEnroll systems.

To ensure we can consistently meet service expectations and deliver high-quality results, requests must be submitted in a timely manner and include complete information.

Whenever possible, requests should be submitted **7-10 business days in advance**. For multiple employee transfers, you may submit an Excel spreadsheet containing the same information required on the transfer request form. Adequate lead time allows us to properly assess needs, allocate resources, and minimize delays or rework.

While we will make every reasonable effort to assist with urgent or unforeseen needs, timely and complete submission of requests is a shared responsibility and is essential to maintaining consistent service levels.

Thank you for your collaboration and continued partnership. Questions regarding timelines or support needs may be directed to Cheryl Engel at cengel@catholicaoc.org or Bill Maly at bmaly@catholicoc.org.

SAVE THE DATE

Empower online 401(k) Training Opportunities available on the following dates:

Tuesday, March 3, 2026 1:00PM AND Wednesday, March 4, 2026 10:00AM

A Recording will be available on the AOC website once the trainings have been completed.

This basic 401k training session is for New Business Managers, but established Business Managers are always welcome.

We will go over the basics of the Archdiocese of Cincinnati 401k Plan.

More information to follow...

WINTER WEATHER ARTICLES

Attached is the BPIC Winter Newsletter with timely articles on Defensive Driving in Winter Conditions, Preventing Frozen Water Pipes, Extreme Cold Weather Precautions, Winter Slip/Trips/Falls and other great articles.

'FOR-PROFIT' SUMMER CAMP PROVIDERS

'For-profit' summer camp providers are prohibited from using parish and school facilities. Our parishioners generously contribute their time, talents, and financial resources to foster a vibrant community and maintain facilities that support our mission. Parish organizations, athletic associations, and social committees are responsible for ensuring that all activities comply with the 'Decree on Child Protection' and that the facilities provided are free from physical hazards.

Activities or functions on parish or school properties that are not under the direction and supervision of a parish organization must sign a Facility Use Agreement and provide a Certificate of Insurance to clearly acknowledge expectations and transfer risk.

Further, the Archdiocese of Cincinnati's document on Temporal Affairs states "separate agency or organization may not conduct a business or generate profit from actions which take place on parish tax-exempt property." It is expected that no property be used in any way to generate non-charitable profits as to threaten non-tax status.

Direct inquiries to Archdiocese of Cincinnati Director of Risk Management Bill Maly.
513.263.3354

Have a great week!