Business Manager Formation Day Video Archive

Business · https://missionsupport.archden.org/knowledgebase/business-manager-formation-day-video-archive/

2026

November – Videos

- Real Estate Annual Property Tax Exemption Filing – Tiffany Franc
- Risk Management and Cyber Incident Reporting – Tom May
- i9s and Conduct information and Year Training – Jim Baker
- Bank Fraud and Cyber Security – Mario Elia

September – Videos

- New Claims Reporting System – Alely Holguin and Tom May
- Restricted Gifts – Chris Burtschi
- Freedom Tax Credit – Melissa Larkin
- Year End Reminders – Michele Buice
- Insurance Claims and The Construction Approval Process – David Wurzbach

Paylocity Day | August – Videos

- Antoinette Allen – New Employee Training Material | Paylocity Training 2026
- Antoinette Allen – Time and Labor | Paylocity Training 2026
- Antoinette Allen – Cleaning Up Your i9 Dashboard | Paylocity Training 2026
- Antoinette Allen – Processing Payroll | Paylocity Training 2026
- Andre Belout – Employee Maintenance | Paylocity Training 2026
- Antoinette Allen – Recruiting | Paylocity Training 2026
- Antoinette Allen – Onboarding | Paylocity Training 2026

- Antoinette Allen – AI Assistant and Help Resources | Paylocity Training 2026

May | Documents

- Restricted Gifts Worksheet
- Annual Report FY 2025
- OMAAP Slides BM Meeting – May 6, 2026
- Claim Reporting

May | Videos

- Jim Baker – Background Check Update 2026
- Michele Buice – Parish Finance | Annual Report 2026
- Michele Buice – Parish Finance | Budget Submission Reminders 2026
- Christopher Burtschi – Parish Finance | Fiscal Year End Closing in ParishSoft 2026
- Tyler Johnson – Parish Finance | Variance Analysis Roll Out 2026
- Jarrett Laraway – Real Estate Leases 2026
- Thomas May & Allely Holguin – Risk Management | Best Practices for Claim Reporting 2026

April | Documents

- 2026-2027 AoD Open Enrollment
- Claims Analysis & Loss Prevention Techniques
- Employers Council – ADA and Managing Disabilities

February | Documents

- Job Posting Best Practices 2026
- Interviewing Best Practices for BMs – February 2026

February | Videos

- Alely Holgin & Tom May – Risk Facilities Usage Agreement & Contractor Insurance Matrix
- Natasha Richter & Lea Hendrick – Job Posting & Recruitment in Paylocity
- Jim Baker – Apostolic Interview Do’s & Don’ts

- Jim Baker – HR Updates

January | Videos

- Tom May – Cybersecurity and Liability
- Jim Baker – Reference Checks
- Dan Rhoda – Paylocity Reports
- Finance Team – Lessons from Assessment Review

2025

March

- Recruiting with Paylocity
- Onboarding with Paylocity
- Employee Changes in Paylocity
- Time and Labor and Payroll

April

- Open Enrollment 2025
- Agency Checks
- OO GL Report
- Budgeting for 2026

May

- Paylocity Workflows and Benefits Info
- Payroll Updates and Reminders (Unit Pay)

August

- Paylocity Team, Andre – Paylocity User Account Management
- Paylocity Team – Paylocity Onboarding
- Paylocity Team, Stephane Remme – Paylocity Time and Labor

September

- Michele Buice – Handbook Updates
- Jim Baker – Wage Garnishments and CO Comps Order
- Tammy Brisbee – Budget Info and Annual Tasks
- Michele Buice – Priest Retirement Tax
- Jim Baker – Payroll Comparison Report
- Jim Baker – Workers Comp

November

- Tom May and Alely Holguin – Risk Management
- Chris Burtschi – Year End Info
- Alex Urban – Contract Guidelines
- Jim Baker – Various HR Updates
- Gale Mason – Priest Compensation and Benefits

2024

January

- Opening Prayer and Lay Pension Plan Update
- Safe Environment Form B-Compliance
- Mission Support Centers
- Personnel Files and Paycom Help Inquiries

February

- Catholic Cemetery & Funeral Services
- Due-In Due-Out
- Job Listing Requirements and General Announcements

March

- Benefits Changes
- Budget and Payroll Tools
- Budget Guidance

April

- Benefits Changes for AOD
- Check Fraud and Security

May

- Lincoln Financial
- End of Year Parish Finances and Internal Audit

June

- Mission Support Centers Updates
- Internal Audits Repeat Findings
- Important Priest Payroll and Paycom Updates
- Benefits Changes Updates

August

- Paylocity Move Updates and To-Do’s
- Workers Compensation: Overview
- Background Checks: Who, When, and How

September

- End of Year Reminders
- Parish Security
- Opening Prayer and Working Genius

November

- Safety & Security
- FLSA Review
- Paylocity Updates
- Flocknote Complete
- Benefits
- Closing Notes

2023

January 2023

- Knowledgebase
- Community Solar

February 2023

- Job Posting Requirements
- Lockton: Risk Management & Insurance Broker
- Catholic School Contract and At-Will Agreements

March 2023

- Budgeting
- Increasing Parish Revenue

April 2023

- Lockton Employee Benefits 2023-2024
- IT Support for Parishes

May 2023

- Donation Accounting Q&A

- Hiring Best Practices

June 2023

- Open Enrollment Follow-Up
- Shared Employees and The Wheel of Pension
- Expense Reduction Analysis
- Events, Raffles, Liquor License, and Bingo

September 2023

- September Meeting

November 2023

- Energy Efficiency Requirements
- Parish Finance

December 2023

- Understanding FAMLI Employee Benefits
- Handling Injury Claims
- Grant Applications

2022

August 2022

- Overview of Statement of Financial Position