



ARCHDIOCESE OF INDIANAPOLIS

The Church in Central and Southern Indiana

Office of Accounting Services

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November 29, 2010

To: Pastors, Parish Life Coordinators, Administrators, and Business Managers

Recently, a committee appointed by Jeff Stumpf, CFO, undertook the task of reviewing the Archdiocese's current payroll software process, accessibility and ease of use, by comparing the current process with other payroll providers. The committee was comprised of multiple individuals including Archdiocesan staff and representatives from several parishes. After several meetings and payroll provider interviews, the committee recommended discontinuing the use of our current Ultipro payroll software and to begin using the software and payroll services of *Paycor*.

Based in Cincinnati, Paycor has clients in all 50 states. They also have experience with several diocesan payrolls, including Cincinnati, Louisville and Evansville. You can learn more about Paycor by visiting their website: www.paycor.com

Conversion to Paycor will enable us to complete the incorporation process and begin processing payroll under each location's separate federal employer identification number. Paycor payroll services will be similar to our current Ultipro system. We will continue to use the internet for accessing and processing semi-monthly payroll. Additional benefits include immediate access to payroll summary reports and a strong customer support network.

Our goal is to process live payrolls under the new system for a few test locations soon after the first of the year. A letter to the initial rollout locations requesting participation to convert to the new system will be sent out before year end. Remaining locations will be grouped by deanery for training and conversion to the new payroll system. A schedule of training opportunities and location conversion dates is forthcoming. Our goal is to have the conversion process completed by September 2011.

Future communications from Central Payroll will request information (staff and otherwise), provide training and conversion schedules, and include an extensive question and answer document.

Feel free to send me your questions. I will make them part of future Q&A's or contact you directly. The committee's decision to move toward this new vendor was made with thoughtful care and research. We feel strongly that Paycor will meet our current payroll needs and be there to partner with us in the future. Thank you in advance for your cooperation in this transition.

Yours Very Truly,

John Hansberry
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