



Human Resources Guide for Locations

Document Transmittal Forms

A transmittal form should be submitted for all new hires, rehires, transfers (both locations), terminations (including retirement and reduction/closures), and benefit status changes (forms can be found on the Human Resources website under the "Administrators Home" page.) Qualified Life Events are submitted online through www.MyEnroll.com.

New Hires and New Hire Required Documentation

When new employees are hired by the Archdiocese, certain documents are required to be completed, or provided to employees for their information. On the Human Resources website, these documents and corresponding information can be found at: Benefits/New Hire Required Documentation.

Effective immediately, new hires and newly benefits eligible employees must provide a personal or work email (personal email is preferred) to be entered into the payroll system.

Benefits Eligible New Hires and Newly Eligible – Benefits Enrollment

The benefits summary booklet must be provided to each benefits eligible new hire and newly benefits eligible employee. The benefits booklet is located on the Human Resources website, on the New Hire Required Documentation page.

The first page of the booklet provides instructions on how to access MyEnroll.com, our online benefits system. All employees must log onto MyEnroll and enroll or waive all Archdiocese benefits. Employees will also verify their personal information and designate life insurance beneficiaries.

Interim Staff

When hiring interim or temporary staff, please work with your payroll administrator to ensure staff are coded with a "Seasonal" status if they work more than 25 weekly hours, so they do not get pulled into the benefits process.

BAS Administrators

Address changes should be updated on MyEnroll by the BAS Administrator, at the same time the payroll system is updated.

For each employee, the BAS Administrator should review the number of pays in IOI and compare to the number of pays in BAS before the employee's first pay of the new fiscal year (or school year). Contact HR to change the BAS number of pays.



It is necessary that each location designate a BAS Administrator. The use of the BAS/MyEnroll online enrollment system has been expanded to include various benefit administration processes. If your location has not yet designated a BAS Administrator, please do so by completing the BAS/MyEnroll Administrator form. The form can be found on the Human Resources website/Administrator Home tab/BAS MyEnroll Administrator Access Form. Once completed the form is to be emailed or faxed to Julie Reizman at 312-534-5345 or jreizman@archchicago.org.

Transfers and Deductions

Priests transfers that occur 7/1 are coordinated by Human Resources. Generally records are transferred by HR.

Lay transferred employees should be added to payroll as soon as possible (new hire or rehire with an "inactive" status) to ensure benefits information is updated properly. Employees will be added to payroll either as a new hire or rehire. Records are not copied from one location to another.

The Business Manager or Administrator is responsible for ensuring all benefit deductions are added to the new payroll record (and any missed deductions are made up). Deductions start with the new fiscal year (7/1 or with their first payroll). Benefit deductions, coverages and per pay amounts can be found either on the employee's record in BAS/MyEnroll (Employees, Benefits box, select View Benefit Statement), or you can request a copy of the employee's most recent paystub.

The 403(b) and Flexible Spending Account deductions must be entered by HR for transfers. The Business Manager or Administrator must notify HR when the new record has been created so that HR can add the:

- 403(b) deduction (please do not contact Prudential)
- Flexible Spending Account deduction and limit (if applicable)

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