

# Archdiocese of Indianapolis



PAYROLL REMINDERS

# Archdiocese Payroll Team



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*The payroll team supports 130+ legal entities, their business managers, and Archdiocesan employees. We process payroll for the Archdiocese, Catholic Charities entities, Mother Theodore Catholic Academies, Bishop Chatard High School, and several other locations throughout the Archdiocese. We manage billed wages (stipends, SECA, lay and priest wages). We prep payroll to be processed in non-payroll weeks, manage time and labor daily, and post wages and related expenses to our ledger for all Intacct-using entities (Arch, MTCA, Fatima, CYO, CYO Camp, CCI, CCB, CCTH, CCTC).*

# February 2022 Paylocity Payroll Processing Training

▶ Archindy.org > Finance > Parish & Agency Payroll

The screenshot shows the website [archindy.org/finance/payroll.html](http://archindy.org/finance/payroll.html). The navigation menu includes Home, Archbishop, Staff, Parishes, Offices (highlighted with a red box), Schools, Newspaper, Charities, and Support Us. The main header features the Archdiocese of Indianapolis logo and the text "Finance and Administrative Services" (highlighted with a red box). A left sidebar menu lists various categories, with "Parish & Agency Payroll" highlighted by a red arrow. The main content area is titled "Parish & Agency Payroll" and contains the following sections:

- Payroll**
  - [2022 Location Payroll Processing Calendar](#)
  - [Archdiocese of Indianapolis Payroll Training](#) (highlighted)
  - [Improving Payroll Processing Time](#)
  - [Web Time Employee Time Card Report Setup](#) (*Run and review prior to processing payroll*)
- Fair Labor Standards Act (FLSA) Guidance**
  - [Pay Compliance Cover Letter and Manual](#)
- Paylocity Resources**
  - [Detailed WebTime to WebPay Processing Instructions](#)
  - [Log on to the Paylocity payroll system to access personal payroll information](#)
  - [Ensure Federal and State Unemployment tax setup is correct](#)
  - [Making Changes to an Employee Profile When Changes Are Pending](#)
  - [Bank Account Change Form](#)

# ELECTRONIC TIMEKEEPING

## PAYLOCITY TIME AND LABOR (EST 2015)

There are 7 rules to ensure compliance:

1. EXEMPT (HOURLY) EMPLOYEES CLOCK IN AND OUT
2. NON-EXEMPT (SALARIED) EMPLOYEES HAVE SCHEDULES ASSIGNED THAT AUTOMATICALLY POST TO TIMECARDS
3. SUPERVISORS ARE ASSIGNED TO ALL EMPLOYEES IN PAYLOCITY
4. SUPERVISORS ARE REQUIRED TO APPROVE TIMECARDS ON MONDAYS IN PAID WEEKS
5. **PROCESSOR USES TIME IMPORT FILE FOR PROCESSING**
6. TIME OFF PROGRAMMED & EMPLOYEES USE REQUESTING SYSTEM
7. LOCATIONS UPDATE HOLIDAY LISTS AT LEAST ANNUALLY

# BEFORE TIME IS IMPORTED FOR PAYROLL PROCESSING

## 1. CHECK SUPERVISOR DASHBOARD

Time & Labor > Home > Supervisor Dashboard

Time Card Corrections, Pending Time Of Requests, and Attendance Exceptions should be 0 for dates in pay period.

Roman Catholic Archdiocese of Indiana [13000] paylocity

Time & Labor | Home | Employees | Payroll | Reports | Configuration

Home | Time Card | Schedules | Time Off Calendar | Reports

Filter Reset -- Load Saved Filters --

Looking to increase YOUR Employee Engagement? Check out our Time and Labor Adoption Toolkit for some tips! Visit Now Dismiss

**Quick View**

Insights	Time Card Corrections	My Employees	Pending Time Off Requests	Attendance Exceptions	Invalid Terminal Punches	Find New Employees
	183	5100	86	332	0	0

SHOULD ALL BE 0 FOR DATES IN PAY PERIOD



# BEFORE TIME IS IMPORTED FOR PAYROLL PROCESSING

## 2. CHECK TIMECARD APPROVALS SCREEN

Time & Labor > Employees > Timecard Approvals > Update Pay Period > Set Filter to “Not Approved”.

With these filters, this screen should be blank before importing.

Roman Catholic Archdiocese of Indiana [13000] paylocity

Time & Labor | Home | Employees | Payroll | Reports | Configuration

Home | Time Card | Schedules | Time Off Calendar | Reports

**Filter**

Active Filters:  Supervisor Approved: Not Approved  Employee Status: Active

Company Code: 13000 / 13000 Catholic Center

-- Load Saved Filters --

### Time Card Approvals

Approve	Employee	Regular	OT1	OT2	Non Work	Total	Adjustments	Missed Punches	Pending Corrections	EE App	Supv App	Assigned Supv
No items to display												

# AFTER TIME IS IMORTED

## Run Reports & Check for Accuracy

- ▶ Carefully review the pre-process register for all batches and run payroll audit
  - ▶ Check number of employees being paid. Does the total number of checks look accurate compared to employees being paid?
  - ▶ Are there any live checks?
  - ▶ Compare the totals to the last few processed payrolls.
  - ▶ Is payroll liability within reason? (highlighted in yellow = Direct Deposit + Employee Taxes + Agency Checks/Deductions + ER Medicare + ER Social Security)

**Pre Process Payroll Register** Check Date: [REDACTED] Page 13 of 13

Totals for [REDACTED]															
Employees	Chks/Vchrs	Code	Earning	Hours	Amount	Code	Tax	Taxable	Amount	Code	Deduction	Amount	Net	Dir Dep	Chk
59	59	REG	REG	3,026.7500	65,497.06	FITW	Federal Income Tax	58,382.56	3,918.75	403EE	403EE	4,324.77	46,419.09	46,419.09	0.00
		403ER	403ER		1,703.19	MED	Medicare	62,707.33	909.29	AHSA	AHSA	1,523.28			
		AHSA	AHSA		1,523.28	SS	OASDI	62,707.33	3,887.89	AHSAB	AHSAB	200.00			
		AHSAB	AHSAB		200.00	IN	Indiana SITW	58,382.56	1,824.38	CAP21	CAP21	301.00			
		ERDEN			519.97	IN-HEN1	Hendricks, IN (Res)	1,142.83	19.43	DENT	DENT	246.24			
		ERHRA	ERHRA		92.32	IN-JOH1	Johnson, IN (Res)	4,752.13	55.65	DFSA	DFSA	384.62			
		ERMED			11,180.10	IN-MAR1	Marion, IN (Res)	52,487.60	1,047.08	EHSAS	EHSAS	944.22			
		REGM	REGM	2,236.0000	4,380.06					HLTH	HLTH	2,042.65			
		SICKM	SICKM	8.0000	210.80										
		VAC	VAC	40.0000	828.00										
		<b>Totals</b>		<b>3,066.7500</b>	<b>68,048.34</b>	<b>Totals</b>			<b>11,662.47</b>	<b>Totals</b>		<b>9,966.78</b>			

**\*\*Disclaimer\*\* Register Prior to Processing (Preprocess Register)**  
 This report is intended solely for the information and use of authorized payroll personnel as a final review and balancing tool prior to the submission of a payroll for final processing. It does not reflect final processing results and should not be used to update company financial records, fund bank accounts or make tax payments.

# AFTER TIME IS IMPORTED

## Run Reports & Check for Accuracy

- ▶ Compare the pre-process register to the timecard report
- ▶ Run a “No Pay Prior to Process Report”
- ▶ Run a New Hire Report
- ▶ Run a Termination Report
- ▶ Make any necessary adjustments
- ▶ Run a final pre-process register and check final totals again before approving pay run.

Note: you cannot get this report after payroll has processed.  
Paylocity only stores the first original.



# ELECTRONIC TIMEKEEPING COMPLIANCE

## TIME & LABOR AUDITS

- Each pay period audits show if there are missed punches, timecards unapproved, and/or pending time off requests when payroll was processed.
- Periodically audit if employees are clocking in and out on their own.

# Reminders

- ▶ Fridays in Paid Weeks
  - ▶ The payroll team monitors email for any urgent matters on Fridays in paid weeks
  - ▶ The payroll team can assist with correcting pay on Fridays
    - ▶ Manuals can be created; net can be paid from parish
    - ▶ Additional run can be created with same day ACH  
normal processing fees apply + additional flat \$50 fee + \$1 per ACH
- ▶ Annual Updates – effective July 15, 2022
  - ▶ Annual increases
  - ▶ Annual retirement auto-escalation
- ▶ Reach out to Central Payroll for assistance with:
  - ▶ Adjustments within the payroll batch
  - ▶ Manual Checks
  - ▶ Bonuses - should be paid through Paylocity – this takes care of recording the payment and taxes which are required (either grossed up or not)

Q&A

