

PARISH FINANCIAL SERVICES NEWSLETTER

FROM THE OFFICE OF PFS:

Colleagues,

At several recent gatherings of PAAs, I heard of several instances of where utility/cable/phone bills have had to be put in either your name or the name of your pastor, because they wouldn't put them in the parish name.

I also heard of where you've had those bills in the name of a pastor once or twice removed. Our attorney and I are looking to see how we can work with at least the larger utility/cable/phone companies to make them aware of how we operate and reduce this problem as much as we can. What we need right now are specific instances of when that occurred. I know several of you told me of those situations, but if you could email to me that information, with as much specificity as possible as well as any copies of utility/cable/phone bills that have had to be put in your or your pastor's name, that would enable us to work on this challenge more effectively. Thanks for your help. -Scott
scott.bader@seattlearch.org

Part-Time Bookkeeper open position:

St Catherine Parish, in north Seattle, is looking for a part-time bookkeeper. The applicant should be dedicated to the service of the church, highly organized and knowledgeable of pastoral programs.

Requirements: A minimum of 3 years' experience in bookkeeping, budgeting. Proficiency using Microsoft Office (Excel, Word) and other office application tools. Preferred knowledge of PDS and the Archdiocesan payroll system. Must have the ability to prioritize multiple requests and maintain confidentiality. In addition, this person must be able to work effectively and collaboratively with priests, parish staff, volunteers, school personnel, parishioners, and service providers.

If interested, please contact Carolyn Foster at 206-524-8800 or
info@stcatherineparish.net.

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Parishes – As the Stewardship Commitment Renewal winds down, don't forget how important the Follow Up is.

To have complete success with your Renewal, you need to do an excellent job of following up with your parishioners.

To help you, we have created a slide show that will walk you step-by-step through the how to's of getting the most out of your Renewal Campaign. Please view it here: <http://bit.ly/1HKzeiP>.



We encourage you to use these articles for your bulletin/ website/email/app/Facebook.

Thank you!

Annual Catholic Appeal Year-End Payments and Year-End Donations



Any payments or new gifts you want credited to the **2015 calendar year for tax purposes** need to be in the Annual Catholic Appeal office by December 31st. If mailing in the payment, the ***postmark must be stamped by Dec 31, 2015 in order to be applied in the calendar year.***

To make a payment online, visit www.seattlearchdiocese.org/pp or call the Appeal office at 800-809-4921. Please do not put ACA payments in the parish collection basket. Mail checks directly to: Annual Catholic Appeal, PO Box 14964, Seattle 98114. Final payments for the campaign are due in April 2016.

Haven't made a gift to the Appeal? It's not too late. Go to: www.seattlearchdiocese.org/donate

Your generous support is greatly appreciated – thank you!



NEW Annual Catholic Appeal Donor Services Page!

Are you an Annual Catholic Appeal Donor and need to update your credit/debit information?

You can now go online and update your card - it's easy and secure!

Visit www.seattlearchdiocese.org/ds



Annual Catholic Appeal Matching Gifts

Thank you to those who have already fulfilled your Annual Catholic Appeal pledge! If you would like to help maximize our rebate this year for our parish project, please check if your employer has a **Matching Gift** program. Once your gift has been paid in full, you can apply for the match per your employer's instructions. The Annual Catholic Appeal, Archdiocese of Seattle, is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. **Tax ID # 91-0778147**. Call 800-809-4921 if you have any questions.

Mailing address: Annual Catholic Appeal, PO Box 14964, Seattle 98114

Safety Talk

Exposure to Falls Due to Ice and Snow

Part of the Eyes on Pathway Risk Group

What are they?

Falls due to ice and snow describes winter weather fall exposures that typically occur in parking lots and on sidewalks. There are other similar fall exposures, like from spills or tracked-in water, but we will focus here on outdoor falls only.



What is their impact?

Ice and snow related falls could result in a wide-range of injuries from sprains and bruises to closed head injuries. Here, *slips* are most prevalent and will typically result in musculoskeletal injuries to the wrists, head, neck, back, or buttocks. Winter weather and early darkness may compound risks to sufferers of serious injuries in parking lots who may be unable to get up and self-rescue unless help is near.

Why does it happen?

Full exposure to the elements makes a parking lot one of a company's more hazardous places. An ice and snow-related fall is typically the result of an individual's at-risk behavior while walking. That is, for whatever reason, an employee is either not focusing on *where* they are walking, are unable to *see* their pathway, or are taking shortcuts over or through unsafe conditions, like:

- Patches of ice, or black ice.
- Unplowed or unshoveled walks.
- Landscape or lawn areas.
- Poor visibility.
- Freezing rain and standing water.



Examples of at-risk behaviors that lead to falls on ice and snow include:

- Shortcuts over or through hazardous conditions, like landscaping, ice, or water.

- Walking backwards.
- Not focusing on where you are stepping.
- Hurrying or running.
- Carrying an object that obstructs your view of the pathway.
- Being distracted and not paying attention to your surroundings.
- Wearing improper footwear for the conditions.
- Carrying too much making balancing difficult.

Does it happen?

Absolutely. In fact, falls that occur on ice and snow are a very common source of slip, trip, and fall injuries in quantity (frequency) and in degree of injury (severity).

What can we do about it?

There are several simple things you can do right now to minimize your exposure to falls from stairs injuries.

- **Always focus on where you step.** Winter conditions in parking lots can change rapidly. Watch where you are stepping to allow you to observe hazardous conditions.
- **Do not carry items that block your view of the pathway.** Take additional trips if needed.
- **Park near a light source,** if possible, in the early morning or nighttime hours to help you better see unsafe conditions.
- **Manage your time to avoid running** or hurrying.
- **Walk on the pavement.** Avoid shortcuts over lawn or landscaping that can become slippery or a tripping hazard.
- **Avoid other simultaneous activities** like reading while walking.
- **Wear appropriate footwear.** We recommend a low-heeled, rubber-sole shoe for all condition traction.
- **Choose a safe path.** Take the time to step around an unsafe condition, like ice, instead of through it.
- **Help others.** If you see a hazard that you can fix, fix it. Otherwise, report observed unsafe conditions for correction.
- **Communicate.** If you observe someone placing themselves at-risk of a parking lot fall, let them know.

PFS Newsletter: Payroll Consolidation – HR Implications

Multi-Location Shared Employees

If you have a current shared employee you should have recently received an email from Human Resources and Payroll Services communicating who the employee is and with whom your location shares the employee. There was also a memo attached for you to give to the employee explaining what shared employment will mean with the upcoming Payroll Consolidation 1/1/16, and a memo for the location explaining the implications of shared employment. If you have a shared employee and did not receive this communication, please contact **Human Resources at (206) 382-4570 or hr@seattlearch.org** with the employee's name and locations worked.

This communication was intended for all current shared employee situations within the Archdiocese to ensure that both locations are aware of the employee and the implications to shared employment. **For all future hiring decisions that will create shared employment, please contact Human Resources prior to hiring to discuss the nature of each position and whether it poses any issue in terms of overtime or benefit eligibility.** A Multi-Location Agreement will need to be completed and approved in order for Payroll Services to add the shared employee's new position into his/her UltiPro record.

Non-Exempt Salaried Classification Transitioning to Non-Exempt Hourly

All employees currently classified as non-exempt salaried will be transitioned in UltiPro to non-exempt hourly as of December 20, 2015 for Paygroup 1 and December 13, 2015 for Paygroup 2. This is in an effort to ensure non-exempt employees are entering their actual hours worked in UltiPro each work week, and there is an accurate accounting for all hours worked. For non-exempt employees, all hours worked over 40 in a work week must be paid at time and half their regular rate of pay. As of 1/1/16, UltiPro will automatically calculate this overtime rate if the employee enters hours in excess of 40 within the work week. Please be sure to communicate this change to your non-exempt employees so they understand they will need to enter all hours worked on a daily/weekly basis, in addition to entering exceptions such as vacation and sick leave. Exempt employees do not enter hours, ONLY exceptions such as vacation and sick leave. Additional information will be sent out explaining how to enter hours, how overtime will be calculated and what the effective dates are for when these changes will be made.

Independent Contractors

Per IRS regulations, employees cannot also be classified as independent contractors within the same organization. Effective January 1, 2016, please ensure that you do not have any independent contractors at your location who are also working as employees elsewhere in the Archdiocese. Currently, each parish, school or agency is its own company in UltiPro. After payroll consolidation, the Archdiocese will move to one Federal Employer ID number (FEIN) for payroll purposes. Providing a worker with a 1099 and a W2 in the same tax year, from the same FEIN, could raise a red flag for the IRS. Human Resources is available to assist you in determining the status of your workers. There is an alternative process that can be used for paying exempt employees who work in one-off, non-regular assignments.

*Five locations that are in our payroll system, but separately incorporated, will not be moving under the one FEIN. These are: St. Elizabeth Ann Seton School, John Paul II High School, Blessed Sacrament Parish, the Fulcrum Foundation and the Washington State Catholic Conference.

Latest Update on the Department of Labor's Proposed Changes to the Fair Labor Standards Act

The Department of Labor has announced that it will not release its final rule revising which workers are and are not eligible for overtime (non-exempt and exempt) until late 2016. This means that while you should still do an analysis of your exempt employee group, you do not need to be concerned about having to actually make any changes until closer to the end of the year. There is even some talk in Washington, DC that the presidential election will have a role in how this all turns out. We will keep you updated as soon as we know more.

Please contact us at (206) 382-4570 or hr@seattlearch.org if you have any questions.

BENEFIT SERVICES OFFICE: HSA/FSA SEED MONEY

Benefits Services has begun working on preliminary renewals for our 2016/17 benefit plans. We have received questions about whether employers will continue to fund the HSA and FSA seed money at the same level for next year, and we want you to know that the funding level for the seed money will remain the same. We plan to make no changes to our benefit plan designs next year if at all possible. As always we will include the anticipated percentages for premium changes in the annual budget planning materials packet in early 2016.

PROPERTY AND LIABILITY INSURANCE DEPARTMENT REMINDER:

You do NOT need to report most **student injuries** to Sedgwick Claims Management. Only report injuries if they involve a head injury, amputation or death.

The Archdiocese now has **Student Accident Coverage** available to students (and youth involved in Youth Ministry and CYO activities) who are injured during school, youth ministry or CYO activities. This coverage is to be used AFTER parental or guardian coverage has been used. The Student Accident Coverage may be applied to fill coverage gaps of the family medical coverage and/or to ease family deductibles.

There will be a claim determination after the parent submits the paperwork and Explanation of Benefits.

This coverage should be extended when *asked* by the parent. All of the forms, FAQ's etc. are located on both the Archdiocese and the Catholic Schools websites.

Covered "group":

All enrolled students of the Policyholder during school time, while participating in school sponsored and supervised activities, including group travel, including athletics, and football. Coverage also extends to Volunteer Workers of the Policyholder while involved in duties at the direction of the Policyholder.

ARCHDIOCESE OF SEATTLE

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Justin.schrier@seattlearch.org

Prayer and potential bulletin announcement on the refugee crisis, from your Missions Office.

We Pray for Syria

Almighty eternal God, source of all compassion,
the promise of your mercy and saving help fills our hearts with hope.
Hear the cries of the people of Syria;
bring healing to those suffering from the violence,
and comfort to those mourning the dead.
Empower and encourage Syria's neighbors
in their care and welcome for refugees.
Convert the hearts of those who have taken up arms,
and strengthen the resolve of those committed to peace.

O God of hope and Father of mercy,
your Holy Spirit inspires us to look beyond ourselves and our own needs.
Inspire leaders to choose peace over violence
and to seek reconciliation with enemies.

Inspire the Church around the world with compassion for the people of Syria,
and fill us with hope for a future of peace built on justice for all.

We ask this through Jesus Christ, Prince of Peace and Light of the World,
who lives and reigns for ever and ever.

Amen.

Source: Catholics Confront Global Poverty www.confrontglobalpoverty.org.

For information on the European refugee crisis and how our Church is responding, please visit our Emergencies Page at www.seattlearchdiocese.org/emergencies, where we will post updates and resources from our partners, Catholic Relief Services and the USCCB Committee on Migration.

“These refugees are fleeing terror themselves—violence like we have witnessed in Paris. They are extremely vulnerable families, women, and children who are fleeing for their lives. We cannot and should not blame them for the actions of a terrorist organization.” - Bishop Eusebio Elizondo, Chairman of the USCCB Committee on Migration. Full statement available on the [USCCB website](http://USCCB.org).



Photo by Kira Horvath for CRS.

Memo

To: All Parish, School and Agency Payroll Administrators
 From: Payroll Services and Human Resources
 Date: 10/22/15
 Re: Christmas Holiday Bonus Pay

The purpose of this memo is to provide locations with guidance on the necessary steps to take for holiday bonus pay. We wanted to give you advance notice on the Christmas bonus payments and how they will be handled and improve the processes related to these bonuses. We will be following the same practice throughout the entire Archdiocese in regard to the pay dates that will be used and the taxation of the bonus payments. If your location will be paying employees holiday bonuses, please follow the guidelines below to ensure accurate and timely bonus pay outs:

All bonus pay information must be submitted to Payroll Services by December 05, 2015. The assigned pay dates for each Pay Group is as follows:

- Pay Group 1 – 12/15/15
- Pay Group 2 – 12/22/15
- Cemeteries – 12/24/15

Payroll Submittal - PSO must receive a separate submittal form as well as an Infrequent Other Earnings spreadsheet labeled "IOE ##### Holiday Bonus" (where ##### is the location number). Make sure to indicate on the submittal form the type of payment you are requesting.

- **Bonus Pay Calculation**
 - Gross Up – No gross up calculations will be made in the system.
 - Taxation – Bonus earnings will be taxed according to Federal Regulations as follows:
 - Federal Supplemental Tax Rate of 25%
 - Social Security Tax Rate of 6.2%
 - Medicare Tax Rate of 1.45%

BSO/PSO/Communications/ Christmas Bonus Memo - OCT 2015

BENEFITS SERVICES
 206-382-4566
 TOLL FREE: 1-800-950-4904
 FAX: 206-382-3493
Benefitservices@seattlearch.org

PAYROLL SERVICES
 206-274-7662
 TOLL FREE: 1-800-348-9092
 FAX: 206-957-8898
Payrollservices@seattlearch.org

WORKERS' COMPENSATION
 206-903-4618
 TOLL FREE: 1-800-457-9306
 FAX: 206-382-4372
Workerscompensation@seattlearch.org

- **Bonus Payment Type** – Only the following methods of bonus payments will be processed:
 - Direct Deposit – Bonus earnings will be applied to the regular paycheck and directly deposited on the applicable pay date for the pay group. Both the employee and employer taxes will be deducted.
 - Accounts Payable Live Check – If live checks are issued, PSO will calculate the manual checks and post them to the applicable pay date for the pay group. You will need to provide PSO with the AP check number associated with the bonus amount so that the check number is accurately displayed on the employees' UltiPro pay statement.
 - The AP check number can be included in the last column of the IOE spreadsheet if the checks have already been issued.
 - Gift Cards - If gift cards are issued, the amount of the gift card will be applied to the applicable pay date for the pay group. Both the employee and employer taxes will be deducted.

Please be aware that ALL holiday bonuses paid by cash, check, direct deposit, and/or gift cards are 403B qualified earnings and are considered taxable earnings. All cash and non-cash earnings must be reported on employees W-2's.

If you have questions, please contact the general Payroll Services Office at 206-274-7662 or by email at PayrollServices@seattlearch.org.

BSO/PSO/Communications/ Christmas Bonus Memo - OCT 2015

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