



MEMORANDUM

TO: Bookkeepers and Others with Responsibilities for Payroll

FROM: Denise Aubuchon *DA*
Associate Director of Human Resources

RE: Vacation and Sick Leave Balances

DATE: August 19, 2013

In order to prepare for the transition to the new Integrated Pay System on January 1, 2014, all parishes, schools and other Archdiocesan entities must assure that each employee's vacation and sick leave balances are accurate and as up to date as possible. We are asking each site to inform employees of their current balances no later than September 1, 2013. If there are discrepancies between what the site's records show and what individual employees believe their balances to be, or your location has not been tracking these accruals, you are asked to contact the Human Resources Office at 206-382-4570 or 1-800-261-4749 for assistance.

Because employee leave balances will not automatically migrate from ADP to the new system, the Payroll Services Office will send each location a spreadsheet and require each location to provide leave balances for each employee. These balances will then be loaded into the new system. The spreadsheets will be sent to each location in the coming months.