



# The OAS Messenger

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November 2007

## Important Payroll Information

For those employees participating in the Archdiocesan Health plan with a Health Savings Account (HSA), the maximum contribution allowed by the IRS in 2007 is \$2,850 for single coverage and \$5,650 for family coverage. If the employee turns age 55 during 2007, an additional \$800 may be deposited. Employees may make contributions to their privately held HSA by a means other than payroll deduction, therefore the Archdiocese does not have the capability to monitor individual maximum contribution limits. Employees can email questions about HSA accounts to HR or Central Payroll at HR@archindy.org or payrollproblems@archindy.org.

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The IRS considers payments made to employees at Christmas or year end reportable income. These types of payments should be requested and paid through Central Payroll.

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Now is the time of year to remind employees who have moved during the year to make sure their new address has been reported to Central Payroll. Employees can verify their address by looking at their paystub on the web. The address appearing on their paystub will be used for the mailing of 2007 W-2's.

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2007 W-2's will be mailed to employee's homes on or before Jan 31, 2008. As in previous years, 2007 W-2's will also be available to be printed from the web at the same location as their pay stub. W-2's for the years 2003 through 2006 are available online at the same web site location, <http://payroll.archindy.info>.

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2007 year to date employee earnings information needed to complete FAFSA forms for college financial aid, loans, and scholarships, is available at anytime on the web. Go to the same location as your paystub and click on the Year-To-Date-Summary tab. Employees don't need to wait for their W-2 for this information.

## Payroll Web Information

The Archdiocese website <http://www.archindy.org/> is undergoing many updates which will continue into the coming months. It is part of the new rollout of a database-driven website. This is why some employees have had difficulty in accessing the Ultipro Web through the "Pay Employee" link on the Archdiocese's <http://www.archindy.org/> home page.

Please let employees at your location know that the best and most certain way to access Ultipro Web is to go directly to the web location. That location is <http://payroll.archindy.info>.

## Year-End Online Training

ACS Technologies is offering year-end online training which details the year-end procedures in Contributions, Payroll, and Accounts Payable, all for \$215. Also, Accounts Receivable can be added to the package for a mere \$25. For more information, visit <http://www.acstechnologies.com/training/courses/article14458.htm#online>.

## ADLF Loan Review Committee Meeting

As parishes participate in the Legacy for Our Mission capital campaign, we anticipate an increase in the number of ADLF loan requests. Current ADLF policy requires that parishes have at least 50% of the cost of the project in ADLF deposit accounts and the other 50% in pledges to be considered for a loan. The ADLF subcommittee of the Archdiocesan Finance Council reviews all loan requests. Parish representatives are invited to attend the meeting when their application is being reviewed.

Meetings for 2008 are currently scheduled for

- February 18th
- May 5th
- August 11<sup>th</sup>
- November 3rd.

Meetings are generally held only if there are loan requests to review. If your parish anticipates making a loan request, please contact Cody Whited at (317) 236-1423 or at [cwhited@archindy.org](mailto:cwhited@archindy.org).



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## OAS Staffing Changes

After many years of service, **Sarah Harmeyer**, has decided to leave us. Many of you are aware that Sarah is engaged to be married in April 2008 (Congratulations!), and because of her upcoming nuptials, she has accepted a position with the Ft. Wayne/South Bend diocese. Sarah has contributed greatly to our office, and she will be missed.

Another prized employee will now be missing from the OAS staff. **Michelle Scheidler**, after eleven and a half years of service, has decided to tend to her newborn full-time after the delivery. Michelle has been a vital asset of this office and will be missed greatly.

Because of the changes happening in OAS, we have hired a temporary staff person, **Jeanette Richardson** to take on some of Sarah's functions. Jeanette will be dealing with ACH and cash functions. Jeanette can be reached at (317) 236-3376 or at jr Richardson@archindy.org. We have also hired another intern, **Abbey Kirchner** to assist us with the absence of Michelle. Abbey will be focusing on the OAS Newsletter, Legacy of Hope updates, and other miscellaneous tasks. Abbey can be reached at (317) 261-3374 or akirchner@archindy.org.

Please direct parish financial related questions to Eileen Miller at emiller@archindy.org or (317) 236-1410. Eileen will act as the clearinghouse for questions until we are able to fully staff our office.

## Catholic Center Closings

Monday, December 3rd, the Catholic Center will be **closed at 1:00 p.m.** for the Feast of St. Francis Xavier, co-patron of the Archdiocese.

The Catholic Center will be closed for the Christmas Holidays Friday, December 21, 2007 and reopen on Wednesday, January 2, 2008. *All direct withdrawal for Payroll, the December Assessment Bill, and December ADLF payments will occur on **Monday, December 31, 2007.*** If you anticipate any difficulties in making these payments, please make arrangements by Thursday, December 20, 2007 with Jeanette Richardson at jr Richardson@archindy.org or (317) 261-3376.

## Charity Gaming Seminars

The Indiana Gaming Commission will be hosting seminars across Indiana on helpful topics concerning charity gaming in November and December. The dates and locations for November are the following:

- November 14th– Jasper, IN
- November 27th– New Albany, IN
- November 28th– Columbus, IN

For the confirmed locations as well as other information regarding the gaming events, visit <http://www.in.gov/gaming/charity/>.

## Flu and Pneumonia Shots

Employees and dependents covered by our health plan are eligible for **free immunizations, including flu and pneumonia shots.** If these shots are given at an in-network doctor's office, claims can be submitted directly to Anthem, and there is no cost to the employee. If an employee pays for a flu shot through Visiting Nurse Service, a local health department, or another provider other than his/her doctor, a copy of the receipt can be sent to Human Resources, and the employee will be reimbursed for the cost paid. If a parish or school offers flu shots to employees through a local organization, Human Resources will also pay the cost for employees and dependents on the health plan. We want to encourage preventive medicine and hope that people will take advantage of this benefit.

## Risk Management Corner

### Certificates of Insurance: Funerals

For various reasons, some funeral homes are requesting that the parish keep the body over night in the church after normal calling hours. Normally the funeral home would take the body back to the funeral home overnight and return it the next day for the funeral. This is now seen as a cost saving method for the families not to have to pay for the transportation twice. This puts the parish in a new risk exposure situation as to care, custody, and control of the body and casket while unattended overnight. If this is happening in your parish, please ask that the funeral home provide you with a **Certificate of Insurance** from their insurance agent holding the parish harmless for funeral home liability.

### Certificates of Insurance: Events

Most parishes rent out space to individuals for certain events. It is a good risk management practice to ask for a **Certificate of Insurance** from the person or group that rents our properties. We need to protect ourselves from accidents caused to others that we do not have control over. A suggested \$1mil in liability limits is recommended. The certificate should also name the Parish and the Archdiocese as additional insureds. If you would like a review of a certificate please fax to Mike Witka at (317) 236-7327.

Also make sure contracted services follow this certificate requirement. Too often we contract with a company and do not check insurance coverage. Some certificates come in with very low limits and we have suggested they be corrected.

If you have any questions please call **Mike Witka**, Director of Risk Management for the Archdiocese at (800) 382-9839 ext 1558, (317) 236-1558, or e-mail at mwitka@archindy.org.

**Happy Thanksgiving!**

