

ARCH SUPPORT

Issue 163

November 2024

From The Desk Of The Chancellor...

The six weeks from the middle of November through January 1st always bring a blur of activity. Keeping a work-life balance is particularly challenging with big events in your parish and an equally demanding schedule at home.

Whether it is family celebrations of Thanksgiving, Christmas, and New Years or church gatherings for Christ the King, Advent, Christmas, and Epiphany, the calendar is full. For administrators there is also insurance enrollment season, end of year requirements, new year tasks, and so much more.

So take a breath and be especially kind to yourself in the coming weeks.

The holidays are filled with food, symbols, rituals, characters, and stories. Here is a bit of distraction to test yourself with some trivia, (Answers on page 11 but don't look or you will get coal in your stocking)



1. What is the name of the Guardian Angel in the movie, *It's a Wonderful Life*?
2. What was he trying to earn?
3. What is the name of the young elf in, *Rudolph the Red-nosed Reindeer*?
4. What was his career choice?
5. What percentage of people in the US name turkey as one of two favorite Christmas foods?
6. What was the name of the 6-year-old girl in *Miracle on 34th Street*?
7. What item did she find in the house at the end of the movie?
8. What year did *Charlie Brown Christmas* first air on TV?
9. What percentage of people in the US name lasagna as one of two favorite Christmas foods?
10. The Magi are often depicted as kings from specific regions, according to legend where was Melchior from?
11. What is another name for eggnog?
12. In the movie *Elf*, what's the first rule of The Code of Elves?
13. What percentage of people in the US name tamales as one of two favorite Christmas foods?
14. What are the 3 characteristics of the Grinch?
15. What is the most recorded Christmas song?
16. What percentage of people in the US name tofu as one of two favorite Christmas foods?
17. In Charles Dickens' *A Christmas Carol*, what was the first name of Scrooge?
18. What percentage of people in the US name black eyed peas as one of two favorite Christmas foods?
19. How many gifts in total were given in "The Twelve Days of Christmas"?
20. In what country is it a tradition to eat Kentucky Fried Chicken (KFC) on Christmas?
21. What do you call an old snowman?
22. Which reindeer has the best moves?
23. According to Matthew's Gospel which animals were present at the actual birth of Jesus?
24. What is a group of angels praising God called?
25. Who will win the U of L vs UK football game on November 30, 2024?

I hope you did well on the trivia. More importantly, I do hope you take some time to build in some relaxation over the next few weeks.

May the days ahead bring festive times. May they also provide an opportunity to prayerfully reflect on all the ways God's love for us is revealed. While we take time to celebrate, we also take time to remember those most in need in our local community and beyond.

The Christmas story of a simple gift in swaddling clothes that became a story of a light to a darkened world; a story with lessons of hope and promise.

We know that light overcomes darkness, love overcomes hate, and life overcomes death. This is the faith we hold onto as we celebrate Christmas.

Let's continue to pray for one another.



Thank you to each of you for your faithful support of the 2024 Catholic Services Appeal! Your gifts impact every single parish throughout the Archdiocese. On behalf of everyone we serve, thank you!

How does the Catholic Services Appeal help MY parish?

A VIEW FROM YOUR PEW

Youth and Young Adult Ministry - retreats, college campus ministry, activities, training, and other events.

Worship - liturgical direction, liturgical minister formation, and parish resources for worship.

Family Ministry - marriage preparation, resources for married couples, family counseling, safe environment training.

Parish Leadership Development - Parish Council training, staff development, stewardship training, etc.

The Record - weekly Catholic newspaper mailed to all registered parish households.

Seminary and seminarian costs for all diocesan priests are provided for their years of seminary formation as well as ongoing priest formation.

The Office of Catholic Schools, tuition assistance vouchers and need-based discounts for Catholic school families, and continuing education and formation for Catholic school teachers.

Multicultural Ministry and Hispanic Ministry - resources, translations, etc.

Faith Formation - catechesis, conferences, workshops, training sessions, and parish resources.

Parish Deacons - funding provided for their years of diaconate formation and continuing education.

Funding support for retired diocesan priests.



Finance Office Updates

The end of the year is a great time to review the workers' compensation codes assigned to your staff in Paycor. While the fields are open and allow you to key anything, there is a designated list of codes that the Archdiocese uses. Correctly identifying staff with these codes helps the finance office accurately give our workers' compensation carrier annual salary estimates which in turn drive premiums before the audit the following year. They will also make performing the annual audit easier for you.

You may have recently received an email from Deborah Herbert, the Controller for the Archdiocese, stating that some worker's comp codes for your staff had been updated in preparation for the upcoming payroll audit. Only codes that fell outside the list below were updated.

Worker's Comp codes for the Archdiocese:

Code	Use
8868	Parish/School: Professional and Clerical
8869	Childcare Center
9101	Parish/School: Other
9220	Cemetery Operation and Helpers
7380	Drivers and Helpers
9059	Childcare Center: Other

Employees assigned these codes should include, but are not limited to:

8868: Principals, Assistant Principals, Guidance Counselors, Athletic Coaches, Teachers (including pre-school), Subs, Aides (including pre-school), School office, Parrish Office, Musicians and Cantors.

8869: Directors, Assistant Directors, and Childcare workers.

9101: Maintenance, Janitorial, Cafeteria, and Housekeepers assigned to schools and parishes.

9220: Maintenance, only if the primary role is cemetery operations.

7380: Bus drivers. Only use this code if the primary role includes transportation of others. Do not use it for staff that must travel between locations.

9059: Maintenance, Janitorial, Cafeteria, and Housekeepers assigned to childcare centers.

Some recent questions from parishes may help clear things up for you as well.

- If your parish or school does not have a true childcare center but does have employees that work primarily providing before school, after school, or summer care they should be assigned to 8869, Childcare Center.
- If an employee pulls double duty, you should use the code associated with their contract or assigned position. For example, if you have a teacher that works in the after-school care program for additional funds beyond their teaching contract, the code assigned to them should be 8868.

If you need assistance running a report of all the current codes assigned to your parish or school, please contact Deborah Herbert in the Finance office. If you have questions on which code should be assigned to an employee, please contact Deborah Herbert or Core Risk. Contacts for Core Risk include Jodi Laymon, jlaymon@coreriskservices.com and Patty Furterer, pfurterer@coreriskservices.com

Take Note...From Brad Harruff

CATHOLIC MUTUAL CLAIMS/RISK MANAGER

Ladies/Gentlemen,

We are again at that point of the year when we are wrapping up outdoor issues like cleaning gutters and winterizing plumbing in areas where cold can be a problem.

Boilers should be a priority in case they need service before the cold weather hits.

In getting ready for winter activities like pickleball, kickball and volleyball, etc.... keep in mind to use the "Adult Hold [Harmless]" forms for all participants. If you need blanks you can customize, please let us know.



With Cyber Security Training in mind, Catholic Mutual provides a wide range of short, simple and FREE training videos for your staff on the "CMGConnect" website (CMGConnect.org).

Finally, with regard to certificates of insurance, keep in mind they need to be requested in advance of your activity at another location, and any additional specifications or requests need to be set out in writing and a copy of the contract to be used should be included with your request.

Thank you and keep up the good work.

Brad Harruff
Claims/risk manager



2025 Open Enrollment Dates & Reminders

- ✓ Open Enrollment in Bernie Portal: November 1, 2024 - November 22, 2024
- ✓ 2025 benefits elections effective January 1, 2025
- ✓ All additional information is due to the Pastoral Center Human Resources Office no later than Friday, December 6, 2024 (includes Flex Worksheet with election forms & employee count form)
- ✓ January 2025 STD worksheet and payment due to R. H. Clarkson Financial Services no later than December 13, 2024

Paycor Year-End Reminders...Getting Ready for W-2s

This is the time to verify employee information in Paycor for year end. The items you want to check are:



- **YEAR-TO-DATE DEDUCTIONS:** Make sure each employee has had the correct amount deducted year-to-date for each of their deductions. Be sure to also verify the year-to-date Employer portion of medical (ER) that is reported on the W-2 & ACA forms. This is particularly important for school year employees who are not paid over the summer. If an adjustment is needed it can be made when you process your next payroll. If you need assistance, please contact Kristin Hellmueller in Human Resources.
- **EMPLOYEE NAME AND ADDRESS:** Ask your employees to verify the name and address on their pay stub. Make any name changes under Employee/Personal Information, address changes under Employee/Contact Information.
- **SOCIAL SECURITY NUMBER AND DATE OF BIRTH:** Verify that all dates of birth are correct. Make any corrections under Employee/Personal Information.
- **EMPLOYEE RETIREMENT PLAN ELIGIBILITY:** Verify that the Retirement Plan box under Assignment->Status Changes->Ownership/Retirement Information is checked for each employee who is eligible for 401k. Do not select Default or Retirement Plan.
- **OPT-IN FOR PAPERLESS TAX FORMS:** The last day for employees to opt-in for paperless W-2 and 1095-C documents is Sunday, December 1.
- **REMEMBER – ALL CORRECTIONS MUST BE MADE BEFORE YOU TRANSMIT THE LAST PAYROLL FOR 2024!**

The final payroll should be submitted by 3:00pm on Friday, December 27, 2024 – 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 and ACA Reporting. If you have any questions, please feel free to contact Andrea Colpo in the Office of Human Resources.

Payroll
■ ■ ■ Year End

Join Empower for a live webinar: Taking charge of your money with a budget

Join Empower to learn about:

- Benefits of having a budget
- How to create a budget
- How to start an emergency fund

Live virtual sessions are available throughout the month. Sign up via the QR code or link below.



www.learningfromempower.com

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401K Contribution Limits for 2025

IRS announces 2025 401k contribution limits will increase from 2024. Catch-Up Contribution limits for those age 50 and older will remain the same. Starting in 2025, a higher catch-up contribution limit will apply for employees aged 60, 61, 62 and 63.

Elective Salary Deferral limits are:

Maximum 401k Elective Salary Deferral \$23,500

Catch-Up Contribution (age 50 or over) \$7,500

Catch-Up Contribution (age 60, 61, 62 and 63) \$11,250

Please make sure your employees are aware. Paycheck Contribution Election forms can be found on the Empower Plan Service Center under Participants and Employee forms.

plan.empower-retirement.com



Arch Support Meetings – Human Resources
December 2024

****Please note this meeting is mandatory to discuss the updated Personnel Policy & Procedure Manual and upcoming changes to the 401k plan under SECURE 2.0. At least one person from each parish/school business office must attend a December meeting. A webinar link for Tuesday's meetings will be sent out for those unable to attend in person. ****

Tuesday, December 17, 2024 at 10:00am – Pastoral Center & Webinar
Tuesday, December 17, 2024 at 1:00pm – Pastoral Center & Webinar
Wednesday, December 18, 2024 at 10:00am – St. Joseph Parish Office, Bardstown



YIKES...WEATHER/SNOW DAYS

We want to remind you of the information regarding office and school closings due to poor weather conditions. When parish/school/agency employees are sent home from work early due to weather conditions, they are paid for a normal day of work. However, if an 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. If the day will not be made up, then a personal day may be used.



WE ARE ROLLING OUT THE RED CARPET TO WELCOME

George Stith – Custodial Technician – Facilities
Adam Thieneman – Parish Business Support – Finance Office



2024 Holiday Schedule

As a reminder of the Official Holidays for the remainder of the 2024 Calendar Year:

Thanksgiving Day	Thursday, November 28
Day after Thanksgiving	Friday, November 29
Christmas and New Year Holidays	Monday, December 23 through Wednesday, January 1, 2025
Return to work	Thursday, January 2, 2025



2025 Holiday Schedule

Listed below are the Official Holidays for the 2025 Calendar Year. Please mark your calendars accordingly:

Martin Luther King, Jr. Day	Monday, January 20
Good Friday	Friday, April 18
Easter Monday	Monday, April 21
Memorial Day	Monday, May 26
Juneteenth	Thursday, June 19
Independence Day	Friday, July 4
Labor Day	Monday, September 1
Thanksgiving Day	Thursday, November 27
Day after Thanksgiving	Friday, November 28
Christmas and New Year Holidays	Wednesday, December 24 through Friday, January 2, 2026
Return to work	Monday, January 5, 2026



Trivia Answers:

- 1. Clarence
- 2. Wings
- 3. Hermey
- 4. Dentist
- 5. 73%
- 6. Susan
- 7. Santa's Cane
- 8. 1965
- 9. 61%
- 10. Persia
- 11. Milk Punch
- 12. Treat every day like Christmas
- 13. 40%
- 14. Stink, Stank, Stunk
- 15. Silent Night
- 16. 11%
- 17. Ebenezer
- 18. 36%
- 19. 364
- 20. Japan
- 21. Water
- 22. Dancer
- 23. There are no animals' names in the gospel story
- 24. Multitude
- 25. Fr. John Baptist, Chaplain at U of L, has predicted the score will be: U of L 28, UK 21.

2024 Parish Mailing Dates

December 6

2025 Parish Mailing Dates

January 17

January 31

February 14

February 28

March 14

March 28

April 11

April 25

May 16

May 30

June 13

June 27

July 11

July 25

August 8

August 22

September 12

September 26

October 10

October 24

November 7

November 21

December 12

**ARCH SUPPORT ON THE WEB**

To read this newsletter online or print additional copies: Go to the archdiocesan web site www.archlou.org

- Click on “About the Archdiocese.”
- Click on “Publications/Media”
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