

# 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 on small parish payroll, you will be able to edit timecards, but we will approve them.
3. 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>

## Important Dates/Training:

### 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!

## 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](#)

Really, we like to talk

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

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

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