



The OAS Messenger

November 2004

HEALTH INSURANCE BILLING NOTICE

As you have probably noticed, we are now including the Health Insurance detail with the last payroll summary sheets of the month. This will allow you to contact Advantage regarding any changes noted. **Advantage requires insurance corrections to be reported by the 12th of the month;** any changes after the cut off will be reflected on the next months' detail. We are also currently working with Advantage to separate Parish, School, Day Care and Religious Education departments on the billing.

Please contact Liz Koehler at Advantage 317.573.7933 or lkoehler@advantageplan.com with insurance corrections for employees.

Please contact Jo Ann Schramm at 317.261.3387 ---1.800.382.9836 ext 3387 or jschramm@archindy.org for other questions you may have regarding your billing.

Thank you for your patience as we work out the reporting challenges with Advantage.

OAS Relocation Date:

November 17-18

The Office of Accounting Services will be moving to our new location within the Catholic Center on November 17th and 18th. We will have limited access to e-mail and voicemail during those two days. During those two days, if you have an immediate need, please contact Bonnie Vollmer at bvollmer@archindy.org or 317.236.1410 and she will be able to locate an OAS staff person. If your issue does not require immediate attention, please leave a voicemail or e-mail message with the appropriate OAS staff person and your message will be returned as soon as possible. Thanks for your patience and understanding.

Important Notice:

December 31st Payroll

The 2004 final payroll will be deposited to employee accounts on **Friday December 31, 2004**. This is a new procedure effective this year. **Please notify your employees of this change.** The payroll office will not be available for questions or pay adjustments as the Catholic Center will be closed on December 23, 2004 and reopening on January 3, 2005. Please also note that the automatic withdrawal for payroll and the monthly bill will also occur on December 31, 2004.

Final Reminder:

Indiana state law requires not-for-profit organizations to report annually to maintain their sales tax-exempt status. If you have not filed the annual financial report **Form NP-20** with the state, you are required to do so by **November 15, 2004**. If you did not receive a form, please contact the Indiana Department of Revenue's Nonprofit Section at 317.232.2188 or forms may also be found at www.in.gov/dor/taxforms/state.html. If you have any other questions, please contact Sarah Harmeyer at 317.261.3376

Payroll System Backup--Possible Web Outages

We will be performing the payroll system backup every Saturday evening; therefore there could be outages up through Sunday morning at the www.payroll.archindy.info website. If a user attempts to access the system, the backup will not stop, but the system will ask the user to try again later. The payroll website **SHOULD** be available by 10AM each Sunday. Please communicate this to your employees. Thank you for your understanding.

Payroll E-mail Reminder

Please continue to report payroll issues encountered to payrollproblems@archindy.org. Remember to include the location number of your school or parish in the subject line of the e-mail.