

— THE ROMAN CATHOLIC —
ARCHDIOCESE OF ATLANTA



Office of Human Resources

Paylocity Onboarding and EOY reminders

Implementation Update

- Rollout Count - 103 parishes & missions using Paylocity Onboarding as of November 11, 2024

Date	Count
Friday, August 2, 2024	7
Wednesday, September 18, 2024	22
Monday, October 14, 2024	8
Friday, October 18, 2024	28
Monday, November 11, 2024	38
Total	103

- Schools Go Live - TBA

Implementation Update

- Training sessions offered:
 - Paylocity: 2 high level overviews in August
 - HR Office: 2 Q&A sessions late August and September
 - HR Office: 2 Full Demo of New Hire for Full Time employee October and November
 - Recordings shared with Administrators
- Required Training session
 - E-Verify and Onboarding
 - Deadline November 22, 2024 for all Local Administrators

FAQ's and Tips

- What is Onboarding?
- How to handle Status Changes, Terminations, Salary increases, etc.
- Name on Paylocity record = name on Social Security card.
- Why is the Social Security card required?
- What if I launch the wrong packet?
- What if there is an error on one of the Benefit Forms?

FAQ's and Tips *continued*

- Upload these documents to HR record on Documents tab:
 - Employment Application and Resume
 - Post Offer / Pre Hire Medical Questionnaire
 - Job Description (signed)
 - Offer Letter (signed)
- Verify all documents from Onboarding are present and accurate on the Documents tab in HR
- How does new hire see their check stubs?

FAQ's and Tips *continued*

- Who do we contact for help with E-Verify?
 - Shannon Wiggins – swiggins@archatl.com
 - Anthony Cotton – acotton@archatl.com * *during implementation*
 - Paylocity Service 1-888-873-8205
- Who do we contact for help with E-Verify?
 - Paylocity Service 1-888-873-8205
 - Gisella Cotter – gcotter@archatl.com for general guidance
 - Shannon or Anthony

End of Year Reminders

- Send requests for Special check dates as soon as possible to Shannon Wiggins – swiggins@archatl.com
- Time Off Balances reset with submission for 1st check date in January
 - Pay Period 12/15 to 12/28 – check date 01/10/2025
 - Used, Reset, Accrued
 - Vacation Rollover: Full Time max 40 hours / Part Time max 20 hours
 - Sick Time – based on scheduled hours
- Paper W2's vs W2 Online

Questions?