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## Paylocity Implementation Newsletter

May 5, 2025

### Happy Feast of St. Dominic Savio!

No, I've never heard of him either, but Fun Fact: On the day he received his first communion, Dominic wrote four promises in a little book. Those promises were:

1. I will go to Confession often, and as frequently to Holy Communion as my confessor allows.
2. I wish to sanctify the Sundays and festivals in a special manner.
3. My friends shall be Jesus and Mary.
4. Death rather than sin.

I have my new goals! Thanks St. Dominic Savio!

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

### Clarification

After last week's trainings, we have gotten a lot of questions about clocking in and out. To be clear:

1. **Every entity** will have access to the Time and Labor module. Therefore, every entity can/will utilize clocking in and out features.
2. For those who process your own payroll, you will be able to assign security roles. What that means is more than just the Business Manager can have access to do things like edit or approve timecards.
3. Can you still use paper timecards?
  1. In theory, yes. However, you are paying for a system you are not utilizing, you save no time and actually add manual labor, you do not account for any human error, and you leave little to no time for employees to approve their timecard before payroll starts.
  2. There may be some instances where paper time cards are needed, such

as substitute teachers or employees who are really not technology friendly. But **paper timecards should be the exception, not the rule.**

4. For those on small parish payroll, you will be able to edit timecards, but we will approve them.
5. All of your staff should be using an electronic timecard. If you have a concern about someone at your location, please email [spp@dio.org](mailto:spp@dio.org).

**The other main question we are getting is who should be clocking in and out. To answer this question, please skip to the bottom of this newsletter regarding definitions of exempt v. non-exempt.**

**Need to talk about it? Got questions**

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

## Time to Log In!

**PAYROLL PROCESSORS:** When you log into your account, you should see an admin screen. Your log in works for BOTH your personal profile and admin screens.

You will see items in the menu on the left side including:

HR & Payroll

Onboarding

Time and Labor

If you do not see these when log in and looking at the left side menu, please contact us immediately.

## Where to start?

You can go in and look around the database. I'm sure it is overwhelming. Before you get various tutorials and training (see below), this handy list will tell you where to start: [Getting Started. Items to review.pdf](#).

You will need this list of standardized cost centers: [Cost Centers Parish.School.pdf](#)

**SAVE THIS!**

# Important Dates/Training:

**For Payroll Processors (Process their own payroll): Please review below all the opportunities below!**

- Questions about **Payroll/HR**:
  - Office Hours for payroll/hr topics will be on Mondays and Wednesdays **starting May 7th**. Feel free to log in and ask your questions! You can attend as many as you want. After I send this newsletter, I will forward you the calendar invites. We will skip the week of May 19th and maybe May 26th to accommodate test payrolls.
    - Wednesdays starting May 7, 9 a.m. - 10 a.m.
      - [paylocity.zoom.us/j/95](https://paylocity.zoom.us/j/95)
    - Wednesdays starting May 7, 1 p.m. - 2 p.m.
      - [paylocity.zoom.us/j/92](https://paylocity.zoom.us/j/92)
    - Mondays starting May 12, 10 a.m. - 11 a.m.
      - [paylocity.zoom.us/j/98](https://paylocity.zoom.us/j/98)
  - Questions about **Time and Labor**:
    - Office Hours for time and labor topics will be on Tuesdays and Thursdays starting May 20th. Feel free to log in and ask your questions! Check out the topic they will have! You can sign up to as many as you want.
      - Tuesdays starting May 20, 10 a.m. - 10:30 a.m.
        - [paylocity.zoom.us/j/99](https://paylocity.zoom.us/j/99)
      - Tuesdays starting May 20, 3 p.m. - 3:30 p.m.
        - [paylocity.zoom.us/j/97](https://paylocity.zoom.us/j/97)
      - Thursdays starting May 22, 10 a.m. - 10:30 a.m.
        - [paylocity.zoom.us/j/95](https://paylocity.zoom.us/j/95)
      - Thursdays starting May 22, 3 p.m. - 3:30 p.m.
        - [paylocity.zoom.us/j/94](https://paylocity.zoom.us/j/94)
- **FINALLY** for any other questions you may have, **you can email Paylocity**

**directly at [dos@paylocity.com](mailto:dos@paylocity.com)**

- **RULES FOR THE EMAIL:**
  - Only parish business administrators can contact Paylocity directly. All other staff should go through you.
  - When you email, you must put your company ID first in the subject line, such as 194851: Timecard Question
  - In your email, be specific, give examples, reference certain employees. Instead of saying "I have an employee with a wrong pay rate" put "My employee 1111 John Smith has the wrong rate listed. It says 12.00 per hour, and it should be 13.00 per hour."

**Important Payroll Processor Dates:**

- 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 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 SPP Admins:**

- We will be providing information about training.

**For any other supervisor (Principals, pastors):**

- We will be providing information about training.

## Recording of Employee Trainings

The following is the message sent to every employee after they complete the training. It includes the instructions on how to access the training.

You can reference the training through your Paylocity account: [Access Employee Training.pdf](#)

Instructions on how to set up your account are below if you have not done so already.

A few items and reminders:

- The first step is registering your account. If you haven't done so, the best way

to do this is by downloading the Paylocity Mobile App! Instructions are here in this booklet [Welcome to Paylocity](#). This booklet also describes other great features of the app!

- If you are registering on a computer browser, please follow [these instructions](#). You will need your **company ID** which you can get from your business manager at your location.
- Also, if you want a quick checklist of video references, [check this out!](#)
- When you log in, make sure to check out your direct deposit and tax information to make sure it is accurate.
- Remember, test punching begins on **May 5<sup>th</sup>!!** Practice, practice, practice!

## Security Roles

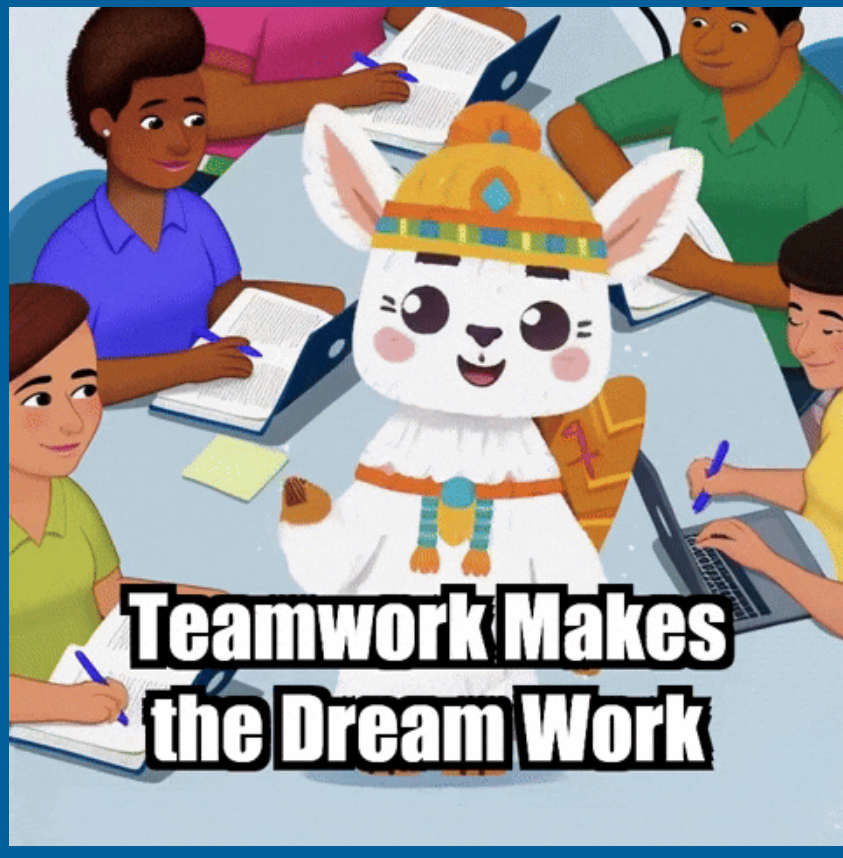
Paylocity gives the opportunity to have various **security roles**. Security roles are assigned to employees giving them various forms of access to help accomplish certain tasks.

For instance, a maintenance supervisor might have access to approve the paid time off of the maintenance staff.

The question becomes who should have what access? To help you decide we have made **this form** for you to go through. It is not required, but it should be used as a guide. You will be getting another email from me later explaining how this form should be completed in a meeting between you, the principal and the Pastor as everyone will have an opinion.

If you turn it back into us, we'll get it set up. We will also make sure those employees are trained appropriately.

Yes, you are amazing, but you should not have to be responsible EVERY part of the HR/Time and Labor/Payroll process.



### **IMPORTANT Resources:**

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

Instructions on how to access the online employee training will be updated on the website after the last training on Tuesday, May 6.

### **COMPANY ID NUMBERS:**

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

### **PAYROLL PROCESSORS**

**We want the custom reports you love!!! Why not try to make them identical in the new system?**

Send any custom reports you have to us so we can give them to Paylocity.

Really, we like to talk

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

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

Questions from latest FAQs:

## 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](mailto:mail@flocknote.com) to your email address book or safe senders list.



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