

IPBS Q&As – Volume 1

General Questions

1. Can we get a copy of the slide presentation?

A copy of the presentation was emailed to the Payroll Distribution Email List on Wednesday, October 9, 2013. The presentation is also available on the BSO SharePoint site at <http://seattlearchbenefits.org/administrators/Administrators%20Library/Presentations.aspx>. The presentation is titled "Pay lag and Transition PAA Training."

2. How do we find out what pay group we are in?

It was emailed to all locations on Monday, October 7, 2013. If you did not receive it, please contact PSO and we will give you the information.

3. How do you determine who is in pay group 1 and pay group 2?

Locations were divided into groups based on their current frequency and number of employees.

Payroll Lag

4. Do you realize that some employees will not be whole until July, even with the adjustment?

Yes. We understand that the switch to bi-weekly decreases the total pay received per month until the three paycheck month which is July for pay group 1 and April for pay group 2. Employees will, however, have less time between pay dates under the bi-weekly frequency. When this frequency is introduced, employees tend to like it better because of the frequency of pay. If it causes a serious hardship, you may offer a short-term, interest free loan.

5. What about part-time employees? Will they be short paid in January?

Employees working less than 20 hours per week will not be eligible to receive the payroll lag adjustment. Employees in pay group 1 will be paid for 13 days in January and those in pay group 2 will be paid for 8 days in January. Your location may offer short-term loans to these employees to assist them with the transition.

6. Is there a 10-day lag every month or just the first month?

The 10-day lag will apply to all payrolls beginning in January. Going forward, some of the pay earned in one month will always be paid the following month. This is because payroll will be based on hours and exception reporting and we have to allow time for employees to make their entries, supervisors to approve, processing, and bank transactions.

7. Is the "pay lag" optional for individuals?

No. the 10-day payroll lag will be implemented for all employees, for the reason stated above.

8. Will hourly employees be affected in the same way as the salaried employees with regard to the pay lag?

Yes. The pay lag will be implemented for all employees.

9. Will the 10-day lag be a consistent lag or will the lag be reduced as the program use progresses?

The 10-day lag will apply to all payrolls beginning in January.

Bi-weekly Frequency

10. Why are we moving to a bi-weekly payroll?

Because it's the only feasible option given the complexity of our structure and 186 locations. The benefits to bi-weekly frequency include:

- There are always the same number of hours and days in a pay period.
- Employees are paid more frequently, reducing the burden for new hires that may have to wait 30 days to get paid under a monthly frequency. Employees won't have to wait until month end to be paid which is especially helpful during the holidays.
- Pay periods are consistent and payroll administrators will always process UltiPro Time Management (UTM) the same day every two weeks.
- Payroll Services Office (PSO) will have consistency in processing dates/times. (This is essential given the complexity of payroll and level of staffing, achieving efficiency and savings that are passed on to the locations.)
- There are two months each year when employees will receive a third paycheck.
- All locations can be divided into two groups vs. three or four on a semi-monthly frequency which creates efficiencies in processing.
- Bi-weekly payroll is a common pay cycle found in other industries and for-profit companies. It's used by two-thirds of employers in the US, including many dioceses and private schools. Employees nationally report that they prefer this payroll frequency.
- There is no additional cost for this frequency. As a matter of fact, this is the frequency that keeps costs lowest with this system. (ADP charged per cycle which is why most locations went to monthly.)

Payroll Lag Adjustment

11. Is the payroll lag adjustment an option?

For employees, yes; for employers, no. In order to receive the payroll lag adjustment, employees must sign and return the agreement.

12. Does the school have the option to not offer the payroll lag adjustment to employees working more than 20 hours per week?

No. The payroll lag adjustment will be offered to all eligible employees.

13. Can an employee opt out of a *part* of the payroll lag adjustment?

No. The employee must take the entire payroll lag adjustment as calculated by the Payroll Services Office.

14. If an employee works for the full year, will they fulfill the payroll lag adjustment obligation?

No. The payroll lag adjustment will not be repaid until an employee terminates employment. The adjustment will be taken from the employee's final check upon termination or transfer.

15. Can employees pay off the payroll lag adjustment early?

At this time we are unable to accommodate early payoffs.

16. Do employees need to sign the Payroll Lag Adjustment Agreement if they are not taking the adjustment?

No. They should only sign it if they are accepting the payroll lag adjustment.

17. Will we know how much each of our employees' payroll lag adjustments are?

Yes, but not until your employees return their Agreements to you. We will include two copies of the Payroll Lag Adjustment Agreement in the Newsletters we are mailing to all employees. We will ask them to sign and return both copies to the payroll administrators at each location. The amount of the employee's payroll lag adjustment is stated in the Agreement. We ask that you keep one copy for your employee files and forward the other to the Payroll Services Office by December 16, 2013.

18. When will the locations receive an estimate of the employee payroll lag adjustments so that we can adjust budgets and cash flows accordingly?

By December 10, 2013. We will send two copies of the Payroll Lag Adjustment Agreements to employees and inform them to return both of them to the payroll administrators at each location no later than December 10, 2013. You'll need to tally the amounts as the Agreements are returned to you. We ask that you keep a copy for your employee files and forward the other copy to the Payroll Services Office by December 16, 2013.

19. What if the employee doesn't want to take advantage of the payroll lag adjustments?

The payroll lag adjustment is optional. If an employee does not want to accept the adjustment, then they simply do not complete the Payroll Lag Adjustment agreement.

20. Why wouldn't someone take the payroll lag adjustment?

Some employees may not need to take the payroll lag adjustment. Some employees can make adjustments to their personal budgets in preparation for the transition.

21. Is the payroll lag adjustment for hourly or salaried employees?

The payroll lag adjustment will be offered to all benefit eligible employees. (That is, those working 20 or more hours per week.)

22. Will employees hired after January 1, 2014 be eligible for the payroll lag adjustment?

No. The payroll lag adjustment is only being offered to current benefit eligible employees who will be affected by the implementation of the payroll lag. You will need to inform new employees of the pay lag and bi-weekly frequency upon hire.

23. How does the payroll lag adjustment work for employees who work less than 20 hours per week?

Employees who work less than 20 hours per week will not be eligible to receive the payroll lag adjustment. We encourage locations to offer loans to these employees.

24. Is there any policy leeway to see if we can do anything with the less than 20 hour people?

We encourage locations to offer loans to these employees.

25. When do employees need to respond by to receive the payroll lag adjustment?

Employees will need to have their signed forms turned into their payroll administrator by December 10, 2013.

26. When will full-time employees receive the payroll lag adjustment?

All benefit eligible employees who accept the payroll lag adjustment will receive it in their first pay date in January. For pay group 1, it will be included in the January 14 pay and for pay group 2 it will be included in the January 21 pay.

27. Will 403(b) come out of the payroll lag adjustment payroll?

Yes. The 403(b) contribution will be calculated on the gross pay for the pay period, which will include the payroll lag adjustment.

28. What happened to the option of using the vacation cash out (instead of the payroll lag advance)? Why is this no longer being offered?

Many benefit-eligible employees are not eligible for vacation, including teachers. We needed an option that is fair to all benefit-eligible employees; we are moving forward with the payroll adjustment option.

29. We have a couple of employees whose family budgets will be adversely affected by the change from monthly to bi-weekly. Will they be able to cash out some of their vacation to help with the transition?

No. Vacation cash outs will not be allowed. If working less than 20 hours per week, your location may offer short-term loans to help employees adjust to the new frequency. Employees working more than 20 hours per week can receive a payroll lag adjustment.

30. If you have an hourly employee who takes the payroll lag adjustment, has used all of their vacation, and quit over the summer when they are not working, how do we recover the adjustment from the employee?

We will not be able to recover the payroll lag adjustment through payroll. Since they have signed a repayment agreement, you would be able pursue repayment through other means.

31. Can a location offer assistance to those who have a hard time with the lower monthly amount (1/13 vs. 1/12 of monthly income until the three-check month comes along)?

Yes. Locations can offer a short-term interest free loan to assist their employees through the transition.

32. What about employees who currently enjoy some sort of benefit by having a minimum bank balance by being paid once a month? Or those really living paycheck to paycheck?

Being paid on a bi-weekly basis should have no effect on minimum bank balances since employees will be paid before the end of the month. For those employees who experience an extreme hardship, locations may want to consider an internal short-term loan.

33. Is it the location's responsibility to keep records on who received the payroll lag adjustment?

No. The Payroll Services Office will track and maintain the record of the payroll lag adjustment. If an employee terminates you will need to notify the PSO as quickly as possible to ensure the adjustment is repaid from the employee's final check.

34. Will we get copies of the employee letter?

Yes. Generic copies of all employee communications will be sent to each payroll administrator before being mailed to the employees.

35. Will the locations be given a general journal entry to record the payroll lag adjustment as an asset?

It is the recommendation of Parish Financial Services that the amount be expensed as a normal payroll expense.

36. What are the expectations from an accounting standpoint in regard to the payroll lag adjustment?

It is the recommendation of Parish Financial Services that the amount be expensed as a normal payroll expense.

Covenant Adjustment

37. How do we justify a loss of pay for teachers on a contract?

Any teacher or principal with a covenant will receive a covenant adjustment. This adjustment will make up the difference between what they will receive under the bi-weekly frequency and their stated covenant amount.

Time Entry

38. What is UTM?

UltiPro Time Management, which is the new timekeeping system.

39. Do we need to implement time sheets and how often?

With the new UltiPro Time Management System (UTM), employees will enter their time online. Hourly employees will not be required to clock in and out, but will only need to report hours worked. Salaried employees will report exception time only (sick, vacation, personal, etc.).

40. Will salaried employees be required to complete a leave slip online if no leave was taken?

No. Salaried employees are only required to enter leave when it is taken.

41. Will we get a report for employees who did not enter their time?

As an administrator, you will be able to log into UTM at any time to see who has not been entering time. It is a recommended best practice that those who are approving time look at UTM daily. If time approved is correct, payroll will be correct.

42. Do employees have to enter their hours or can we do that for them?

Employees will need to enter their own time. In an emergency situation, if an employee cannot be reached, the location payroll administrator can enter time for the employees.

43. Is there a provision for supervisors to check those hours?

Yes. Time must be approved by a supervisor at the location before being submitted for processing.

44. Is it confidential? Can I designate someone?

Anyone approving time will have access to employee's confidential information including pay rates. Please keep this in mind when designating supervisors to approve time.

45. How do hours get entered?

Hourly employees will login to UTM to enter hours worked, preferably on a daily basis.

46. Can I delegate the reporting of time?

Employees should enter their time directly into the system. More than one person at the location can approve time.

47. Will substitute teachers be required to enter time?

Substitute teachers will be issued logins and will have the ability to enter their time.

48. Who will enter time for substitute teachers?

That will be up to the individual locations. The payroll administrator will also have the ability to enter time.

49. Can I delegate the recording of the sick and personal days for teachers to an administrator to enter?

It is best practice that all salaried employees enter their own leave into the system.

50. Employees are bad about their time. Can we delay their pay if they don't enter their time?

No. It is required by law that employees are paid no later than 10 days after they have completed the work.

51. What if employees do not enter their time?

Payroll administrators will have the ability to enter time for the employees who do not enter it by the deadline.

52. We have a couple of employees who are notoriously bad about getting their timecards in on time, do we have to pay them through a manual check or can we require them to wait until the next pay period?

Every attempt will need to be made by each location to get time for all employees before the deadline. The payroll administrator will have the ability to enter time for those employees who do not log in. We are required to pay employees within 10 days of the end of the period so we cannot make them wait until the next pay period.

53. If they didn't take any leave, do salaried employees still have to enter their time?

No. Salaried employees will not need to enter anything into UltiPro Time Management if they did not take any leave during the pay period.

54. Do we only have to input exception time?

Hourly employees will need to enter hours worked. Salaried employees will enter exception time only.

55. Will we be able to make corrections to their timesheet?

Yes. You will be able to make corrections to the employee's time input, but we don't recommend it. If you find an error, it is best practice to ask the employee to make the correction.

56. Do we have to input time for salaried employees? Teachers?

Teachers and other salaried employees will report exception time only (sick, vacation, personal, etc.)

57. Do non-exempt salaried employees enter overtime?

Yes. Non-exempt salaried employees will need to enter any overtime hours.

58. How do employees enter time when they are split between two or more jobs?

Employees with multiple jobs and multiple rates can have more than one job code. When they log in to UltiPro Time Management, they will be able to record hours worked in each job.

59. Do hourly employees clock in and out via a time clock or do they just report hours worked?

Employees will only be required to report hours worked. If your location would like to implement the clock in and out feature of UTM, after we go live it will be made available.

60. Can employees enter time from a home computer?

Yes. UltiPro can be accessed through any computer with internet access.

61. Is there a way for bookkeepers to enter the time for hourly employees?

Yes. Payroll administrators will have the ability to enter time for employees when they fail to enter their time by the deadline.

62. Will employees enter their timesheets themselves?

Yes. All employees will have a log in and password to the UltiPro Portal where they will be able to enter their time.

63. Will salaried employees working less than 20 hours per week be required to enter their hours in the time and attendance system? Will the system automatically adjust the pay they should receive if they work less than their scheduled hours?

Employees working less than 20 hours a week should not be paid on a salary basis. No, the system will not adjust hours for salaried employees. Salaried employees are paid based on their scheduled hours and rates in the system, not the hours worked.

Payroll Processing

64. What happens if hours are not submitted on time?

The Payroll Services Office (PSO) will have the ability to import time for a location, even if the time has not been approved. If we cannot reach anyone at the location, we will take the time as it is in the system and will have to work with you to make corrections after payroll is processed.

65. What is the latest date to get payroll to you?

Payroll is due to PSO by noon on the Tuesday following the pay period end date.

66. Most holidays are on Monday – does that impact the Tuesday deadline?

Yes. On weeks when Monday is a holiday, payroll will be due to Payroll Services by 5 pm on Tuesday.

67. Why Tuesday mornings? Is there no flexibility? What do you actually have to do with payroll?

Payroll must be submitted to PSO by noon on Tuesdays. This gives us time to process and gives locations time to preview payroll before we initiate the ACH withdrawals on Wednesday. The funds need to be in the Payroll Services account by Friday in order for employees to receive their funds by 12:01 am on the following Tuesday.

68. Is Tuesday the only day for payroll?

Payroll is due to the Payroll Services Office by noon on the first Tuesday following the pay period end.

69. Will payroll administrators have the ability to preview the payroll before it is processed to ensure accuracy? When will this happen in the processing timeline and how quickly must we notify Payroll Services of any errors?

Yes. Preview reports will be available for a limited time after payroll is processed. The window will vary depending on when your payroll information is received by Payroll Services. The sooner payroll is submitted and processed, the larger the window of time to review the preview reports.

70. How do we handle employees that are stipended?

Similar to ADP, UltiPro will have additional earning codes. Stipends can be paid through those earnings codes, but you will be required to report the hours associated with the stipend.

71. What about monthly stipends? Housing?

Similar to ADP, UltiPro will have additional earning codes. Stipends can be paid through those earnings codes, but you will be required to report the hours associated with the stipend.

72. Will employees enroll themselves after January 1, 2014?

New hires will be entered by the payroll administrators at each location.

73. If the employee changes from hourly to salary or vice versa, will that be an easy change for us or will you do that?

Payroll administrators will handle all employee maintenance once we go live in January. The system will automatically calculate changes in pay rates according to the effective date of the change.

74. Will we enter teacher balances for personal days?

The Payroll Services Office will send an email to all locations in January listing all teachers at your location. You will need to provide their personal balances as of December 31, 2013. The new system will frontload personal days for teachers every year on September 1.

75. How will we enter those balances?

The balances will need to be submitted to Payroll Services on the provided spreadsheet that will be emailed in January.

76. Will the responsibility of approving timecards be mine now as supervisor and PAA and what responsibilities will remain with the bookkeeper?

Each location can designate who approves time and for which employees. During initial go live, the payroll administrator will be designated as the time approver for all employees. The payroll administrator will be responsible for entering new hires, employee maintenance, submitting supplemental payroll information, and transmitting approved time.

77. Do locations still have to pay the 403(b) to CCAS or will it be withdrawn from our checking accounts?

The 403(b) contributions will be withdrawn from the location bank account each time payroll is run.

78. How soon we will get the payroll reports?

Pre-check payroll reports will be available for a limited time after payroll is processed. Final reports will be available to locations as soon as payroll is posted and closed by Payroll Services, no later than Friday afternoon.

79. When will payroll administrators know the impound amount for the payroll?

Payroll reports will be available as soon as payroll is posted and closed by Payroll Services, no later than Friday afternoon.

80. For employees who have 403(b) loans, will those loan balances be pre-loaded into your system? What about other advances that carry a balance beyond December?

403(b) loan information, including payments and loan balances, will be transmitted to UltiPro directly from Transamerica through a payroll interface. Any additional payroll advances and balances will need to be communicated to the Payroll Services Office so they can be entered to the employee's record in December.

81. Is there a fail-safe mechanism if there is no payroll approval from the location?

Yes. The Payroll Services Office will have the ability to import and approve time if the location does not approve by the deadline and cannot be reached. We will make every effort to get the time approved by someone at the location.

82. Will there be some kind of transmission? Some capacity for review?

Once you have approved the time, you will have to transmit it to the Payroll Services Office. We offered UltiPro Time Management training in November for payroll administrators.

83. Can we designate more than one payroll administrator for the approval of timesheets for the first few months until we can assign supervisor access to approve?

Yes. We recommend a minimum of two time approvers per location. We will be sending an email asking each location to designate their payroll administrators.

84. Will deductions be taken out of every check or just the first check of the month?

Flat dollar deductions will be taken from the first two paychecks of every month. Percentage based deductions, including taxes and 403(b) contributions will be taken from all 26 paychecks. Please note that for employees in pay group 2, the whole monthly amount for flat rate deductions will be taken from the January 21 payroll.

85. Will all deductions aside from taxes (e.g. dependent insurance, life insurance) be taken out of the checks evenly (spread across all 26) or will there be some other system for these deductions?

Flat dollar deductions will be taken from the first two paychecks of every month. Percentage based deductions, including taxes and 403(b) contributions will be taken from all 26 paychecks. Please note that for employees in pay group 2, the whole monthly amount for flat rate deductions will be taken from the January 21 payroll.

86. In pay group 2 are dollar amounts for deductions equal to two monthly paychecks?

Flat dollar deductions will be taken from the first two paychecks of every month. Percentage based deductions, including taxes and 403(b) contributions will be taken from all 26 paychecks. Please note that for employees in pay group 2, the whole monthly amount for flat rate deductions will be taken from the January 21 payroll.

87. How will benefit deductions appear on their paychecks? Will there be 26 deductions or 24?

Flat dollar deductions will be taken from the first two paychecks of every month. Percentage based deductions, including taxes and 403(b) contributions will be taken from all 26 paychecks. Please note that for employees in pay group 2, the whole monthly amount for flat rate deductions will be taken from the January 21 payroll.

88. What happens to current auto pay issues – mortgage, car payments, etc?

Flat dollar deductions will be taken from the first two paychecks of every month. Percentage based deductions, including taxes and 403(b) contributions will be taken from all 26 paychecks.

Employees can elect multiple direct deposit accounts, but will be responsible for making their own payments for personal expenses.

89. When do we submit the catch-up payroll for December?

If your location currently has a pay lag and will need to pay employees for additional time in December, that time will need to be added to your regular December payroll. ADP will charge extra if you run it as a separate payroll. Employees will need to estimate their hours through the end of the month and any necessary corrections can be made on the January payroll.

90. You want all employees paid through December 31, 2013. What if we already have a lag?

If your location currently has a pay lag and will need to pay employees for additional time in December, that time will need to be added to your regular December payroll. ADP will charge extra if you run it as a separate payroll. Employees will need to estimate their hours through the end of the month and any necessary corrections can be made on the January payroll.

91. I understand we will be doing a catch-up payroll in December. When will we submit that and will it be through ADP?

If your location currently has a pay lag and will need to pay employees for additional time in December, that time will need to be added to your regular December payroll. ADP will charge extra if you run it as a separate payroll. Employees will need to estimate their hours through the end of the month and any necessary corrections can be made on the January payroll.

92. Our payroll cuts off on the 19th with a pay date of the 25th. Will we need to pay employees for the 11 days left in December on the December payroll in ADP?

Yes. Employees will need to be paid completely through December 31, 2013.

93. What is the process to approve or verify sick leave or personal days for teachers? Do principals verify?

Each location can designate who approves time and for which employees. During initial Go Live, the payroll administrator will be designated as the time approver for all employees.

New Payroll Processes and Procedures

94. What is the PSPAF form and how do I access it to make employment changes.

This is the Payroll Services Personnel Action Form (PSPAF), and it was emailed to all locations in early October. It is also available on the administrator's portal of the BSO SharePoint site.

95. What is the exact amount of what this will cost us?

For the first two years, locations will be billed the same annual amount paid to ADP. This cost will be split over 12 months and invoices will be mailed to the locations.

96. We enter employees up to the date payroll is due. What will happen if an employee isn't entered into the system?

Employees can still be entered into the system up to the point of remitting your payroll file.

97. We have to let you know of *any* changes?

Yes. Any changes to an employee's information will need to be submitted using the PSPAF form.

98. How do we know if all the changes we send are entered?

Locations will have access to view employees beginning January 1. We ask that you validate your employee data at that time and make any necessary changes before the first payroll is processed.

99. I have a new employee from August 31, 2013 and I didn't submit anything. Does this go on the new form?

If the employee was paid in September, then we should not need a PSPAF form.

100. What salary are we using for the payroll lag adjustment? What if the salary is not correct?

Salary information was taken from the September ADP file during conversion. Any changes to an employee's salary between October 1 and December 31 will need to be reported to the Payroll Services Office via the PSPAF form, as soon as possible.

101. Some employees are on two different pay rates. How did that work for conversion?

During conversion we were only able to bring over the primary rate. The Payroll Services Office will send out a request for multiple rate information.

102. When are you sending out the data validation spreadsheet?

The data validation spreadsheets will be sent to locations in November.

103. Who is going to enter the employees into the system?

New hires will be entered by the location payroll administrator after the system goes live in January 1, 2014.

104. When we switch to the new payroll processor, what will happen to the history files in ADP?

The Benefits Services Office receives a monthly file from ADP that contains limited benefit-related payroll data. History files will be available from BSO by request, but locations will not have access to ADP once the ADP contract is terminated. It is the responsibility of each location to maintain the payroll records in accordance with the Records and Retention Schedule published by the Office of Archives.

General Payroll Questions

105. Will this system take care of taxes?

Yes. UltiPro Payment Services Group will handle all tax filing.

106. What about workers' compensation and order priests?

Workers' compensation reports will be generated by the system for all regular employees paid through payroll. Invoices will be mailed to each location and will provide space for you to make any independent contractor adjustments prior to remittance.

107. This sounds like double the work, double the reconciliation?

There will be two or three payroll journal entries each month. We believe the implementation of UltiPro Time Management along with other efficiencies created by the system will improve the payroll process.

108. Will you mail employees their pay stubs and W-2s?

No. Employees can see (and print) pay stubs and W-2's online through the UltiPro Portal.

109. What happens if the money goes into the wrong bank account?

We hope this will be prevented by accurate data entry. In the event a direct deposit is returned, a manual check can be issued by the location or we can load the funds onto a paycard and overnight it to the employee.

110. Will there be a prenote?

No. There will be no prenote on new direct deposit enrollments.

What about cash flow issues?

We understand that the new timing of payroll may create cash flow issues for some locations. If your location will need financial assistance, please contact Parish Financial Services.

111. What date will funds be impounded?

ACH withdrawals will be initiated on Wednesday so the funds will be impounded between Wednesday and Friday, depending on your bank.

112. Will all the current direct deposit information from ADP be transferred into the new system or will we have to collect that information from the employees again?

All direct deposit information in the ADP system will transfer to the new system.

113. Will our direct deposit information be pulled from ADP?

Yes. All direct deposit information was pulled during the last data conversion of September pay data. Any new direct deposit enrollments or changes to a direct deposit occurring between October 1 and December 31 will need to be sent to PSO using the new Payroll Services Personnel Action Form (PSPAF).

114. How are manual checks handled for those not doing direct deposit?

Employees who do not sign up for direct deposit will be paid via paycard.

115. Will the paycard have the employee name on it?

Yes. Employees will have a personalized paycard.

116. What about system downtime? If the system goes down, will we get an extension of the deadline?

UltiPro will have infrequent scheduled periods of downtime for maintenance. If these periods conflict with payroll submission deadlines, those deadlines will be extended.

117. Are there security issues?

There are security issues anytime you are dealing with technology but UltiPro has all the necessary security in place to prevent any data breaches. UltiPro maintains liability for any data breaches.

118. When will employees get the paycard enrollment information?

Paycard enrollment information will be sent to employees in November.

119. Is the new system going to cost locations?

For the first two years, locations will be billed the same annual amount paid to ADP. This cost will be split over 12 months and invoices will be mailed to the locations.

120. Will locations see any cost savings?

For the first two years, locations will be billed the same annual amount paid to ADP. This cost will be split over 12 months and invoices will be mailed to the locations.

121. Won't our cost be double with increased frequency?

No. The increased frequency has no effect on cost because UltiPro does not bill based on frequency. This means we will be able to process bonus payrolls at no additional cost.

122. What happens on leap year?

Every 11 years, there are 27 periods in a year (instead of 26).

123. Does this pay system include priests and all their unique compensation issues?

Yes. All employees, including priests, will be paid through UltiPro. Housing, car, and meal allowances have been built into the system.

124. For teachers, what happens at the end of a contract period? When does the raise kick in and when are we done paying those who have left?

All pay increases will have an effective date, for teachers this would be the first day of the new covenant period. The system will handle these increases automatically even when they fall in the middle of a pay period. If a teacher does not renew their contract, they will receive their final pay in August.

125. How will this affect auto withdrawal amounts from the bank to cover payroll since it will happen more than once a month?

Funds will be impounded for payroll one to three days after payroll has been processed.

126. Is there a way to pay independent contractors through the new payroll system?

Independent contractors will continue to be paid through Accounts Payable.

127. Will there be a payroll manual?

The Payroll Services Office is currently developing new payroll policies and procedures. UltiPro has numerous Quick Tours, which help to walk you through entering time, approving time, entering new hires, etc.

Communications

128. When will communications be sent to employees?

A letter from the Archbishop was mailed to all employees in late October. Benefit newsletters and personalized adjustment agreements will be mailed to employees in early December.

129. When can/should I start discussing this with staff?

As long as you feel comfortable, you can begin discussing this with your staff immediately.

130. Before you send a mailing to the employees, can you first send a copy to the locations?

Yes. A copy of all employee communications will be sent to parish leadership and payroll administrators before being sent to employees.