

# ARCH SUPPORT

Issue 139

November 2018

## *From the Desk of the Chancellor...*

"May you live in interesting times!" I have read that this quote has many sources, and likely no one is exactly sure of its origin. What I do know is that we are living in "interesting" times for the Church. In our Archdiocese and around the country, we are hearing once again from persons hurt by someone they trusted as a spiritual leader. Members of the Catholic community are rightly outraged when they hear repeated reports of abuse and when they see leaders failing to act in responsible and meaningful ways.

As I have written here and as has been regularly reported in The Record, the Archdiocese has numerous prevention and education initiatives in place, and I am proud of the efforts of our parish and school leaders who work hard to ensure that our churches are safe places for all.

Even so, the pain of victim survivors remains very real regardless of how long ago the abuse they experienced occurred. We must be compassionate in our efforts to reach out to those so deeply hurt while remaining vigilant in our safe environment efforts.

No doubt you have been asked about what is or has been taking place in the Church related to abuse. In order to properly answer those questions, I strongly encourage you to stay informed. The "Report to the Catholic People" that was published in The Record on October 18 should answer most questions you have, and it contains a frequently asked question section. The report (and the FAQs) can be found at [www.archlou.org/restoringtrust](http://www.archlou.org/restoringtrust). If you want further information, this section of our web page also contains plenty of detailed information about our policies, procedures, safe environment, and actions over the past 15 years.

While the topic of abuse may overwhelm many of our days and fills the local media, I believe it is important to not ignore the numerous good things taking place across our Archdiocese. From blue ribbon schools to a bicentennial celebration for Saint Theresa in Rhodelia to hundreds of wonderful initiatives as a result of the parish discernment process, our local Church is brimming with vitality.



Please take the time to read The Record and I know you will grow in your appreciation of how many wonderful ways the Good News of Jesus is being lived out each and every day.

As I write this column, we are having our first winter ice storm and it is only the middle of November. It seems summer turned to fall, which turned to winter in the shortest time possible. And now we are about to enter the holiday season!

Thanksgiving, Advent, Christmas and the New Year are times of reflection, preparation, rituals and celebration. I hope you have the opportunity to join with family and friends and enjoy the wonders of this season. Special food, decorations, colorful lights and gifts are enriched when prayer is integrated into all that we do. I will pray in thanksgiving for you during these busy weeks and I ask the same in return. The Archdiocese of Louisville is a holy church and a witness to the Gospel because of all you do. We are grateful for your ministry.

*Happy Thanksgiving. Blessed Advent,  
Merry Christmas. May God bless us all.*

As a reminder of the Official Holidays for the remainder of the 2018 Calendar Year:



Thursday, November 22  
Friday, November 23  
Monday, December 24  
Tuesday, December 25  
Wednesday, December 26

Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas Day  
Day after Christmas



Listed below are the Official Holidays for the 2019 Calendar Year.

Please mark your calendars accordingly:

Tuesday, January 1  
Monday, January 21  
Friday, April 19  
Monday, May 27  
Thursday, July 4  
Monday, September 2  
Thursday, November 28  
Friday, November 29  
Monday, December 23  
Tuesday, December 24  
Wednesday, December 25  
Wednesday, January 1

New Year's Day 2019  
Martin Luther King, Jr. Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
\*Holiday for Day after Christmas  
Christmas Eve  
Christmas Day  
New Year's Day 2020 Holiday

\*The Holiday for the Day after Christmas was moved from December 26 to Monday, December 23 to allow for a long weekend\*

## PERSONNEL OFFICE NEWS

### PAYROLL YEAR END PREPAREDNESS 2018

- Update any employee name and address changes before processing your last payroll
- Verify YTD medical deductions are correct (both employee and employer portions) to ensure ACA reporting is correct
- The final payroll should be submitted by 3:00pm on Thursday, December 27, 2018 – do not make any additional pay-runs after this as Paycor will be preparing the data for year-end close. Our payroll books are closed at this point and they begin reconciling tax reports and pulling data for the W2s.

### FIFTH THIRD DEFAULT SETUP

To insure the Catholic Archdiocese Employees Retirement Fund is the default fund and that your email is correct, after logging into Fifth Third:

- Click on “My Profile” in the right hand corner of the screen
- Verify that the default fund is 453017-02
- Verify and correct if necessary your email address

Now when you log in, it will always default to the 453017-02 (401k fund) and your email address will be correct for contact purposes.

### LEGAL FIRST NAMES IN PAYCOR

Paycor has two fields for first name, one is First Name and the other is Legal First Name.

As you know, Paycor data feeds directly to Fifth Third, and Fifth Third only has one field for First Name and it must be the First Name. See sample screen on next page.

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### Personal Information

Please put the employee's legal first name in the Paycor field title "First Name."

\*If you have any questions, please contact:  
Jennifer Osborne \*

Prefix

Mrs.

First Name \*

Jennifer

Legal First Name ⓘ

This name will be used on the employee's Form W2. ✕

If different than First Name

Middle Name



## YIKES! WEATHER/SNOW DAYS

With an early prediction of snow in the forecast, we want to provide the information about office and school closings due to poor weather conditions. When parish/school employees are sent home from work early due to weather conditions, they are paid for a normal day of work. However, if a parish/school employee makes a decision not to go to work due to weather conditions, the employee must declare a personal or vacation day in order to be paid for that day. In the same way, if employees are not sent home early due to weather, each employee can make his or her own decision about whether or not to stay or go. If employees choose to go home or are worried about driving later in the day, they must use a personal day or vacation day. If schools are called off due to road conditions, and will not be in session, employees will be paid when the day is made up. Extra days are built in the school calendar for snow days.

### Check out the following inserts.....

- 2019 Payroll Calendar for the Roman Catholic Bishop of Louisville pay group
- Information/Registration for Specialization in Parish Leadership-Stewardship and Finance Management
- Catholic Cemeteries "The Lighting of the Tree of Remembrance"



### Healthy Humana Info...

- \*For healthy tips and tricks visit [myhumana.com](http://myhumana.com) and click on "Health Resources"
- \*For more info regarding Go365 or how to sign up for the new year email: [mstewart@archlou.org](mailto:mstewart@archlou.org) or [lgraves@humana.com](mailto:lgraves@humana.com)

### 2019 BENEFIT REMINDERS...

- ✓2019 Benefit Enrollment Forms and information are due in the Pastoral Center Personnel Office no later December 7, 2018.
- ✓January 2019 worksheet and payment due to RH Clarkson no later than December 15, 2018.
- ✓Copies of all Supplemental enrollment forms due along with the other benefit information on December 7, 2018. Original copies of the enrollment and beneficiary forms are filed in each employee's personnel file.



## Finance Office News

**SIX MONTH CHANCERY REPORT REMINDER:** The Six Month Reports Due Pastoral Center for Parish and School 12/31/2018 is due at the Finance Office by January 31, 2019. The form can be found at <https://www.archlou.org/financial-policies-and-procedures-manual/>. The checklist and reports may be submitted by mail or email. Please contact Margaret Kopatz Kraus if you have any questions or need assistance.

**Form W-2G and Form 1099 filing information:** Federal (IRS): Submit Forms W-2G and 1099 with Form 1096. A separate Form 1096 must be used for each type of form submitted (ex. a separate 1096 is used for W-2G, another 1096 would be used to submit 1099-MISC, etc.). You must use Form 1096 received from the IRS due to the scan ability of the form. You can order forms online at no cost from the IRS at [www.IRS.gov/orderforms](http://www.IRS.gov/orderforms).

**Kentucky Department of Revenue:** Submit Forms W-2G and 1099 with Form 42A806, Transmitter Report for Filing Kentucky W2/K2, 1099, and W-2G Statements. The form must be filed by Jan 31st following the calendar year end. This form can be found online at [https://revenue.ky.gov/Forms/42A806%20\(10-17\).pdf](https://revenue.ky.gov/Forms/42A806%20(10-17).pdf).

**Louisville Metro Revenue Commission:** Form 1099s for income earned in Louisville/Jefferson Co., KY must be submitted with Form 1099-SF. This form can be found online at <https://louisvilleky.gov/government/revenue-commission/forms-and-publications>.

### Remittance of tax withheld on gambling winnings information-

**\*Federal:** Remit payment with Form 945 by January 31st following the reporting year end. An online fillable form can be found at <https://www.irs.gov/pub/irs-pdf/f945.pdf>.

**\*Kentucky:** Remit by January 31st with payroll withholding account on Form 42A801 - Employer's Return of Income Tax Withheld K-1 or Form 42A803 - Employer's Return of Income Tax Withheld K-3. These forms must be obtained from the Kentucky Department of Revenue; they are required to be scanned by the tax agency. If the original form has not been received or is lost, please call (502) 564-7287, or visit one of the Department of Revenue's offices for replacement.

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## 2018 FLEXIBLE SPENDING ACCOUNT REIMBURSEMENTS

Please remind your employees that in order to be reimbursed from the 2018 Health Care and Dependent Care Accounts, expenses must be incurred by December 31, 2018 and requests must be received by AIM (attention: Michele Cull) by February 28, 2019.

After December 31st, remaining 2018 claims must be made by a paper claim form as the 2018 balance of funds is no longer on the benefit cards. You may fax your claim and receipts to 502/426-6569. If you have a scanner and e-mail, you may send your claim and receipts to [claim@aimadministrator.com](mailto:claim@aimadministrator.com)





## 2019 401K ELECTIVE SALARY DEFERRAL LIMITS

MAXIMUM 401K ELECTIVE SALARY DEFERRAL	-	\$19,000
CATCH-UP CONTRIBUTION (AGE 50 AND OVER)	-	\$6,000

\*Make sure your employees are aware of this change. A Paycheck Contribution Election form is enclosed for your convenience should an employee wish to make a change.\*

### Take Note...

#### *From: Brad Harruff, Catholic Mutual Claims/Risk Manager*

We want to thank all of the safety, business and maintenance managers who attended the last safety meeting at the Maloney Center. The feedback has been positive on the boiler and HVAC presentation as well as the Red Alert Wax for moisture on floors. I have Red Alert Wax information if you need more.

Important Recall information- Gree appliances was fined over 15 million dollars for not reporting recalls on dehumidifiers. This is important to us because they are causing fires and they make brands that we have likely purchased. Those brands in the recall include: Danby/Premiere, Gree, Kenmore, Norpole, Seabreeze, SoleusAir, GE, Frigidaire, Fellini, Fedders, Delonghi/SuperClima. You can check on your device at [www.grudehumidfierrecall.com/productentry.aspx](http://www.grudehumidfierrecall.com/productentry.aspx) or call 1-866-853-2802. You will need the ID information from the back of the unit to check it.

With all the holidays coming up please try to get all the requests for certificates and special events in 10 days before they are needed. If an outside party has special requests for the certificate of insurance be sure to forward a copy of the contract/agreement to us with the request.

## RE-POINTING (SOMETIMES CALLED TUCK-POINTING)

As we start to head in to the COOOLD months of winter, and start to think about our 2020 Budgets, (Yes 2020), Re-Pointing of brick and masonry exterior walls becomes an important issue. This is sometimes referred to as "Tuck-Pointing". Re-Pointing is the process of renewing the mortar joints 3/8 to 1/2 inch deep in the external portion of a brick or masonry wall. Over time, due to weather, exposure and decay these mortar joints can show voids between masonry units (bricks or blocks). These voids can allow the undesired entrance of water into the interior of the building. Water entering through can cause significant damage through frost weathering of the actual brick or block, destruction of interior finishes such as wood, dry wall and plaster, and in the worst case, cause damage to the structural integrity of the building walls themselves.

A little Preventative Maintenance to this very important part of a buildings structure can save a lot of unnecessary expense down the road. If it can be afforded, a complete re-pointing of the mortar joints in a building is the best way to go. However, that may not be realistic for most of our parishes, as this is an expensive maintenance process. An average size building in the Archdiocese could easily run in to the hundreds of thousands of dollars, depending on the severity of the deterioration. A more practical way to manage and plan for these type of repairs is to break it down in small manageable increments, like the West, South, East and North sides of the building. Then complete one increment or side each fiscal year until the building is completely re-pointed. Then move to the next building.

If you have any Repointing or Tuck-Pointing questions, please contact:

Bill Zoeller, Director of Facilities  
phone: (502) 636-0296 /e-mail: [bzoeller@archlou.org](mailto:bzoeller@archlou.org)



# meetings



**\*December 4th and 5th Arch Support Meetings will not be held\***

## **High School Finance Directors Roundtable**

Wednesday, January 16, 2019  
at 11:30 am  
Pastoral Center – Room 3

## **2019-2020 FACTS Tuition Assistance Meeting**

**Co-hosted by Office of Catholic Schools and The Catholic Education Foundation**

Tuesday, February 5, 2019  
1:30 – 3:30 pm  
Pastoral Center – Meeting Rooms 1A and 1B

Tuesday, March 12, 2019

## **High School Finance Directors Roundtable**

at 11:30 am  
Hosted by: Presentation Academy  
RSVP and Agenda items to: Judy Heare  
(jheare@presentationacademy.org)

Thursday, March 14, 2019

## **Parish and Regional Schools Business Managers Roundtable**

at 11:30 am  
Hosted by: Saint Lawrence Parish  
RSVP and Agenda Items to: Joyce Nelson  
(stljoyce@gmail.com)

\*To read this newsletter online or print additional copies: Go to the archdiocesan web site  
[www.archlou.org](http://www.archlou.org)

- Click on “About”
- Click on “Publications/Media”
- Click on “Arch Support”
- Choose Specific Issue

## **January Arch Support Meetings:**

Wednesday, January 23, 2019  
at 10:00 am  
Pastoral Center – Meeting Rooms 1A and 1B

Thursday, January 24, 2019  
at 10:00 am  
Saint Joseph/Bardstown Parish Hall

*\*A representative from all groups participating in the Reliance Standard Life/LTD/STD and Supplemental Life Insurance must attend this meeting. Training will be provided on pulling the List Bill on Supplement Life Insurance and payment options.\**



## **2019 Humana Benefit Dates**

**Open Enrollment – November 1 – November 30**  
**(Humana website closed November 17-19 for maintenance)**

## **Monday, December 17, 2018**

\*January 2019 Humana Invoices released to all groups  
\*Verify with the 2019 Benefit Enrollment Forms  
\*Changes or corrections must be reported to Madison Stewart no later than Thursday, January 10, 2019

## **No later than Friday, December 28, 2018**

ID cards mailed to those participants electing a new benefit or making a change

**All 2019 benefits will be effective: January 1, 2019**

