

FINANCE OFFICE UPDATE – February 20, 2026

Employee News...Please share with your staff!

NOTICE FOR ALL ANTHEM COVERED EMPLOYEES

When you log into your Anthem portal you will see this message...

IMPORTANT: You may receive letter from Conduent!

Conduent, an external service provider for Anthem, recently experienced a cybersecurity incident. If impacted, you'll receive a letter from Conduent. THIS IS NOT SPAM. Information concerning the breach will be outlined in the letter. Please be sure to check your mail and follow instructions to get signed up for credit monitoring.

[ok](#)

FEBRUARY IS HEART HEALTH MONTH

This month the wellness newsletter is packed with tips and resources to help you boost your heart health and feel your best.

Here is a sneak peek of what is inside:

- Health Spotlight: How diet and exercise can strengthen your heart.
- Recipe of the Month: Start your day right with healthy breakfast egg muffins.
- Benefit Perks: Save big with Anthem gym discount program (for employees enrolled in our medical plan).
- Reward Opportunity: Learn how you can earn \$25 in My Rewards (for employees enrolled in our medical plan).

Don't miss out on these heart-healthy tips and rewards! Check out the attached newsletter to view the full newsletter and take the first step toward a healthier you!

THE CHRIST HOSPITAL – Heart Education, Tips & Prevention

Click the link below for articles and education related to American Heart Month.

[February Is American Heart Month](#)

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

EMPOWER 401(k) TRAINING

Join Alysia Sachau from Empower and Mary Jones for a brief session on the AOC 401k Plan. 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.

Topics include:

- Auto Enrollment Process
- Beneficiaries
- Full Withdrawal
- 90-day Permissible Withdrawal Form
- Taxable Loan Distribution

Tuesday, March 3, 2026, 1PM

<https://events.teams.microsoft.com/event/ef9e1acd-6b5a-4a5c-9a25-866708e1ab27@29455338-a594-4195-a677-bf1582df0ff9>

-OR-

Wednesday, March 4, 2025, 10AM

<https://events.teams.microsoft.com/event/99c8ec20-a855-49d3-a652-8d65d128cec1@29455338-a594-4195-a677-bf1582df0ff9>

Recording will be available online for reference

Questions: contact mjones@catholicaoc.org

REQUESTING NEW BUSINESS ADMINISTRATOR ACCESS IN PAYLOCITY

Please include all of the following information with advance notice:

- Name of New Business Administrator
- Title, example Business Manager, Bookkeeper
- Work Email address (Please ensure this is correct)
- Work Phone number with extension
- Effective Date
- Paylocity ID# and names for all of the location access needed
- Family Name, example SE-7 Family, NE-1 Family, etc.

- If the new Business Administrator is to be the MAIN CONTACT in Paylocity
- Should they receive any deliveries?
- Are they replacing someone that needs to be removed? Effective date?

Are they also the new Stock Contact?

- Are they replacing someone that needs to be removed?

Make the request to mjones@catholicaoc.org

VERIFY TAX TOOL IN PAYLOCITY

Location: HR & Payroll/employee record/Pay Tab/Tax Setup/Verify Tax Setup

Manage Tax Setup

SB Stan Baker Active
Sales Representative [100]
Employed since 2/5/2010

Federal Income Tax (FITW) [Calculation Tips](#)

Tax	Filing Status	Exemptions 1
FITW - Federal Income Tax	Single	1.00

State and Local Taxes [Calculation Tips](#)

<input checked="" type="checkbox"/>	Tax Code	Filing Status	Exemptions 1	Exemptions 2	
<input type="checkbox"/>	NV...Nevada SITW	N/A	N/A	N/A	Default
<input checked="" type="checkbox"/>	NVCLA - NV CEP	N/A	N/A	N/A	Default

[Add](#) [Delete](#) [Change State](#) [Verify Tax Setup](#)

Verify Tax Setup [Close](#)

RC Ruben Casella

Home Address
525 Vinewood Way
Doyfestown, OH
44230

Work Address
525 Vinewood Way
Doyfestown, OH
44230

Recommended Changes

Code	Description	Type
<input checked="" type="checkbox"/> OH-BAR2	Barberton, OH (Emp)	LOCAL
<input checked="" type="checkbox"/> OH-DOY2	Doyfestown, OH (Res)	LOCAL

This code is not set up for your company. Please click [here](#) to download the "Request to Add or Remove Tax Codes form", and email the completed form [back](#). Contact your account manager if you need assistance.

Verified

Code	Description	Type
<input checked="" type="checkbox"/> OH	Ohio SITW	SITW
<input checked="" type="checkbox"/> OH-CHB	8501 Chippewa S.D.	LOCAL
<input checked="" type="checkbox"/> OHSUI	Ohio SUI	SUI

When to Use:

- setting up a New Hire (Ref New Hire Lay Employee Guide page 23)

- employee home address change
- once a year/Year End Review

Purpose: Paylocity’s geolocation recommends tax codes based on the employee home address and work location.

Note: Verify Tax Setup indicates school district tax; you can also utilize Ohio School District requirements by using [The Finder - Lookup By Address Results - School District Income Tax](#)

The Finder > School District Income Tax

The Finder

School District Income Tax

This site provides Ohio public school district income tax information for all addresses in the State of Ohio. Choose one of the following options:

Lookup Tax Rate

- Address
- Zip Code (5-digit or 9-digit)
- Latitude/Longitude

Download Tax Rates and Geographic Information Systems (GIS) Boundary Data

- Ohio Public School District Income Tax Rates by County and School District, or SD Rate Database Table
- Downloadable Address Files and Instructions

Upload Databases - Registered and logged in users may get the appropriate school district income tax rates applied through this secure application.

- Registration
- Upload/Return File Instructions

If you have questions or concerns about information listed on The Finder, please contact:

- ODT Taxpayer Services @ 1-888-405-4039 -- or -- email: thefinderhelp@tax.state.oh.us

The Finder | Contact Us | Exit | Privacy Policy

W-2 QUESTIONS ANSWERS

Your employees' W-2s are available in Paylocity. Navigate to **HR & Payroll > Reports & Analytics > Year-End Dashboard** to access your company’s Year-End reports, including your employees’ W-2s.

To help you manage tax reporting season with confidence, we’ve outlined key steps and resources below.

Share answers to the most common W-2 questions so your employees can quickly access their forms and file with ease.

- **Employee Support:** [W-2s and Other Tax Forms](#)
- **Administrator Support:** [Employee Supervisor FAQs](#)

If you’re missing any tax forms, determine whether the employee is active or terminated.

- **For active employees:** Confirm if the employee had **taxable wages**, is a **W-2** or **1099** employee, and if they opted in for

paperless. Review the PEAK article [W-2 Forms](#) to locate a digital copy of their tax forms.

- **For terminated employees:** Review your company's print options by following the steps in the PEAK article [Print Year-End Forms for Inactive Employees](#).
 - If the **Always Print Terminated** setting is disabled, update it, and navigate to **Reports & Analytics > Year End Dashboard** to request a reprint.
-
- If you discover errors on your employees' tax forms, review the PEAK article [Amendment Fees](#) for information on amendment fees after the Year-End deadline, including fees for:
 - Quarter and Year-End Amendments
 - SSN Corrections
 - Year-End Tax Forms (W-2s, W-2Cs, 1099s, 1095-Cs, 1094-Cs)

AOC INSURANCE NEWSLETTER FEBRUARY 2026

Attached, please find the February 2026 Archdiocese of Cincinnati Insurance Newsletter. It includes articles on Defensive Driving Basics, Creating a Clean and Healthy School Environment, Reaction Time and Safety.

Have a great weekend!