

# THE OAS MESSENGER



December 2011 Page 1

## CENTRAL PAYROLL

### Important Year End Payroll Information

Year end close: Paycor will be keeping the 2011 year open until **January 6, 2012** (otherwise known as —closing the books). After that time, the W-2 files will be processed for all Archdiocesan locations. It is extremely important that you review your employee information. W-2s that require correction will be processed through Paycor at a fee of \$50.00 each. The most common mistake with W-2 corrections relates to incorrect social security numbers. Please check those carefully

Please do not complete your January 15, 2012 payroll before January 9, 2012. There are many updates that need to be made for the new year and we need time to complete those changes before the next payroll is begun.

As a rule, please give ONE WEEK AFTER the pay date before submitting your next payroll. When your location payroll is submitted to Paycor, we are not able to make timely updates or changes (health, dental, etc). This can cause employee benefit deductions to be doubled unnecessarily to catch up for the employee.

### Confirm before year end:

Verify employee addresses'

Verify employee Social Security numbers

PLEASE notify Central Payroll with any address changes or SS number changes for employees that were paid by the Archdiocese before your transition to Paycor. These employees will be receiving a W-2 from the Archdiocese also and we need to have correct information for our files. Email changes to: [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org)

### Please fill in the following for all employees:

Birthdates (required for 403B registration)

Annual Hours (required for Lay Retirement determination)

Paycor sent information regarding W-2 compliance for benefit reporting for 2012. Please disregard these emails. The Archdiocese is not required to use these IRS standards for reporting.

### Paycor Year End Fee Schedule:

W-2 annual fees	\$60 annual W-2 fee / \$4.25 per employee W-2 fee
Re-Open Book Fee	\$250.00
W-2Cs	\$50.00 per W-2C
Amended Returns (annual or quarterly)	\$110.00 Per Return (Arch of Indy would have 2)

### Current Year W-2s

Employees will receive one W-2 under the Archdiocesan EIN for the period of January to until their parish made the switch to Paycor. From the time their parish made the switch from Paycor to the end of the year, they will receive another W-2 under the EIN of the parish. Most employees will receive at least TWO W-2s for 2011. Any questions please e-mail [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org).

### Previous Years' W-2

We now have access via our previous payroll software provider to employee W2 data from years before 2011. Should an employee require a copy of a previous year's W2 form or need that information for employment or mortgage verification, we can now provide that information. Please contact HR or Central Payroll at [HR@archindy.org](mailto:HR@archindy.org) or [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org) with these requests. Please allow 2-3 business days for processing these requests.

This does not impact the current year W2 information. 2011 W2 information will be available through the Paycor system.

### Paycor Contact

Now that we are more familiar with the Paycor system, our contact at Paycor is GiGi Gonzalez. Her e-mail is [GGonzalez@paycor.com](mailto:GGonzalez@paycor.com) and her phone number is 513-345-6878. Gerri Smith can still assist when necessary, but GiGi should be contacted first with any issues.

Please share these newsletters with your fellow co-workers who normally would not receive through Accounting Services. There is always valuable information that can be shared throughout your parish, school or agency.



December 2011 Page 2

## ACCOUNTING SERVICES

### December Assessment Withdrawal

The December Assessment will be withdrawn on Friday, December 30th. \*\* All requests for adjustments to this withdrawal must be sent to Jeanette Walker (jwalker@archindy.org) by **noon on Wednesday, December 21st**. Any request for payroll assistance should also be sent to Jeanette by this date.

### Mileage Reimbursement Rate

The IRS on Friday December 9, 2011 released standard mileage rates for use in 2012 (Notice 2012-1). Taxpayers can use the optional standard mileage rates to calculate the deductible costs of operating an automobile.

### **For business use of an automobile remains at 55½ cents per mile.**

The Archdiocese reimburses employees for 75% of the IRS issued standard mileage rate. Effective for miles driven on or after July 1, 2011 (last date the reimbursement rate was modified), the Archdiocese mileage reimbursement rate continues to be **41.63** cents per business mile incurred. We recommend that parishes examine individual budgets carefully when determining reimbursement rate.

### Power of Attorney

Most locations have or will receive a request for Power of Attorney from Paycor. This is a necessary document and needs to be completed and returned to Paycor. This allows Paycor to handle any tax issues that may occur.

### Summary of Incorporation Information Action Items

Please verify that you have completed all Initial Incorporation Documents as well as the Annual Incorporation Meeting requirements with Charlie Feeney at [cfeeney@archindy.org](mailto:cfeeney@archindy.org). Parishes may have received a notice from the State of Indiana regarding filing a Business Entity Report as a result of the incorporation. **This is an annual filing with the State of Indiana and has been completed by the Office of Accounting Services.** Any questions can be directed to Charlie or to [accountingservices@archindy.org](mailto:accountingservices@archindy.org).

### Fifth Third Pooled Checking Account

Fifth Third Bank Interest Bearing Checking Account is where catholic-related entities' funds are pooled together and invested to receive a higher rate of return each month. This account has been with the Archdiocese since 1993. Besides a higher rate of return than an average interest-bearing checking account, the advantages include no investment sweep fee, lower service charges, and the ability to increase the rate of return as the pool grows. Currently, the Indianapolis Pool has over 100 accounts with approximately \$35,000,000 invested. If your parish is interested in joining this account, please contact Paul Burch at Fifth Third bank at 317-383-2668 or [Paul.Burch@53.com](mailto:Paul.Burch@53.com).

### Clergy Wages

Priest wages are billed to the parishes on the monthly billing assessment. **All** stipends and priest related pay and personnel changes for priests are processed through Central Payroll—please submit these to Central Payroll at [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org).

### Group Ruling

The IRS Group Ruling exemption letter for 2011 is available on our website at <http://www.archindy.org/finance/files/parish/general/2011GroupRuling.pdf>.



December 2011 Page 3

## ACCOUNTING SERVICES

### Charitable Contributions

The Archdiocese recommends that parishes, agencies and schools provide contribution statements to parishioners/donors at least annually even to those who give nothing. For tax deduction purposes, the IRS requires a written acknowledgement for one-time contributions of \$250 or more. For contributions made to the parish directly or contributions collected by the parish (when checks are made out to the parish) for special mission collections and/or relief collections, we encourage written acknowledgements. Checks made out to the Mission Office or a special mission directly do not require a written acknowledgement since this is provided by the receiving organization. Donors making gifts totaling \$250 or more to the Christ our Hope Appeal or Legacy for Our Mission will receive a tax letter from the Archdiocese of Indianapolis. Some facts to remember:

—If a donor receives a benefit in connection with their contribution (such as merchandise, tickets to a ball game or other goods and services), then the deduction is limited to the amount the payment exceeds the fair market value of that benefit.

—Donations of stock or other non-cash property are usually valued at the fair market value of the property. Clothing and household items must generally be in good used condition or better to be deductible

—Regardless of the amount, to deduct a contribution of cash, check, or other monetary gift, you must maintain a bank record, payroll deduction records or a written communication from the organization containing the name of the organization, the date of the contribution and amount of the contribution. For text message donations, a telephone bill will meet the record-keeping requirement if it shows the name of the receiving organization, the date of the contribution, and the amount given.

—To claim a deduction for contributions of cash or property equaling \$250 or more you must have a bank record, payroll deduction records or a written acknowledgment from the qualified organization showing the amount of the cash and a description of any property contributed, and whether the organization provided any goods or services in exchange for the gift. One document may satisfy both the written communication requirement for monetary gifts and the written acknowledgement requirement for all contributions of \$250 or more.

## CATHOLIC EDUCATION

### Scholarships and Vouchers

Up-to-date information on SGO Scholarships and State School Vouchers can be found at <http://www.archindy.org/oce/index.asp?action=ioi>. Please select 'SGO Scholarships and State Vouchers Information' on the drop down list.

## ARCH CONTACTS

### Do you know who to contact when...

Property insurance or risk questions?

Mike Witka—[mwitka@archindy.org](mailto:mwitka@archindy.org) or (317) 236-1558

ADLF?

Rene Raychel—[r-raychel@archindy.org](mailto:r-raychel@archindy.org) or (317) 261-3370

Payroll?

[Centralpayroll@archindy.org](mailto:Centralpayroll@archindy.org)

Billing questions?

Rene Raychel—[r-raychel@archindy.org](mailto:r-raychel@archindy.org) or (317) 261-3370

Parish budget or other questions?

[accountingservices@archindy.org](mailto:accountingservices@archindy.org)

Send us your questions! Each month one or two questions will be addressed based on inquiries of the parishes.  
Please submit any questions you would like answered to [accountingservices@archindy.org](mailto:accountingservices@archindy.org).



December 2011 Page 4

## HUMAN RESOURCES

### Employee Auto-Saving

The Archdiocese's practice of auto-enrolling all full time employees hired after July 1, 2008 in the 403b savings and employer match program has been very well received. The plan also auto-escalates the original savings percent of 2% by 1% each year until the employee saving percent reaches 6%. Due to the economy, we did not auto-escalate savings percentages two years ago. This year we increased to 3%,

### Upcoming Pension Plan Changes

Employees were notified by mail of important changes to Archdiocesan pension benefits. It is important that business managers, principals and administrators understand the changes being made to effectively communicate this with all existing and future employees.

Current pension benefit changes: We intend to continue funding pension benefits for all current employees and for new employees hired before January 1, 2012. It is the current intention of the Archdiocese to continue to make contributions to the pension for these employees. Please note, new employees hired on or after January 1, 2012 will NOT be covered by the pension plan.

Retirement savings 403(b) plan changes: Effective January 1, 2012, the Archdiocese will improve the matching contributions in our retirement 403(b) savings plan. The Archdiocesan match will be 50% of eligible contributions up to 8% of pay (up from the previous 6% of pay). This improved matching contribution is available to both existing and newly hired employees (even those hired after 1/1/2012).

Contact Human Resources at [hr@archindy.org](mailto:hr@archindy.org) with questions.

## RISK MANAGEMENT

### Regarding Boys Scouts and Insurance

We have met with the Field Director of the Crossroads of American Council, Boys Scouts of America regarding insurance issues. The council provides, through the national organization, Liability Insurance for the activities of the various scouting troops or packs. Automobile Insurance and Marine coverage is provided on an excess basis over and above the primary driver's insurance. The BSA plan also provides coverage for accident medical expenses and accidental death and dismemberment while participating in an official Scouting activity. And finally there is a policy for Camper's Accident and Sickness while attending a scouting event. If you have any questions please call Mike Witka at 317-236-1558 or email at [mwitka@archindy.org](mailto:mwitka@archindy.org).

### Winter Hazards

As Winter is upon us it is time to make sure we are prepared. Check all sidewalks, ramps, and parking lots for obvious cracks, holes, bumps, that may be tripping hazards. Make sure your salt supply is adequate. Check snowblowers and plows for good operating condition that can be fired up at a moments notice. Have your plowing schedule ready. Check inside of buildings where ice might melt off shoes and boots causing slippery floors. And finally be very careful and help the elderly navigate the winter safely.

### Risk Management Forms

We have had a number of late reported claims on both storms and workers comp. Please have someone on staff inspect your buildings after every storm that comes through, especially the roof, basements, windows, computers, phones and electrical systems. For workers comp claims there is a first report form that must be filled out immediately upon hearing of an injury. Please have these forms available in every department.

### Insurance Self Inspections

We will be launching the parish/school self-inspection program on January 1st. We will need to have a contact name and email address for each parish. This can be the maintenance person, parish staff member, business manager, or pastor. Please send to Mike Witka at [mwitka@archindy.org](mailto:mwitka@archindy.org).

### Event Rental Insurance

You have received by now a packet explaining the event rental insurance coverage. If you have any question contact Mike Witka at [mwitka@archindy.org](mailto:mwitka@archindy.org)