

Paylocity Implementation Newsletter

May 2, 2025

Happy Feast of St. Athanasius!

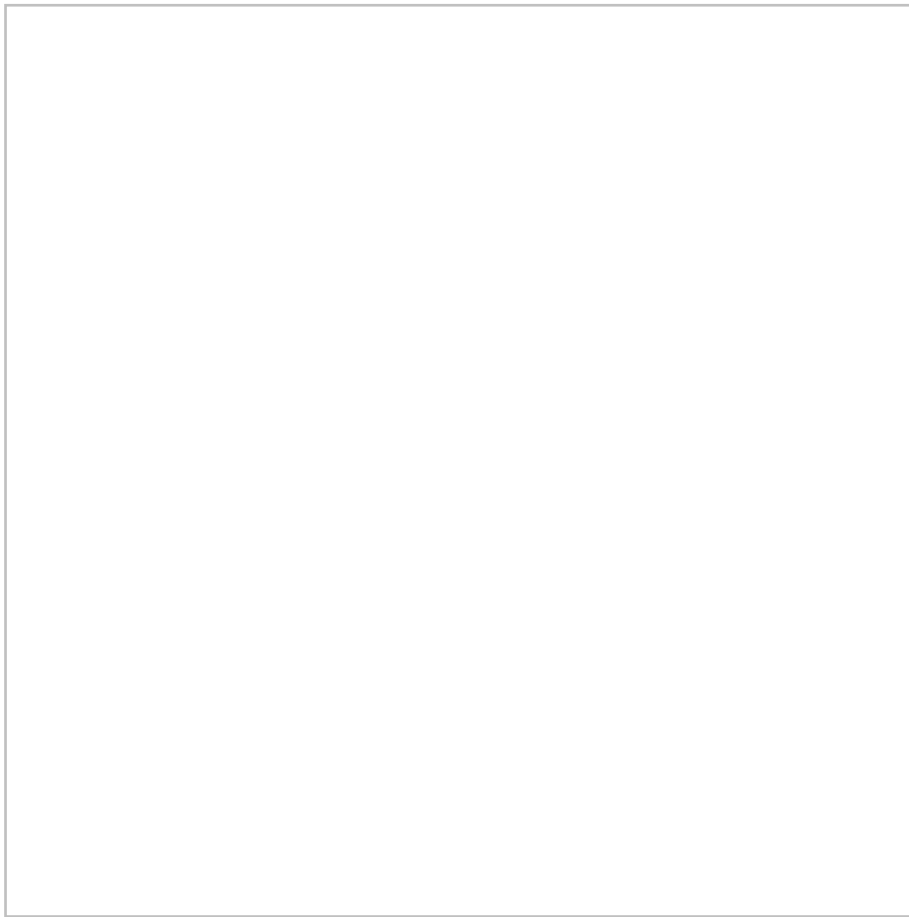
We pray you are all still basking in the graces of the Easter Season! St. Athanasius is called the "Father of Orthodoxy," the "Pillar of the Church" and "Champion of Christ's Divinity." St. Athanasius, let's play like a champion today.

Today is also my (Erin's) wedding anniversary. Ryan Danaher has had the most wonderful life for the past 11 years. Pray for him. He needs it.

As always, if you need to add someone to the mailing list, let me know.

I think some of us are feeling like this...





I get it, I really do. We're taking on a whole new system. It's weeks away. It's busy, it's the end of school, it's budget season, there are 100 other things going on.

Thought I cannot fix everything for you, I can say this:

1. Everyone will get paid. Period. Even if I have to stay up all night writing checks (ok, not really, but you get the picture).
2. Change is hard. Change is always hard. It will be better on the other end.
3. I know you cannot see all the backend work by the Paylocity team that we can see. I believe in this Paylocity team. I believe we will all get there together.
4. **Share with us your fears. Share with us your frustration. Share with us your thoughts feelings and questions. Click the link below and schedule a follow up.**

Need to talk about it? Got questions
Schedule a call: <https://form.jotform.com/250914155063149>

MONDAY IS D-DAY!



PAYROLL PROCESSORS: Monday you will receive information to be able to:

- Access your system
- See your people
- Email Paylocity with Q's
- Attend Office hours with Paylocity reps
- Sign up for test payrolls.

SO CHECK YOUR EMAIL MONDAY!

IMPORTANT Resources:

Website with Information: [Important Documents – Paylocity – Diocese of Springfield in Illinois](#)

We update this regularly. Check it out!

COMPANY ID NUMBERS:

Here is a list of all the Paylocity company ID Numbers:

ID NUMBERS

Find your number, write it down, love it, memorize it, keep it. Two reasons:

1. Your employees who do not want to get a one-time passcode to register for their Paylocity account will need your Company ID.
2. The Company ID is the number you will reference for communications. For Payroll processors: only your approved business manager will be able to contact Paylocity directly.

Important Dates:

For ALL Employees:

- THIS WEEK: Employee Webinars: May 1, 2, 5, 6, 2025
- Test Punches: May 5th - May 24th
- Live Punch dates: Beginning sometime between May 25th - June 1st, depending on your location
- Paychex access shut off for employees: July 10, 2025

For Payroll Processors (Process their own payroll):

- Office Hours with Paylocity begin next week. More to come!
- On Site Training May 15 OR 16, 2025
- Test Payrolls begin week of May 19th
- First Payroll Processing: June 11, 2025
- First Check Date: June 13, 2025

For SPP Admins:

- We will be providing information about training.

For any other supervisor (Principals, pastors):

- We will be providing information about training.

What We've Been Doing

- Working with Paylocity on standardized labor codes, security roles, etc.
- Designed roll out training plans with Paylocity - prepping for the onsite training.
- Speaking with parishes who made appointments via the schedule request link (see below!)

What You Are Doing This Week

- Send us the custom reports you know and love! If you have a custom report you have created in/with Paychex, send it to us!
- If you are a school, sending your employee school/parish handbook to hr@dio.org
- Sending communications to your employees! Utilize the resources on the website.

PAYROLL PROCESSORS, DID YOU CATCH THAT? We want the custom reports you love!!! Why not try to make them identical in the new system?

Do you pay for payroll out of two bank accounts? Such as one for the school and one for the parish?

If so, let us know. So far, we know these entities do:

St. Elizabeth, Granite City

St. Francis Xavier, Jerseyville

Really, we like to talk
Schedule a call: <https://form.jotform.com/250914155063149>

Questions from latest FAQs:

- What happens with contracted employees for their pay?
 1. Remember that contracted employees are paid for hours/days worked over a period of time. Therefore, they do not have to be held by normal “pay period” expectations.
 2. **With semi-monthly**, in June, a contracted employee would be owed 4 more pay checks.
 - **Therefore**, their pay should remain the same for June 13, June 27, July 11 and July 25th.
 - With their new contract starting August 1, their increase will be effective for the **August 8th** paycheck. You will split their annual pay across 26 pay periods instead of 24.

3. **With Monthly**, in June, a contracted employee would be owed 2 more pay checks.
 - **Therefore**, their pay should be half of their monthly pay for June 13, June 27, July 11, and July 25th.
 - With their new contract starting August 1, their increase will be effective for the **August 8th** paycheck. You will split their annual pay across 26 pay periods instead of 24.
 4. If your contracts do not begin August 1st, please contact us for instructions.
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- What will we do for raises that begin on July 1 of the year?
 1. There are two ways to handle raises:
 - Have a pay period with two different pay rates.
 - Make the change for the first pay period in July (this is what the Curia does)

READ THIS IF YOU HAVEN'T:

- Who qualifies as “exempt” (and won't have to clock in and out)? Is it everyone who is paid a salary? Who should be clocking in and out?
 1. Exempt v. non-exempt is an employment **classification**. Hourly v. salary is **how someone is paid**. The two are unrelated in the sense that anyone can be paid either an hourly rate or a salary. There are pros and cons to both.
 2. Employees who meet the classification to be exempt are exempt from overtime, and therefore, can have schedules prepopulated for them and do not have to clock in and out. Non-exempt employees **must** clock in and out no matter how they are paid due to tracking for overtime laws.
 3. To be Exempt, an employee must be:
 - A Teacher. Teachers do not have to meet the salary level test unlike the other classifications. See [Fact Sheet #17S: Higher Education Institutions and Overtime Pay Under the Fair Labor Standards Act \(FLSA\) | U.S. Department of Labor](#).
 - An employee who meets one of the other exempt basis tests. More information can be found here: [Fact Sheet #17A: Exemption for Executive, Administrative, Professional, Computer & Outside Sales Employees Under the Fair Labor Standards Act \(FLSA\) | U.S. Department of Labor](#). Keep in mind the position **must meet ALL of the requirements** of the classification to be exempt.
 - Use this form [ExemptNonExemptCklist](#). to help you determine if an employee is exempt.

Last Chance...

Schedule a call: <https://form.jotform.com/250914155063149>



Pope Francis, Pray for us!



Sent by Erin Danaher



Direct replies to this email can only be seen by admins. Click the blue Reply button above to leave a public comment.

Email me when people reply to this note

To ensure that these emails land in your inbox and do not go into spam, please add mail@flocknote.com to your