

Archdiocese of Indianapolis Converting to Paycor Payroll System Questions & Answers

Q: Why are we changing payroll vendors?

A: Paycor is a full service payroll provider. Locations will continue to input time and data via the internet and Paycor will provide these additional services (not an all inclusive list):

- Direct deposit pay into employee bank accounts
- Withdraw funds from the location bank account
- File all federal and state tax returns
- Provide access to a help call center

Q: Will we be trained to use the new software?

A: Yes, Paycor provides user training with a variety of access options.

- Classroom setting for 10-15 users
- Live Web-ex training
- Web-ex self directed training

Q: How much will the new payroll service cost?

A: Listed below are the relevant payroll fees:

- \$10 base charge per pay plus \$1.25 per net pay (check cut/direct deposit)
- \$7 per pay period split packaging fee –ONE time charge only; this allows for the remaining portion of payroll/wages to be sent to the Archdiocese (403B, health premiums, etc.)
- \$1.00 new hire fee and is **optional**; this service will provide Social Security verification and required reporting to the State and can be turned off if requested. If you choose to turn this option off, please notify Rene' Raychel.
- \$1.25 fee for all types of garnishment checks; the fee only affects the employee with the garnishment. Paycor charges \$1.25 and this fee will be charged to the employee and reimbursed to the employees location.
- \$60 Annual fee for W-2 processing.
- \$4.25 per employee W-2 fee.
- A ONE time only delivery fee (varies based on package size) for initial delivery of employee paystubs. This is only for the first payroll. We are paperless after that 1st run and therefore won't receive another delivery charge.

Example: If you pay 5 employees, the fee would be \$17 + \$6.25 (5 X \$1.25) = \$23.25.

All Paycor payroll fees will be withdrawn from the location bank account each pay period along with the net pay and taxes.

The Central Payroll office will continue to charge the \$2.50 per pay processing fees on payroll processed through Ultimate software until the transition to Paycor occurs for the location.

Q: Who is responsible for updating employee records and processing my location's payroll?

A: Each location should have at least one person who is assigned the responsibility of making sure employee information is current and their payroll is processed for each pay period. It is a good idea to have a backup trained for important tasks, like this one, in making sure employees are paid. If your location's staffing doesn't permit having a trained back up, we suggest partnering with a nearby location or one that is in a similar situation. Feel free to contact centralpayroll@archindy.org for a listing of locations that would be open to a share arrangement.

Q: I work part time. What if I don't work when my payroll is due?

A: Payroll processing is a time sensitive function. It is critical that payroll is processed and all employees paid each pay period. In the event of absences (scheduled or otherwise), arrangements must be made to ensure someone is trained and available to run payroll EVERY pay period. (see also next question)

Q: What if we don't have the resources to enter pay time and data and process payroll?

A: Neighboring dioceses are solving this problem by asking their parishes to partner with locations in similar situations. The Central Payroll office can provide assistance and direction if your parish may need to share payroll responsibilities with a neighboring parish. Please email us at centralpayroll@archindy.org for additional information.

Q: Will I need specific payroll knowledge to process our location's payroll?

A: No. Training opportunities to use the new payroll software will be available in various formats (i.e. live training, on-line assistance, etc.). A schedule for training opportunities will be communicated in the near future. Paycor's help line and Central Payroll are also available for questions.

Q: How will we fund our payroll in the new system?

A: Similar to our current process, Paycor will draw funds from your location's account to fund employee direct deposit, tax liability, certain benefits, and Paycor processing fees each pay period. A schedule of account withdrawals will be made available.

Q: What if I have questions while trying to enter employee information or processing my payroll?

A: Paycor has a help line available to address questions. The Archdiocese will be assigned specific Paycor service representatives that are familiar with our system and can provide the best service possible.

Q: Who will have access to my location's payroll information?

A: Central Payroll, Paycor, and employees selected by your Pastor or Parish Administrator will have access to individual location's information.

Q: Will I be able to set up unique earnings or deduction codes for my location?

A: No. The current use of consistent earnings and deductions codes will continue in the new payroll system. This enables the Archdiocese to consolidate information for benefit reporting and analysis. Central Payroll will continue to administer employee deductions such as 403b, United Way, Health, Dental, Garnishments, etc.

Q: Will we still require electronic deposit (direct deposit or Pay Card) of net pay?

A: Yes. We will continue our current policy of requiring the electronic deposit of all employees' net pay. For employees that do not have access to a bank deposit account, Paycor does have a bankcard option available. Other than the initial pay after transitioning to the Paycor system, we will not be printing paychecks in the new payroll system.

Q: How will employees see their direct deposit paystubs?

A: Similar to what is available now, employees will access their pay information via a Paycor website. After the location's first payroll is processed, Paycor will provide each employee with information about registering for access to Paycor's website.

Q: How will our priests be paid?

A: All Archdiocesan priests will be employed and paid by same separate legal entity paying Catholic Center employees. Meaning all parish locations will NOT process or input time and pay (stipends, etc.) related to their parish priest. Locations will submit payments to any priest to Central Payroll for processing. Locations will be billed separately for Priest's wages.

Q: What will happen to shared employees or those whose pay is charged to 2 or more locations?

A: Locations are now separate legal entities and once the location is transitioned to the new Paycor system the location is also a separate employer. Individuals must be employed and paid by each location for which they work. For example, Substitute Teachers must be set up as an employee at each parish and/or school for which they work and pay processed each time hours are incurred.

Q: Will we continue to receive the Payroll Summary Report?

A: Locations will continue to receive reports supporting amounts drawn or billed by the Archdiocese. Once a location has transitioned to the new software, online payroll reports are available for printing once payroll is processed.

Q: How will location administrators access the payroll software?

A: Everything can be accessed via a secure website from any internet capable computer. Direction on how to access will be provided at the training sessions.

Q: Will the payroll calendar change?

A: We will continue paying employees semi-monthly. The payday and pay period calendar will not change. Processing due dates and dates that funds will be drawn will be included in a new calendar.

Q: Will we be able to import time records from Excel or other reports?

A: Yes. This will be addressed at the payroll software training sessions.

Q: How will we prepare the general journal entry each payday?

A: Paper reports detailing and summarizing the journal entry are available. If needed, an electronic interface can also be built.

Q: What if an emergency occurs (power or internet outage) and I can't enter payroll?

A: Paycor payroll specialists are available to address emergency needs, contacting the service line as soon as possible is recommended.