

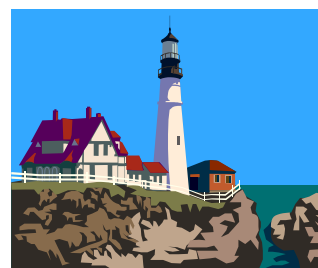


PARISH FINANCIAL SERVICES NEWSLETTER

Notes from PFS

New PAA Training Sessions

Don't forget to register for the first New PAA Training Session on September 12, 2012. The topics will be: Introduction, Overview of Parish Finances and Safe Environment and Compliance. Fill out the registration form attached and return it no later than September 5th!



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ADP Digital Certificate Scam

At least two parishes have received phony e-mails from ADP showing their "Digital Certificate is About to Expire." These are fraudulent and contain malicious links. ADP regularly issues security warnings on their website which can be found here:

<http://www.adp.com/about-us/trust-center/security-alerts.aspx>.

Employment Eligibility Form 1-9

Until further notice, employers should continue using the Form I-9 currently available on the Manager's Toolkit. You should continue to be use this form even after the expiration date of August 31, 2012 has passed. We will provide an updated version of the Form I-9 as soon as it becomes available. Questions? Please contact HR@seattlearch.org.



Attn: Parishes/Schools Within Seattle City Limits:

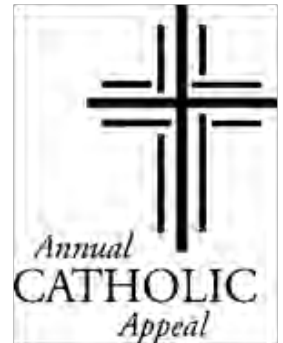
Effective September 1st, 2012, a new City of Seattle ordinance goes into effect, making almost all parish and school employees (working within city limits) eligible for "Sick/Safe" time off (a new form of leave). Details on how to administer this new requirement will be mailed out as soon as possible. In the meantime, please see the attached flyer with a brief overview of the ordinance. Also, please post a copy of this flyer along with your other labor law posters.

Annual Catholic Appeal Update

The Annual Appeal office will continue to send a campaign status report and a parish rebate status report on a monthly basis from now until the end of the campaign. You may request an individual detailed donor report at any time. Email your requests to aca@seattlearch.org or call us at 206-382-4274 or 800-809-4921. Thank you!

Reminders –

- Continue to process any new pledge/payments as they come in and send to us with your summary report on a weekly basis to our office. Please do not hold for any length of time. Checks need to be cashed, credit cards and EFT's need to be set up when donors have requested, and we need to thank the donors in a timely manner.
- If you find discrepancies or omissions on your donor report – send an email to maggies@seattlearch.org - include donor name, Arch ID# if known and description for research.



REBATE Checks

The first rebate checks went out this month! A check this early indicates your pledge fulfillment is proceeding nicely! Rebate checks are sent mid-month.

The Parish Annual Report was due on August 10, 2012!

Thank you to the large majority of parishes that have already sent in the complete report. If you have not, please send the completed report to us ASAP!

IT'S TIME TO REGISTER!

PARISH STEWARDSHIP TRAINING SESSIONS

We look forward to offering the latest and greatest information on ways to make your parish stewardship campaign the very best it can be. For instance:

- *What has changed for this fall's Commitment Renewal
- *New ideas gleaned from parishes throughout the Archdiocese
- *The latest Best Practices!

Please register for one of the training sessions in September.

At the session you will receive:

- Your posters
- The latest Renewal Chapter and Timeline
- A presentation that includes all you need to know about Parish Stewardship renewal
- And...of course, a free meal!

To register just click on: www.seattlearchdiocese.org/train

Many training sessions have been aligned with Deanery meetings for your convenience. We look forward to seeing you!





Seattle Paid Sick and Safe Time

Starting September 1, 2012, employers are required to provide paid sick and safe time to their employees who work within Seattle city limits.

Employees are eligible for paid sick and safe time if work is performed on a full-time, part-time or temporary basis, including employees who occasionally work in Seattle for more than 240 hours per calendar year.

Paid sick and safe time may be used for:

- illness, injury or health condition or for preventative care for an employee or an employee's partner or family members.
- reasons related to domestic violence, sexual assault, or stalking.
- school or workplace closure by a public official to limit health hazards.

Paid Sick and Safe Time Ordinance: SMC 14.16

General Information	Small Employer	Medium Employer	Large Employer
Full-time equivalent employees	More than 4 to 49 employees	More than 49 to 249 employees	250 or more employees
Accrual of paid sick and safe time	1 hour for every 40 hours worked	1 hour for every 40 hours worked	1 hour for every 30 hours worked
Use of paid sick and safe time	40 hours per calendar year	56 hours per calendar year	72 hours per calendar year
Carryover of unused paid sick and safe time	40 hours per calendar year	56 hours per calendar year	72 hours per calendar year
Employers must notify employees of available paid sick and safe time each time wages are paid.			



Employees are protected from retaliation.
 For more information, contact SOCR at:
 (206) 684-4500 or www.seattle.gov/civilrights
 This information is available in other
 languages and formats.



REGISTRATION FORM

Must register by September 5, 2012

PAA TRAINING SESSION

WEDNESDAY, SEPTEMBER 12, 2012

Isaac Orr Conference Room 10:00 to 3:00

Name: _____

Parish: _____

E-Mail Address: _____

Phone: _____

The agenda for this meeting will be an Introduction & Overview of Parish Finances, Safe Environment & Compliance.

Please return this form to: Penny Howell
Administration and Finance Department
710 – 9th Avenue
Seattle, WA 98104 Phone: (206) 274-3120