

Benefits Bulletin

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To Inform and Educate Archdiocesan Leadership



New Integrated Pay and Benefits System on the Way

Because our current systems do not have the flexibility or capacity to respond to the requirements of healthcare reform or allow us to implement other benefit programs, the Archdiocese is moving to a new integrated payroll and benefits administration system. We hope to launch the new system on May 1, 2013, but have some more work to do before we can confirm this date.

As you can see from the headline, the Archdiocese is moving to a new integrated pay and benefits system. The new system focuses on manager and employee self-service and is handled and managed a little differently. With the blessing of the Archbishop and the Presbyteral Council, we have selected the new system and vendors, and will manage its set up and installation.

We're hiring a payroll services manager to lead the new payroll services function, but to ensure a smooth transition we'll need input from schools and parishes to make sure we collect and structure the data so that you can create reports and necessary processes are not overlooked.

We're assembling a task force to help with system structure, planning and design and we need capable volunteers from schools and parishes. Members will need to participate in occasional meetings. Given our geographic expanse, we will do as much as we can via conference call and email. If you or someone you know, has the knowledge, skills, insight and experience to constructively contribute to this project, please contact me by January 4, 2013. We're looking for people to represent various demographics such as geographic area, small parish with no school, parish with school, large parish, large parish with school, high school, etc. We expect to start this part of the project in January and continue through mid-2013.

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What's Happening?

We are moving from our current ADP payroll system to an approach using two vendors: **Ultimate** for payroll and timekeeping systems and **Benefitfocus** for benefits enrollment. While it may seem more complicated to use two vendors instead of one, this arrangement allows us to implement a comprehensive payroll and timekeeping system that will integrate with Benefitfocus's user-friendly employee self-service website. Employees will be able to enroll themselves in benefits, reducing the need for data entry and freeing up time for other higher-value projects. This will also eliminate the need for paper enrollment forms.

How this Affects You

Our new system will be integrated. It will have one platform (database) and every parish, school and agency will have the same version and interface. The new system will provide many benefits in terms of ease of use and improved access to the data to create and run reports.

While we expect this to change the payroll and benefits tasks performed by pastoral assistants, administrators and bookkeepers, initial payroll information will continue to be entered at the local level. And paychecks will still be drawn from your parish or school bank account.

The newly created Payroll Services area of the Benefits Services Office will manage the database, and instead of contacting the vendors with questions about payroll processes, you'll turn to the Benefits Services Office in the same way you do now for benefits and workers' compensation.

We know you will have questions about what these changes will mean for you, and how they will be implemented. Please be assured that we will keep you informed as we learn more about the details of implementation.

Our New Pay, Timekeeping and Benefit System Partners

We will be using Ultimate Software's UltiPro Workplace.

We will be using their payroll, time and attendance and benefits administration modules. You'll be able to access UltiPro through a central web portal.

Employees will enroll using Benefitfocus. This platform allows employees to access and enroll in all types of benefits from one place, online, anytime. The platform presents information in a way that is easy to understand and aids employees in the process with educational videos, plan comparison and decision support tools.

Why Change?

To have the right tools in place so we can:

Offer benefits that support Catholic values

– to offer benefits in accord with Catholic teaching, we need the increased flexibility for vendor contracting and program design that we can only get with a different pay and benefits system.

Control benefit costs over the long term

– to curb medical cost increases we need an integrated system to offer benefits that control long-term costs (e.g. health FSA, HSA, wellness program).

Continue to provide benefits to our employees

– given the healthcare reform environment and our organizational complexity, we need an integrated system to be able to keep up with ever-changing regulatory requirements.

Control risk – to avoid fines, legal liability and costly mistakes, we need a system with safeguards to prevent most entry errors.

Have a system that is easier to use – the new system will be simpler, easier to use and more efficient for administrators, pastoral assistants, bookkeepers, and most especially – employees.
