

# Ever thought about retirement?





ARCHDIOCESE OF DENVER

# **Lay Employees' Money Purchase Pension Plan**

## **Administrative Guide**

**September 2021**

# Table of Contents

<u>Topic</u>	<u>Page No.</u>
Table of Contents	1
Plan Contacts	2
Introduction	4
Plan Provisions	5
Eligibility and Entering the Plan	18
<b><i>Paycom Personnel Action Forms (PAFs)</i></b>	25
Accounts and Investment Funds	31
Participant Account Access	37
Loans	44
<b><i>Paycom Loan Deduction Instructions</i></b>	51
Terminations and Distributions	57
Lay Pension Quarterly Report and Contributions	66
Paycom Lay Pension Quarterly Report Instructions	71
Paycom Payroll Register Report Instructions	74
Corrections	83
Part-Time Employees	85
Tax-Sheltered Annuity Program/403(b)	86
Guidelines for Employee Issues	93
Determining Independent Contractors	97
Tuition Program Issues	99
Free or Discounted Daycare and Scholarship Programs	100
Handling Moving Expenses and Mileage Reimbursements	101
Use of Timesheets	102
Appendix	104
Common Law Test	
Timesheet samples	107
References	108

# Plan Contacts

---

## ■ Office of People Support Administrative Contact

Archdiocese of Denver Management Corporation  
1300 South Steele Street, Denver, CO 80210

Edwin Rey  
Pension Plan Analyst  
Phone: 303 715 3240  
Fax: 303 715 2049  
[Edwin.Rey@archden.org](mailto:Edwin.Rey@archden.org)

## ■ Advisory Committee

Ms. Beth Link  
Ms. Teri Vasicek  
Rev. James Crisman  
Ms. Kathleen Marvin

Mr. Keith Parsons  
Ms. Susan Benke  
Ms. Barbara Anglada



# Plan Contacts

---

- **Trustee, Custodian, and Record keeper**

Principal Financial Group  
711 High St.  
Des Moines, IA 50392

- **Relationship Manager**

Michelle Hallett, Relationship Manager

**Account Administration**

Nicole Watters  
Client Account Manager  
Phone: 651 205 7743  
[watters.nicole@principal.com](mailto:watters.nicole@principal.com)

- **Plan Consultant**

Mercer - Sherry Larsen  
1225 17th Street, Suite 1300  
Denver, CO 80202  
Phone: 303 376 0800  
Fax: 303 376 008

- **Auditor**

Kundinger, Corder & Engle, P.C.  
475 Lincoln St. Suite 200  
Denver, CO 80203

# Introduction

---

- The Archdiocese of Denver and its related ecclesiastical organizations (parishes/schools/entities) sponsor a money purchase pension plan for full-time lay employees.

- The Lay Plan is a defined contribution plan covering all full-time lay employees of the Plan's participating eligible employers, including members of the permanent diaconate and non-canonical religious employees.

- Such employees regularly work thirty hours or more a week or, if a teacher or school employee, regularly works thirty or more hours per week for the academic year. Participation begins on the first day of full-time employment.

- The Plan is intended to qualify as a "church plan" as defined in Internal Revenue Code Section 414(e).

# Introduction

---

- This Administrative Guide outlines responsibilities and procedures for plan administration.
- The Office of People Support (HR) at the Archdiocese of Denver Management Corporation (AODMC), the trustee, the record keeper, the consultant, and you, the Business Manager, have specific tasks in the operation of the plan.
- New situations arise constantly, so the procedures outlined here will not accommodate every situation that may come up.
- As new procedures emerge, the Guide will be revised.

# Introduction

## Plan Basics:

- Full-time lay employees automatically participate.
  - Employees regularly scheduled to work 30 hours or more per week are considered full-time employees. Neither the parish nor the employee can waive this program if the requirement is met.
- The Archdiocese and its related ecclesiastical organizations pay the administrative costs of the Plan.
- **Investments.** The participants choose how to invest the contributions from their employer. The participants select what percentage and in which funds to invest.
  - The default fund for those participants who do not make formal elections is the Vanguard Target Retirement Funds based on the participant's year of retirement at age 65. The Vanguard Target Retirement Funds are automatically rebalanced.
- **Tax-deferred growth.** The participant does not pay taxes on these contributions or earnings until they take their vested balance from the plan.

# Plan Provisions

- **Effective date:** July 1, 1989 (plan year July 1 through June 30), with amendments and restatements on July 1, 1993; July 1, 1998; July 1, 2000; July 1, 2008; July 1, 2013; and June 29, 2017.
- **Valuation Dates:** Each business day of the plan year.

- Statements are prepared quarterly and are available by logging in to your account at [principal.com](http://principal.com). You have the right to receive paper statements, free of charge, which you can elect that preference under your account, or by calling 800.547.7754.

- Contributions, terminations, and distributions are handled and reported to the trustee every quarter (one quarter in arrears).

# Plan Provisions

## Eligibility:

- Lay employees regularly scheduled to work 30 hours or more per week are eligible to participate.
- Full-time lay employees participate immediately at hire

## Lay employees include:

- non-religious employees;
  - teachers under contract or letter agreement, or other school employees, regularly scheduled to work at least 30 hours or more per week during the academic year;
  - Such members of the permanent diaconate and non-canonical religious employees (for example, Brothers who belong to an order that is not recognized by the Holy See).
- 
- Eligible employees may not waive participation in the plan.

# Plan Provisions

**Excluded Employees:** Generally, employees who are not eligible to participate in the Plan include:

- part-time employees (regularly scheduled to work less than 30 hours per week);
- religious employees (except as described on the previous page);
- Alternate employees, temporary, substitute, seasonal, event workers, as needed, and on call employees;
- non-contracted teachers and alternate/substitute teachers;
- project workers with specific hire and termination dates. For example: If contracted for a capital campaign project that will last under three years, the employee can be excluded.
- In addition, leased employees and independent contractors (or employees of independent contractors) are not eligible to participate in the Lay Plan.

Paycom timesheets are required to keep track of employee hours and to verify the status of employees as part-time or full-time.

# Plan Provisions

## ■ Compensation:

- Total cash remuneration paid in a Plan Year, including overtime, commissions paid to salesmen, commissions on insurance premiums, tips, elective contributions under IRS 125 (before-tax premiums and spending account contributions), 403(b) (tax-deferred contributions), 132(f) (transportation fringe benefits) and bonuses paid on or after 7/1/2009, but still excluding bonuses paid prior to 7/1/2009, payments made on the Form 1099-MISC, and disability or other payments made by a third party administrator (such as workers' compensation payments.)
  - Compensation includes compensation paid by the related entity to an employee through another person under the IRC common paymaster provisions, but excludes amounts which receive special tax benefits, such as non-taxable premiums for group term life insurance and non-elective 403(b) employer contributions.
  - Plan compensation is generally tested every 3 years.
  - Top heavy and Section 415 limits are also monitored.

Stipends paid to lay employees should be paid through payroll, unless there is proof that the person has liability and workers' compensation insurance and meets the IRS definition of an independent contractor.

Severance pay that is paid within the current plan year is eligible for a contribution. If the severance pay crosses plan years, only the severance paid within the plan year is eligible for a contribution; the crossover severance pay is not eligible.

Plan Year – July 1 through June 30



# Plan Provisions

## Archdiocese of Denver Lay Employees' Money Purchase Pension Plan

Compensation Analysis based on Committee's approval at the June 2005 Advisory Committee meeting.

	Pay Included	Pay Excluded
<b>A. <u>Assuming employee is FT at another location</u></b>		
1 substitute teacher		X
2 seasonal		X
3 temporary		X
4 teachers without contract		X
5 other substitute		X
6 part time	X	
<b>B. <u>Assuming employee is FT at same location</u></b>		
1 substitute teacher		X
2 seasonal	X	
3 temporary		X
4 teachers without contract		X
5 other substitute		X
6 part time	X	
<b>C. <u>Assuming employee is PT at another location</u></b>		
1 substitute teacher		X
2 seasonal		X
3 temporary		X
4 teachers without contract		X
5 other substitute		X
6 part time	if work at least 30 hours total at both locations	if work less than 30 hours total at both locations
<b>D. <u>Assuming employee is PT at same location</u></b>		
1 substitute teacher		X
2 seasonal		X
3 temporary		X
4 teachers without contract		X
5 other substitute		X

### Other Considerations

- Classification of jobs:  
A part-time position is a job regularly scheduled less than 30 hours per week. Occasional weeks over 30 hours does not constitute a full-time position.  
A seasonal position is a position lasting for a season, such as a coaching position (summer, winter, sports season).  
A temporary position is a position with a starting and ending date and usually lasting less than 5 months.  
Project workers are similar to temporary positions except the job lasts more than 5 months.
- As in the past, a part-time employee also working a seasonal position at the same location for a total of more than 30 hours is not eligible to participate in the plan.
- On-call employees are considered "other substitutes" and are excluded from the plan.
- A replacement employee working during another employee's leave of absence is considered a temporary employee.

"Excluded Employee" means any employee who is ineligible to participate in the Plan under Section 2.01. Religious employees (except as noted in Section 1.10), teachers not under contract, substitute teachers, project workers with specific hire and termination dates, seasonal employees, and temporary employees are Excluded Employees.

Handling of pay for an Excluded Employee (as approved by the Committee: For full-time employees, exclude all pay due to the Excluded Employee position, except when a seasonal employee is at the same location.)

# Plan Provisions

## Contributions:

Employer Contributions only. Employee contributions are not permitted.

Only pre-tax rollover contributions are permitted.

Rollovers are always 100% vested.

## Employer contributions:

For full-time employees, 6% of each participant's eligible quarterly compensation.

Employees who are on paid leave of absence will continue to receive contributions for up to 14 months after the leave of absence starts.

Employees who change from full-time to part-time will not receive contributions for pay received for the period of part-time employment.

Special rules apply for participants who leave employment to serve in the U.S. armed forces and later return to employment.

Contact Edwin if a participant goes on Military leave.

# Plan Provisions

## Vesting for the employer contribution account:

<u>Years of Service:</u>	<u>Vesting Percentage:</u>
Less than 3	0%
3 years	33%
4 years	67%
5 or more years	100%

- 100% vesting will be applied for death, total disability, and age 65 while employed at an entity.
- Vesting service is calculated on an elapsed time basis from the employee's date of full-time employment, adjusted for breaks in service – **partial years are excluded.**
- A year of service is a 365-day period of employment as an Eligible Employee, beginning with the first day of full-time employment and ending on severance from service date.
- Teachers under contract or school employee who works the full academic year, will receive credit for one year of service for the academic year.
- The Office of People Support (HR) will maintain vesting service based on payroll data in Paycom and Personnel Action Forms (PAF).

# Plan Provisions

- **Years of service for vesting (no partial years are used in this calculation):**

**Non-school employees:** One year of service for each 365-day period beginning on the participant's hire date (no partial years).

- *Example: A parish employee* works from May 1, 2017 to July 1, 2021. He will receive 4 years of vesting service and will be 67% vested.

## **Contracted Teachers:**

**If a teacher completes** the academic year, he will receive one year of vesting service, even if he does not renew his contract at the end of the school year. A teacher who does not complete the academic year will not receive a full year of vesting service.

- *Example #1:* A teacher works the full academic year from August 15, 2020, through June 11, 2021. He completes the academic year and will receive one year of vesting service.
- *Example #2:* A teacher works part of the academic year, from August 15, 2020, through May 1, 2021. He does not complete the academic year and will not receive a year of vesting service.

# Plan Provisions

## Non-Contracted School Employees:

- If non-contracted school employees (maintenance, secretaries, etc.) complete the academic year, they will receive one year of vesting service. A non-contracted school employee who does not complete an academic year will not receive a year of vesting service.
- You will be responsible for informing the Plan if a non-contracted school employee works a 365-day period or just for the academic year to assist us with vesting service calculations since partial academic years will not count toward their vesting service.



Important  
Information

**Please notify Edwin if the last day of the academic year at your school is different from the other schools in the Archdiocese.**

- The employee must work through that date to receive a year of service.
- If the employee leaves prior to that date, he does not receive a year of services.
- Paycom allows for the designation of “School” or “Non-School” in the Employee Type field in Labor Allocation to help maintain accurate vesting calculations. Please use the codes appropriately.

# Plan Provisions

## Leaves of absence:

- Employees who are on a leave of absence (with or without pay) continue to earn vesting service for up to 14 months after the leave of absence starts.
  - Those on a paid leave of absence will continue to receive contributions.
- Employees who are on military leave continue to earn vesting service to the extent required by federal law.

## Status Changes for Excluded employees:

- If a participant becomes an excluded employee by switching from full-time status to part-time status (under 30 hours per week), the part-time employment will count for vesting service.

However, for ALTERNATE employees (substitutes, temporary, seasonal, or event employees), the service does not count. Remember to update Paycom on status changes to ALTERNATE employees using the Paycom PAFs.

- If an excluded employee becomes eligible, vesting service will begin on the day the employee is a full-time employee.

Example #1: An employee works on a full-time basis from July 1, 2016 through June 30, 2018. On July 1, 2018, the employee begins part-time employment. On July 1, 2020, the employee returns to full-time employment. On July 1, 2021, the employee has 5 years of service.

Example #2: An employee works on a part-time basis from July 1, 2017 through June 30, 2018. On July 1, 2018, the employee begins full-time employment. On July 1, 2020, the employee returns to part-time employment. On July 1, 2021, the employee has 3 years of service.

# Plan Provisions



Important  
Information

If a participant is rehired full-time or regular part-time within 7 years of his last severance from service and remains employed for at least 6 months, his prior service will count, and any forfeited, non-vested account balance will be restored.

**Example #1:** An employee terminates on June 30, 2015, with 3 years of vesting service. The employee is rehired on July 1, 2020. As of July 1, 2021, the employee has 4 years of vesting service and forfeiture restoration.

**Example #2:** An employee terminates on June 30, 2015, with 3 years of vesting service. The employee is rehired as **part-time** on July 1, 2019. As of July 1, 2021, the employee has 5 years of vesting service and forfeiture restoration.

# Eligibility and Entering the Plan



## Important Information

- Each related entity is responsible for determining newly eligible employees by submitting a completed Paycom PAF – New Hire
- Each related entity is responsible for notifying the Office of People Support (HR) of rehired employees by submitting a completed Paycom PAF – Re-hire.
- If an employee changed job status from part-time to full-time or full-time to part-time, remember to submit a Paycom PAF – DOL Status Change.

If an employee's situation is not clear, the related entity should confirm the employee's eligibility with the Office of People (HR).

Employees on military leave remain eligible and are not terminated.



# Eligibility and Entering the Plan

- **Principal will input all participant data into their recordkeeping system and establish an account.**



**Important  
Information**

Once the account is established, the new participant will need to go online to [Principal.com/welcome](https://Principal.com/welcome) and set up online access to their lay plan account and set up beneficiary designation, and review/change investment allocation if necessary.

- Each new full-time employee should receive an employment package from the Business Manager (BM) that includes a Summary Plan Description (SPD) and the Principal Enrollment materials.

- To help participant make informed investment choices and for more information about the investment options available, including investment objectives, performance and fees, please visit [principal.com](https://principal.com).
- To access the account by phone, call 1-800-547-7754. The Participant Contact Center is available Monday through Friday from 7 a.m. to 9 p.m. CT (Central Time), except major U.S. holidays

# Eligibility and Entering the Plan

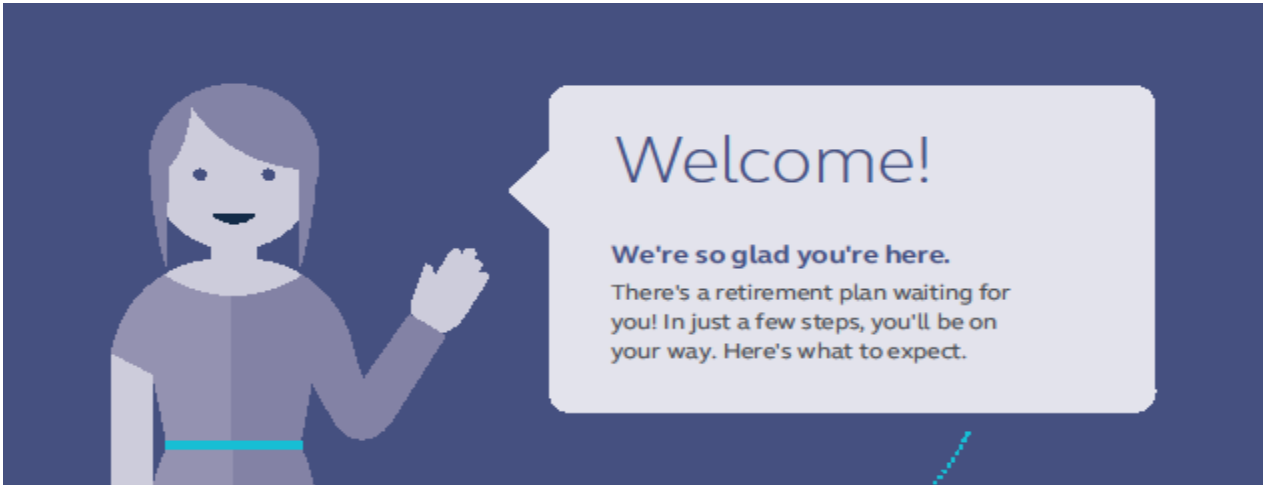


Important  
Information

- New hire full-time employees must set up their login access to the Principal participant website and set up their beneficiary designation and contribution investment allocation.

# Eligibility and Entering the Plan

## Principal Enrollment kit



### Get your account set up

Visit [principal.com/Welcome](https://principal.com/Welcome) or complete the enclosed forms to get started.

**Begin by:**

- Setting security preferences
- Reading important plan notices



### Review your contribution

Log in and take a look at how your organization's contributions work.



### Check out the plan's investments

Each one is different and you can choose based on your goals and how you feel about risk. You can also pick from the plan's investment options later. But by picking it later, you understand that until you make a new investment selection, you're directing contributions to the plan's default.\*

For a full listing, refer to the **Investment Option Summary**.



\*The plan's participant level default is: Vanguard Inst Target Retirement. See Investment Option Summary for important information. If the default is a target date fund series, the applicable target date fund will be based on the plan's normal retirement date.

# Eligibility and Entering the Plan

## Keep going!

You've got this and we've got your back when it comes to educational resources.

Visit [principal.com/Welcome](https://principal.com/Welcome) to learn more.



### See your retirement savings in one place

We'll help you roll eligible outside retirement savings into your retirement account.



### Designate a beneficiary

Don't leave the decision up to someone else if something happens to you before retirement. Always designate a beneficiary to ensure the money in your account goes to a loved one.



### Keep in touch

Staying in the know when it comes to retirement planning is a pretty good idea. We'll send you educational information about what's important to you.



# Eligibility and Entering the Plan

## Accessing Your Lay Plan Account

### Helping you manage your retirement goals

With 24/7 account access



Planning for retirement doesn't have to be complicated. Set up your account to stay on track with your retirement savings goals. And since your life is busy enough, we've made getting to your information simple and convenient. Use these resources to access your account when and how you want.

#### Online

##### First-time users

Go to [principal.com/Welcome](https://principal.com/Welcome)

- › Select **Get Started**
- › Enter your first name, last name, date of birth, mobile phone number (this is the quickest way to verify your identity), and your ID number (this is either your Social Security number or a specific ID provided by your employer) or ZIP code
- › Agree to do business electronically and click **Continue**
- › If you don't provide your mobile phone number, you'll need to answer a few personal questions as an alternative way to confirm it's really you
- › Create a **unique username**, set a secure **password** and add your **email address**
- › Select and answer **three security questions** to use if you need to call us
- › You now have access to your online account, and you'll get a confirmation email within a few minutes
- › The first time you log in, you'll need to choose where we send you **verification codes** (text message, voice call, or authentication app) and how often you want to use them

##### Ongoing account access

Go to [principal.com](https://principal.com)

- › Click **Log In**
- › Enter your **username** and **password** (click **Forgot Username** or **Forgot Password** if you need to reset) and click **Log In**
- › If you're logging in from a new device, resetting your username or password, or you've opted to use verification codes every time you log in, you'll receive a security code via text message, voice call, or authentication app
- › Enter the security code and click **Verify**



#### Questions?

Having trouble setting up your login? Give us a call at **800-986-3343**.

#### Stay up to date!

Keeping your email address current helps you stay in the know with communications tailored to you.

- › Click on the **Retirement Plan** link of the account you want to access. Use the tabs at the top of the page to navigate the website.

# Eligibility and Entering the Plan

<p><b>Available options include:</b></p> <p>Not all options are available for certain plans. Check with your human resources contact to find out what is available.</p>	<p><b>Your account</b></p> <ul style="list-style-type: none"> <li>› Plan info &amp; forms</li> <li>› Statements</li> <li>› Contributions</li> <li>› Investments</li> <li>› Loans &amp; withdrawals</li> <li>› Rollovers</li> <li>› Retirement</li> <li>Wellness Planner</li> </ul>	<p><b>Education Hub</b></p> <ul style="list-style-type: none"> <li>› Overview</li> <li>› My Virtual Coach</li> <li>› Monthly webinars</li> <li>› Retirement planning</li> <li>› Managing money</li> <li>› Life event planning</li> <li>› Calculators &amp; tools</li> </ul>
---	--	---

**Mobile**

Check your account balance and rate of return on the go.

› **Principal® App**— Available for iPhone® and Android™\* › Text message › Email

**Phone**

<p><b>First-time users</b></p> <p>Call <b>800-547-7754</b></p> <ul style="list-style-type: none"> <li>› Enter your <b>Social Security number</b> when prompted</li> <li>› Listen to the menu and select an option</li> <li>› When prompted, establish your <b>personal identification number (PIN)</b> using your <b>Account/Contract Number</b></li> </ul>	<p><b>Ongoing account access</b></p> <p>Call <b>800-547-7754</b></p> <ul style="list-style-type: none"> <li>› Enter your <b>Social Security number</b> when prompted</li> <li>› Listen to the menu and select an option</li> <li>› If prompted, enter your <b>(PIN)</b> <i>(Note: Some options do not require you to enter your PIN.)</i></li> </ul>
---	--

<p><b>Follow the prompts to:</b></p> <p><i>(Not all options are available for certain plans. Check with your human resources contact to find out what is available.)</i></p>	<ul style="list-style-type: none"> <li>› Check your account balance</li> <li>› Check investment performance</li> <li>› Request or review loan information</li> <li>› Review investment options</li> <li>› Manage your rollover funds</li> </ul>	<ul style="list-style-type: none"> <li>› Transfer retirement funds between available investment options</li> <li>› Hear information regarding an expected Form 1099-R</li> </ul>
--	---	--

\* The mobile application offered by Principal® to view account information is currently supported on iPhone® (operating systems 11.0 or higher) and Android™ (operating systems 6.0 or higher).



[principal.com](http://principal.com)

Apple and iPhone are registered trademarks of Apple Inc. Android is a trademark of Google Inc. Use of this trademark is subject to Google Permissions.

Insurance products and plan administrative services provided through Principal Life Insurance Co., a member of the Principal Financial Group®, Des Moines, Iowa 50399.

PT383R-14 | 11/2019 | 1004575-112019 | © 2019 Principal Financial Services, Inc.



# Paycom Personnel Action Form (PAF)

- Please do not make manual changes in Paycom. To streamline the employee change process and ensure all necessary payroll changes occur, including benefits, you should submit PAFs in Paycom. These will be commonly used for new hires, terminations, rehires, department changes, leave of absence, DOL status, and full-time/part-time status change.

1. To submit a PAF in Paycom go to the Talent Management Section and click on Personnel Action Forms.

Talent Management



■ Paycom Learning

■ Performance and Compensation Management

■ Personnel Action Forms

2. To create a new form, click on Create Personnel Action Form Transactions.



Personnel Action Form Transactions

**Create Personnel Action Form Transactions**

Create Personnel Action Form Transaction(s) For Employee(s)

**Personnel Action Form Dashboard**

Pending PAF Transaction(s) Requiring Action

# Paycom Personnel Action Form (PAF)

3. Next, click on the employee's name you wish to submit a transaction for.



A screenshot of a search results table. At the top, there is a search input field containing the text "doo, scooby" with a clear button (X) to its right. Below the search field is a table with two columns: "Select" and "Employee Name". The "Select" column contains a small square icon. The "Employee Name" column contains the text "DOO, SCOOBY (ZZZZ)". The entire row is highlighted in yellow. Below the table, it says "Showing 1 to 1 of 1 entries".

4. Next, choose the type of form that you are going to submit. In the first dropdown you will choose Parish Change Form. Then the PAF Reason field will give you a variety of choices to pick from depending on what you need to select. I will choose termination in this example.



A screenshot of two dropdown menus. The first dropdown is labeled "Select a PAF action type for your employee" with a red asterisk. The selected option is "Parish Change Form". The second dropdown is labeled "PAF Reason" with a red asterisk. The selected option is "Termination".



# Paycom Personnel Action Form (PAF)

5. You will fill in an effective date, and then enter in any required information on the screen. Everything on the left in the “From” column is showing the employee’s current information. Everything on the right in the “To” column is showing what you would be changing the information to when completing this PAF. You would just fill in the necessary information that needs updating based the termination in this example.

Effective Date *	00/00/0000 (**Any payroll processed on or after this date will include these changes)	
Employee Status *	From ACTIVE	To TERMINATED ▼
Termination Type	From Voluntary	To (none) ▼
Termination Reason	From	To
ESS Access Profile *	From Active	To Terminated ▼

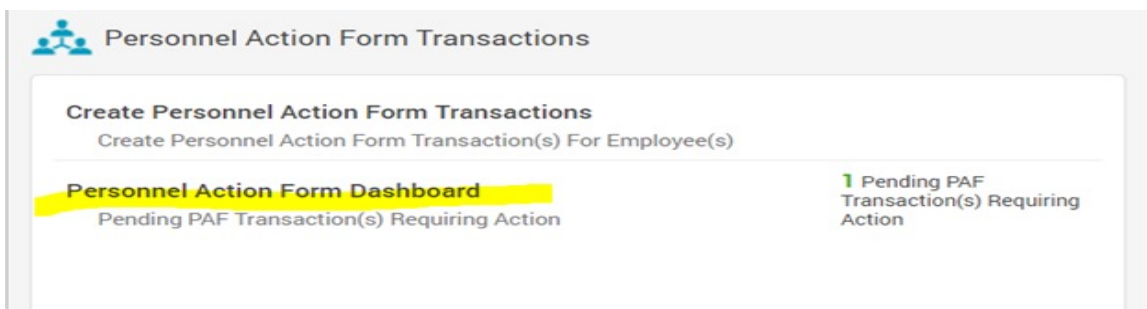
# Paycom Personnel Action Form (PAF)

6. Once you have reached the end of the PAF and provided all required information you can click on Submit and Approve. As a business manager this will actually submit the PAF to yourself for review. You can enter notes in the comment boxes or attach any supporting documentation to indicate that your Pastor has approved the form as well if needed.



The screenshot shows the final step of the PAF submission process. It includes a 'Comments' section with a text input field, an 'Upload Supporting Documentation' section with a 'Browse...' button, a 'Cancel' button, and a 'Submit and Email' button with a dropdown arrow. A red arrow points to the 'Submit and Email' button.

7. Once you have submitted the form, the screen will take you back to the list of your employees and give you the option to submit another form if you need to. If not, you can go back to the PAF menu and go to the PAF dashboard to review and approve the form.



The screenshot shows the 'Personnel Action Form Transactions' dashboard. It features a 'Create Personnel Action Form Transactions' section with the text 'Create Personnel Action Form Transaction(s) For Employee(s)'. Below this, there is a 'Personnel Action Form Dashboard' section with the text 'Pending PAF Transaction(s) Requiring Action'. On the right side, there is a notification: '1 Pending PAF Transaction(s) Requiring Action'.

# Paycom Personnel Action Form (PAF)

8. You can click on Actions > View to review the form.

Open Transactions 1 Final Approved

Search [ ] Previous 1 Next [ ] 25

Select All	Employee Name	Current Department	Created Date	Requested By	Last Modified By	Last Action Date	Personnel Action Type	Effective Date	PAF Status	Waiting On	View
<input type="checkbox"/>	DOQ, SCOOBY (ZZZZ)	120 Youth	04/29/2019	TRAINING TRAINING	TRAINING TRAINING	04/29/2019	Parish Change Form	04/29/2019	Final Approval	TRAINING TRAINING	Actions

Showing 1 to 1 of 1 entries

Previous 1 Next

- View
- Send Reminder
- Change Approver
- View Workflow

9. When viewing the form, you will see the effective date listed on the left-hand side. Once you approve the form, all changes (listed on the right) will automatically update the employee's profile on the effective date.

## Employee Information

Description	Information	Description	Current	Proposed
Employee Name	DOQ, SCOOBY	Employee Status	ACTIVE	TERMINATED
Hire-Date	11/13/2018 0 Years 5 Months 16 days	Termination Type		No Change
Effective-Date	04/29/2019	Termination Reason		No Change
Comments		ESS Access Profile	Active	Terminated
PAF Action Type	Parish Change Form	Checklist(s)	New Hire Onboarding Parish	No Change
PAF Reason	Termination	Last Paycheck		No Change
		Last Day Worked		No Change
		Benefits Thru		No Change

# Paycom Personnel Action Form (PAF)

**10.** To approve the form, just scroll down on the page a bit more and click on Final Approve and Send to Payroll. This will update the employee’s record on the effective date with all changes submitted through the PAF. It will also send an email notification out to the business manager and pastor letting them know of the changes that have been finalized in Paycom.

The screenshot shows the 'Supporting Documentation' section of the Paycom PAF. It includes a 'No Document Uploaded' status, an 'Upload Additional Documentation' button with a 'Choose File' button and 'No file chosen' text, a 'Send Back to TRAINING TRAINING (Requestor)' dropdown menu with 'Send Back (Requestor)' selected, and a 'Send Back Notes' text area. On the right side, there is a 'Final Approve and Send to Payroll' button highlighted in yellow, and an 'Approval Notes' text area below it.

# Accounts and Investment Funds

## ■ Investment funds:

- Wells Fargo Treasury Plus Money Market Fund (Instl)/Allspring Treasury Plus Money Market Instl. Fund.
- Wells Fargo Stable Return N Fund
- PIMCO Total Return ESG Fund (Instl)
- Wells Fargo/Black Rock Bond Index CIT (N)
- Vanguard Target Retirement Income Instl
- Vanguard Target Retirement 2015 Instl
- Vanguard Target Retirement 2020 Instl
- Vanguard Target Retirement 2025 Instl
- Vanguard Target Retirement 2030 Instl
- Vanguard Target Retirement 2035 Instl
- Vanguard Target Retirement 2040 Instl
- Vanguard Target Retirement 2045 Instl
- Vanguard Target Retirement 2050 Instl
- Vanguard Target Retirement 2055 Instl
- Vanguard Target Retirement 2060 Instl
- Vanguard Target Retirement 2065 Instl
- Dodge & Cox Stock Fund
- Wells Fargo/Black Rock S&P 500 Index Fund CIT (N)
- Loomis Sayles Growth N Fund
- Fidelity Low Priced Stock K Fund
- DFA US Social Core Equity 2 Fund
- Wells Fargo/Black Rock Russell 2000 Index CIT (N)
- Boston Trust Walden Small Cap Fund
- DFA International Social Core Equity Inst
- Wells Fargo/Black Rock International Equity Index CIT Fund (N)
- American Funds EuroPacific Growth Fund (R6)

The Default fund for those participants who do not make formal elections is the Vanguard Target Retirement Funds based on the participant's year of retirement at age 65.

The Vanguard Target Retirement Funds are automatically rebalanced.

# Accounts and Investment Funds

- Separate administrative accounts are also maintained for forfeitures/expenses and loans.
  
- Participant accounts maintained:
  - One account per participant
    - Two money sources within that account:
      - Rollover** – Only pre-tax contributions can be rolled into the plan. The plan will not accept rollover contributions of after-tax employee contributions. (always 100% vested)
      - Employer Contribution Account** – current account contributions (the ongoing 6% contributions – vested per the current vesting schedule)
  
- All funds use daily accounting.
  - The values are determined daily by multiplying the units in each account by the daily price (NAV) of the mutual fund as determined each day by the account manager.
    - NAV means “net asset value.”
  - All investments are mutual funds.
  - Earnings and losses are determined daily using the price of the mutual fund as determined each day by the fund manager
  - Dividends will be applied as received from fund managers and will be reinvested on a pro-rata basis.

# Accounts and Investment Funds

- Elections apply to current balances, future contributions, or both.
  - Elections must be made in 1% increments if percentages are used.
  - Fund transfers and investment changes may be made any day by calling the Retirement Service Center at 800 547 7754 or by accessing the web page at [www.principal.com](http://www.principal.com)
  
- Investment transfers received before 2:00 p.m. Denver time each day are posted to each participant's account that day.
  
- Confirmation statements for investment election changes to a fund that is new to the participant's investment array triggers a prospectus mailing to the participant's address of record.
  - Upon participant request, prospectuses can be emailed.
  
- **Please do not give out investment advice! Have your participant call the Retirement Service Center for assistance with the new Retirement Investment Advice through Principal.**

# Accounts and Investment Funds

## ■ Investments Fund Redemption Fees

- Fee information will appear in the fund prospectuses.
  - Many mutual fund companies have implemented redemption fees to curb market timing and frequent trading abuses. A current list of affected funds is posted on the Principal Retirement Plan website. The fund prospectuses also disclose any applicable redemption fees.
- Additionally, some mutual fund companies have implemented purchase-blocking policies that restrict transfers for a specified period of time following previously executed transfers out of the fund. For example, the American Funds Euro Pacific Growth Fund has imposed such a policy. If a transfer out of \$5,000 or more is initiated, transfers back in can be blocked for 30 days.
- Below is a sample of a fund transfer warning a participant may receive when changing investment elections.

---

### TRANSFER LIMITATION WARNING

The DODGE & COX STOCK FUND, limits transfer activity to 1 round-trip transfers within a 90-day period.

According to rules set by the mutual fund, if you transfer \$5000.00 or more OUT of WF ADVANTAGE SMALL CAP VALUE-A, you are prohibited from transferring \$5000.00 or more INTO WF ADVANTAGE SMALL CAP VALUE-A for 30 Calendar days. Please note that requested transfer amounts are subject to market fluctuations, which can cause a difference between the projected transaction and the completed transaction. Please read the fund prospectus for more information about the fund and fund's restriction.

According to rules set by the mutual fund, if you transfer \$5000.00 or more OUT of AMERICAN FUNDS EUROPACIFIC, you are prohibited from transferring \$5000.00 or more INTO AMERICAN FUNDS EUROPACIFIC for 30 Calendar days. Please note that requested transfer amounts are subject to market fluctuations, which can cause a difference between the projected transaction and the completed transaction. Please read the fund prospectus for more information about the fund and fund's restriction.

---

Confirm

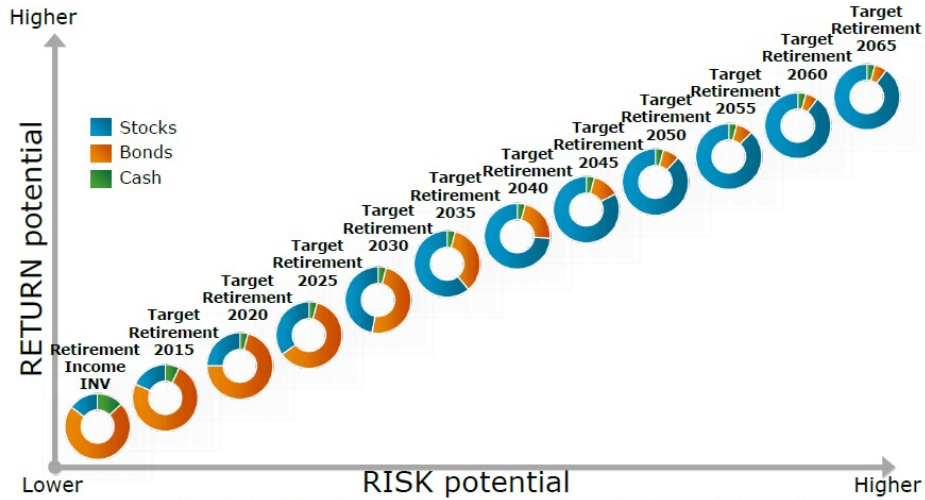
Edit

Cancel



# Current Fund Overview

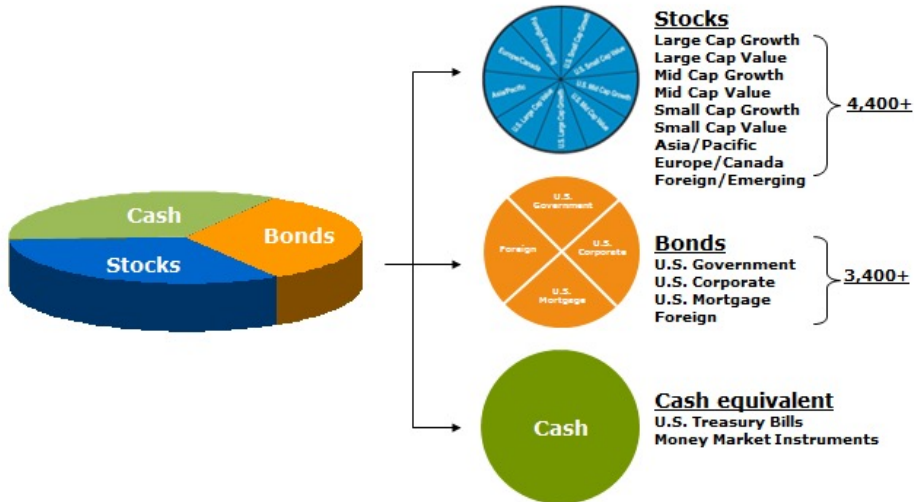
## Vanguard Target Date Funds



The charts shown above illustrate the relative differences in the Target Date Funds' asset allocations. As the pie charts indicate, there is a decreasing holding of stocks, and an increasing holding of bonds and cash as funds approach their retirement date. Actual allocations of the Vanguard Target Date Funds will change over time. For current fund allocations, please go to [vanguard.com](http://vanguard.com) and select "Retirement Plan Participants Investments in retirement plans":

NOT FDIC INSURED • NO BANK GUARANTEE • MAY LOSE VALUE

## Target Date Fund Composition



Index Notes:  
 All international holdings are unhedged to currency exposures; foreign bond holdings are composed solely of sovereign debt securities.  
 Bond components are linked to corresponding Barclays Capital indices.  
 Underlying index components (large-cap growth, large-cap value, etc.) are cap-weighted, float-adjusted indices.  
 Number of holdings referenced is an estimate based on the current methodology being employed by the manager for the underlying  
 Dow Jones Target Date Index equity and bond portfolios, State Street Global Advisors (SSgA).

# DFA US Social Core Equity 2 Portfolio (USD)

Release date 03-31-2021

Page 5 of 41

## DFA US Social Core Equity 2 Portfolio (USD)

Morningstar Quantitative Rating™  
**2★**  
 02-28-2021

Overall Morningstar Rating™  
**★★**  
 1,225 US Fund Large Blend

Standard Index  
 S&P 500 TR USD

Category Index  
 Russell 1000 TR USD

Morningstar Cat  
 US Fund Large Blend

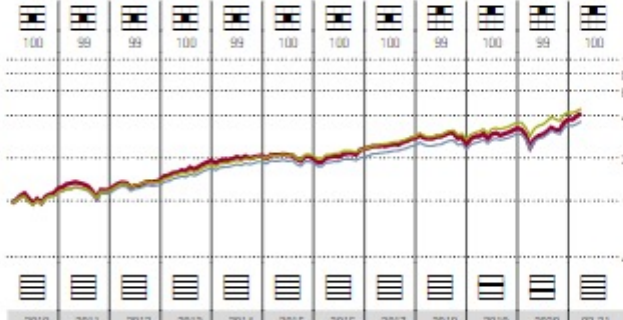
Performance 03-31-2021					
Quarterly Returns	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total %
2019	13.99	3.98	0.79	8.99	30.21
2020	-26.41	23.06	7.63	18.74	15.73
2021	10.38	—	—	—	10.38

Trailing Returns	1 Yr	3 Yr	5 Yr	10 Yr	Incept
Load-adj Mthly	73.60	14.81	15.57	12.08	8.68
Std 03-31-2021	73.60	—	15.57	12.08	8.68
Total Return	73.60	14.81	15.57	12.08	8.68
+/- Std Index	17.25	-1.97	-0.72	-1.83	—
+/- Cat Index	13.01	-2.50	-1.09	-1.89	—

% Rank Cat	4	60	43	69	—
No. in Cat	1351	1225	1068	809	—



**Investment Style**  
 Equity  
 Stocks %

**Growth of \$10,000**

DFA US Social Core Equity 2 Portfolio: 41,510  
 Category Average: 38,395  
 Standard Index: 44,835

**Performance Quartile**  
 (within category)

**History**

Year	NAV/Price	Total Return %	+/- Standard Index	+/- Category Index	% Rank Cat	No. of Funds in Cat
2010	8.62	22.40	7.42	6.30	—	—
2011	8.28	-2.64	-4.75	-4.14	—	—
2012	9.47	17.50	1.50	1.08	—	—
2013	12.57	37.06	4.69	3.97	—	—
2014	13.12	8.00	-5.69	-5.24	—	—
2015	12.10	-4.64	-6.02	-5.56	—	—
2016	13.09	17.78	5.02	5.73	—	—
2017	16.08	18.90	-2.85	-2.70	—	—
2018	14.05	-9.98	-5.60	-5.20	46	1387
2019	17.63	30.21	-1.28	-1.22	55	1363
2020	20.11	15.73	-2.67	-5.23	—	1485
03-21	22.14	10.38	4.21	4.47	—	—

7-day Yield	Subsidized	Unsubsidized
30-day SEC Yield	—	—

**Performance Disclosure**  
 The Overall Morningstar Rating is based on risk-adjusted returns, derived from a weighted average of the three-, five-, and 10-year (if applicable) Morningstar metrics.  
 The performance data quoted represents past performance and does not guarantee future results. The investment return and principal value of an investment will fluctuate; thus an investor's shares, when sold or redeemed, may be worth more or less than their original cost.  
 Current performance may be lower or higher than return data quoted herein. For performance data current to the most recent month end, please call 888-576-1167 or visit [www.dimensional.com](http://www.dimensional.com).

### Fees and Expenses

Sales Charges	
Front-End Load %	NA
Deferred Load %	NA

Fund Expenses	
Management Fees %	0.19
12b1 Expense %	NA
Net Expense Ratio %	0.23
Gross Expense Ratio %	0.23

### Risk and Return Profile

	3 Yr	5 Yr	10 Yr
Morningstar Rating™	2★	3★	2★
Morningstar Risk	High	High	High
Morningstar Return	Avg	Avg	Avg

	3 Yr	5 Yr	10 Yr
Standard Deviation	21.93	17.74	16.20
Mean	14.81	15.57	12.08
Sharpe Ratio	0.68	0.84	0.75

MPT Statistics	Standard Index	Best Fit Index Russell 3000 TR USD
Alpha	-3.70	-3.46
Beta	1.17	1.12
R-Squared	96.53	97.90
12-Month Yield	—	—
Potential Cap Gains Exp	—	32.18%

### Portfolio Analysis 02-28-2021

Asset Allocation %	Net %	Long %	Short %	Share Chg since 01-2021	Share Amount	Holdings: 2,378 Total Stocks, 0 Total Fixed-Income, 13% Turnover Ratio	Net Assets %
Cash	0.24	0.24	0.00	—	—	—	—
US Stocks	98.26	98.26	0.00	—	562,057	Apple Inc	4.40
Non-US Stocks	1.48	1.48	0.00	—	250,844	Microsoft Corp	3.76
Bonds	0.00	0.00	0.00	—	13,072	Amazon.com Inc	2.61
Other/Not Clsd	0.02	0.02	0.00	—	111,255	JPMorgan Chase & Co	1.06
Total	100.00	100.00	0.00	—	54,770	Facebook Inc A	0.91

Equity Style	Portfolio Statistics	Port Avg	Rel Index	Rel Cat
P/E Ratio TTM	23.6	0.82	0.86	—
P/C Ratio TTM	12.8	0.75	0.78	—
P/B Ratio TTM	3.0	0.73	0.70	—
Geo Avg Mkt Cap \$mil	38405	0.22	0.15	—

Fixed-Income Style	Div Avg Maturity	Div Avg Duration	Div Avg Wtd Coupon	Div Avg Wtd Price
—	—	—	—	—

Credit Quality Breakdown	AAA	AA	A	BBB	BB	B	Below B	NR	Bond %
AAA	—	—	—	—	—	—	—	—	—
AA	—	—	—	—	—	—	—	—	—
A	—	—	—	—	—	—	—	—	—
BBB	—	—	—	—	—	—	—	—	—
BB	—	—	—	—	—	—	—	—	—
B	—	—	—	—	—	—	—	—	—
Below B	—	—	—	—	—	—	—	—	—
NR	—	—	—	—	—	—	—	—	—

Regional Exposure	Stocks %	Rel Std Index
Americas	98.7	1.00
Greater Europe	0.8	1.00
Greater Asia	0.4	2.08

Holdings	Share Amount	Net Assets %
Apple Inc	562,057	4.40
Microsoft Corp	250,844	3.76
Amazon.com Inc	13,072	2.61
JPMorgan Chase & Co	111,255	1.06
Facebook Inc A	54,770	0.91
Alphabet Inc Class C	6,429	0.84
Visa Inc Class A	61,541	0.84
Alphabet Inc A	6,087	0.79
Verizon Communications Inc	214,016	0.76
Mastercard Inc A	32,793	0.75
Intel Corp	189,953	0.74
Berkshire Hathaway Inc Class B	45,922	0.71
Comcast Corp Class A	202,879	0.69
PepsiCo Inc	62,829	0.52
Cisco Systems Inc	179,998	0.52

Sector Weightings	Stocks %	Rel Std Index
<b>Cyclical</b>	<b>36.7</b>	<b>1.18</b>
Basic Materials	4.1	1.74
Consumer Cyclical	14.0	1.15
Financial Services	18.2	1.28
Real Estate	0.4	0.15
<b>Sensitive</b>	<b>48.9</b>	<b>1.05</b>
Communication Services	8.3	0.76
Energy	3.3	1.16
Industrials	14.3	1.55
Technology	23.1	0.98
<b>Defensive</b>	<b>14.4</b>	<b>0.64</b>
Consumer Defensive	5.3	0.81
Healthcare	7.1	0.54
Utilities	1.9	0.72

Operations	Family:	Dimensional Fund Advisors	Base Currency:	USD	Purchase Constraints:	A
Manager:	Multiple		Ticker:	DFUEX	Incept:	10-01-2007
Tenure:	9.2 Years		ISIN:	US2332032984	Type:	MF
Objective:	Growth		Minimum Initial Purchase:	\$0	Total Assets:	\$1,652.51 mil

# Participant Account Access

- Plan participants have several ways to access their accounts, to make requests, or to change their investment elections.
  - The Retirement Service Center is available at 800 547 7754, Monday-Friday from 5 a.m. to 9 p.m. Denver Time.
  - The website is available at [www.principal.com](http://www.principal.com)

The image shows a login form on a website. At the top, it says "Log in to your account." Below this are two input fields: "Username" and "Password". The "Password" field has a small icon of an eye with a slash through it, indicating a toggle for password visibility. Below the input fields is a blue "Log In" button. Underneath the button are two links: "Forgot username" and "Forgot password". At the bottom of the form, there is a link that says "New user? Create an account".

- Through the Retirement Service Center, the participant can:
  - request a loan, check a loan balance or payoff loan;
  - request a distribution/withdrawal
  - change investment elections;
  - check his account balance and obtain investment information;
  - request a fund transfer (realign balances) by percentage or by dollar amount; or
  - request printed forms and information.

## ■ Overview tab

The screenshot shows the Principal Money Purchase Account Overview page. At the top is a blue navigation bar with the Principal logo, 'My Accounts', 'Help', 'My Profile', 'Messages', and a 'Log Out' button. Below the navigation bar is the page title 'Money Purchase Account' and a subtitle '- Archdiocese of Denver Lay Employees' Money Purchase Pension Plan'. A horizontal menu contains 'Overview', 'Contributions', 'Investments', 'Loans & Withdrawals', 'Rollovers', and 'Planning Resources'. The 'Overview' menu is open, showing options like 'Account Dashboard', 'Beneficiaries', 'Statements', 'Plan Fees', 'Account History', and 'Plan Information & Forms'. The main content area is divided into three sections: 1. 'Contributions to date' showing an employer contribution of \$576.92 and a total of \$576.92. 2. 'Your investment mix' showing a 100% investment in a single asset, represented by a teal donut chart. 3. 'MyVirtualCoach' with a video player and text: 'Deciding how much to contribute to your retirement account can be challenging. Let us help!'.

Principal® My Accounts ▾ Help My Profile Messages Log Out

### Money Purchase Account

- Archdiocese of Denver Lay Employees' Money Purchase Pension Plan

Overview ▾ Contributions ▾ Investments ▾ Loans & Withdrawals Rollovers Planning Resources ▾

- Account Dashboard
- Beneficiaries
- Statements
- Plan Fees
- Account History
- Plan Information & Forms

**Contributions to date**

Employer \$576.92

Not fully vested ⓘ

\$576.92

Contribution amounts may not be available for certain contribution sources.

[Detailed totals >](#)

**Your investment mix**

This shows how money under this account is invested.

100%

**MyVirtualCoach**

Deciding how much to contribute to your retirement account can be challenging. Let us help!

## ■ Overview



My Accounts ▾ Help

My Profile



Messages

Log Out

## Money Purchase Account

Archdiocese of Denver Lay Employees' Money Purchase Pension Plan

Overview ▾ Contributions ▾ Investments ▾ Loans & Withdrawals Rollovers Planning Resources ▾

## Beneficiaries

Tell us who should receive your retirement account benefits should you pass away. Review your designations from time to time, or when life changes happen, to make sure they still match your wishes.

[Add or Edit Beneficiaries](#)

### Current beneficiary designation

Primary ⓘ

None added yet

Contingent (Secondary) ⓘ

Must add a primary first

## MyVirtualCoach

Tell me more about beneficiaries

Choosing beneficiaries is important to make sure your wishes are carried out. Learn more about beneficiaries through [MyVirtualCoach](#).

### Prefer to mail a form?

Download paper form: [English](#) | [Spanish](#)

When completed, return to:

#### Mail

Principal Financial Group  
P.O. Box 9394  
Des Moines, IA 50306-9394

#### Fax

866-704-3481



## ■ Contribution Tab



My Accounts ▾ Help

My Profile



Messages

Log Out

## Money Purchase Account

Archdiocese of Denver Lay Employees' Money Purchase Pension Plan

Overview ▾ Contributions ▲ Investments ▾ Loans & Withdrawals Rollovers Planning Resources ▾

Contributions Summary

Manage Contributions

Contribution Totals By Source

Contributions

Your plan documents and organization's contributions. For more information, talk to your

### Contributions year to date

As of 06/03/2021

Employer \$576.92

Not fully vested ⓘ

\$576.92

Contribution amounts may not be available for certain contribution sources.

[Detailed totals >](#)

### Your investment mix

This shows how money under this account is invested.



### MyVirtualCoach



Deciding how much to contribute to your retirement account can be challenging. Let us help!

## ■ Investment Tab

The screenshot shows the Principal website interface for a Money Purchase Account. At the top, there is a navigation bar with the Principal logo, "My Accounts", "Help", "My Profile", a notification bell with a red "1", "Messages", and a "Log Out" button. Below the navigation bar, the page title is "Money Purchase Account" for the "Archdiocese of Denver Lay Employees' Money Purchase Pension Plan". A secondary navigation bar includes "Overview", "Contributions", "Investments", "Loans & Withdrawals", "Rollovers", and "Planning Resources". The "Investments" menu is open, showing options like "Investments Summary", "Change Investments", "Personalized Rate of Return", "Investment Details", "Contribution Details", "Investment Performance", "Retirement Income Options", and "Research". The main content area is divided into several sections: "How Your Current Account Balance" (with a date of June 03, 2021), "Your Investment Mix" (with a "View Investment Details" button), "Personalized Rate of Return" (0.5% since July 01, 2020), "Investment Gain/Loss" (\$2.81 since July 01, 2020), and "Balanced/Asset Allocation 100.00%". On the right side, there are three informational cards: "My Investment Information" (with "Investor Profile Quiz Results" and "Rebalance" options), "Target My Retirement" (with "Learn more" link), and "Staying calm when the market is not" (with "View all trending topics" link).

Principal® My Accounts ▾ Help My Profile 1 Messages Log Out

### Money Purchase Account

Archdiocese of Denver Lay Employees' Money Purchase Pension Plan

Overview ▾ Contributions ▾ Investments ▾ Loans & Withdrawals Rollovers Planning Resources ▾

How Your Current Account Balance June 03, 2021

✓ Current Investment

Future Contributions

#### Your Investment Mix

[View Investment Details](#)

0.5% **Personalized Rate of Return** since July 01, 2020

\$2.81 **Investment Gain/Loss** since July 01, 2020

Balanced/Asset Allocation 100.00%

#### My Investment Information

**Investor Profile Quiz Results** Quiz Not Completed - [Take Quiz](#)

**Rebalance** Value per investment selected can drift due to normal market fluctuations. [Rebalance Investments](#)

**Target My Retirement**® Personalized retirement planning advice, like how much to save, and where to invest your savings, when you should retire, and more! [Learn more](#)



**Staying calm when the market is not.** Review 3 tips for keeping your emotions in check and staying on track with your plan for retirement. [View all trending topics](#) >

# ■ Investment Allocation

Overview ▾ Contributions ▾ Investments ▾ Loans & Withdrawals Rollovers Planning Resources ▾

Investments > Change Investments

## Change Investments

<p>Choose Where To Invest Contributions</p>  <p>Change the way you <b>invest contributions coming in to your account</b>. This won't affect money already in the account.</p> <p><a href="#">Invest Contributions</a></p>	<p>Transfer Balances Between Investments</p>  <p>Transfer money between the <b>investment options you already have</b>. This won't affect new contributions.</p> <p><a href="#">Move Balances</a></p>
--	--



## Loans & Withdrawals



My Accounts ▾ Help

My Profile



Messages

Log Out

## Money Purchase Account

Archdiocese of Denver Lay Employees' Money Purchase Pension Plan

Overview ▾

Contributions ▾

Investments ▾

**Loans & Withdrawals**

Rollovers

Planning Resources ▾

## Take funds from your retirement account

### Loans:

No taxes or penalties  
if repaid

**⚠ Loans are not available to you at this time.**

You don't meet the minimum loan amount required for your plan.

You have used 0 out of 1 standard loan(s).

[What are the differences between loans and withdrawals?](#)

Need more? If you roll over money from another plan your available amount may increase.

[Learn more about rollovers](#)

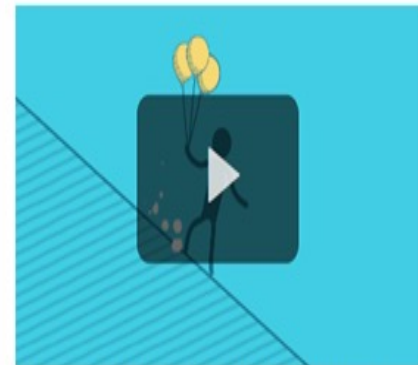
### Withdrawals:

Taxes and penalties  
may apply

**⚠ Withdrawals are not available to you at this time.**

[Learn more about withdrawals on your Plan](#)

### MyVirtualCoach



Taking a loan from your retirement account is a big decision. Learn about the impact a loan may have on your retirement.

# Loans

- The plan permits loans from participant accounts.
  - Terminated participants cannot get loans.
- Loans can be requested by calling the Retirement Service Center at 800 877-475-3436 or through the website at [www.principal.com](http://www.principal.com)
  - Only one outstanding loan can exist at any time. Each loan must be paid off before another loan can be taken.
  - Loan amounts will be taken from rollover accounts first and then from the employer contribution account.
  - Requests made by 2:00 p.m. Denver time are processed that night with the check mailed on the next business day. Requests made after 2:00 p.m. Denver time are processed the next business night. Allow for standard U.S. Postal Service delivery of 3-4 days for receipt of the check.
- The maximum loan amount is 50% of the vested balance at the time of request, up to \$50,000 – less the highest outstanding loan balance over the most recent 12 months.
  - The minimum loan amount is \$1,000.
- Loan payments MUST be made through payroll deduction.
  - Personal checks are not accepted.
- Loans have a maximum 5-year repayment schedule.
- The interest rate will be the prime rate on the date of request, plus 1% and is locked in for the duration of the loan.
- Participants repay their own account with after-tax dollars.
  - If the loan repayments will provide a smaller return than the average return provided through the investment funds, the participant should consider whether it makes sense to take a loan.
    - Upon final distribution, the replaced amount will be considered before-tax money and will be taxed.
  - Non-vested participants can take loans from rollover accounts.

# Loans

## General Procedures:

- The participant calls the Retirement Service Center at 800 877-475-3436 or goes to the participant website at [www.principal.com](http://www.principal.com)
  - Participants can model loans for the dollar amount and time period (restricted to five years maximum length) desired.
  - The system automatically populates the interest rate and bi-weekly payment frequency, and the participant confirms the request.
  - If the payroll frequency is not populated properly, the participant must contact the Business Manager.
- Principal sells the necessary investments and sends a check to the participant at the address on record.
  - When the participant endorses the loan check, he agrees to the terms of the loan.
- Principal prepares a weekly extract with loan information and sends it to Office of People Support (HR).
  - The extract includes name, SSN, loan amount, repayment amount, number of payments, and location code.
  - The Office of People Support receives and reviews the extract and notifies the Business Manager of the number of payments and the amount of each payment to deduct from payroll.
- Loans must be paid off before the maturity date listed in the terms of the loan and your notification from AODMC Office of People Support (HR).

# Loans

- Each bi-weekly pay period, the Business Manager will prepare a Loan Repayment Transmittal Form to submit with the loan repayments.
  - The detail must include participant name, social security number, payment amount by participant, and the total payment amount for all participants for that pay period.
    - The total should match the check and the total on the transmittal.
    - **Loan Repayment Transmittal Form with participant detail must be included with the check or the check will be returned.**
  - Loan payments cannot be submitted with contribution payments since there is a separate lockbox for contributions and loans.
  - **If the P.O. Box printed on the check is the contribution lockbox P.O. Box number but mailed to the P.O. Box for the loan lockbox, it will be deposited in the contribution lockbox as listed on the check. You must set up two vendors for the Plan with separate lockbox numbers. Be sure to pay extra attention to the vendor selection process in your payable system.**
- Sending loan payments to the contribution lockbox instead of the loan lockbox delays the application of these payments to the participant's loan.

# Loans

- The Loan Repayment Transmittal Form and repayment check should be sent to:

Loan Payment Lockbox for the Archdiocese of Denver  
Lay Employees' Money Purchase Pension Plan  
**P.O. Box 911502**  
Denver, CO 80291-1502

- The Loan Repayment Transmittal Form must be included with the check, or the check will be returned.
- Please note that deposits received in the lockbox are transmitted on a weekly basis to the Retirement Service Center to be applied to the loans and invested in the options selected by the participant. A two-week turnaround time is typical for processing loan payments.
- Loan payoffs can be paid in full; partial payments are not accepted.
  - The participant must call the Retirement Service Center and speak with a Retirement Service Representative to get a payoff balance or through the website at [www.principal.com](http://www.principal.com)
  - The participant can payoff an outstanding loan balance via Automated Clearing House (ACH). The participant can submit his/her bank account information and authorize payment via the Principal participant website or by phone with a Retirement Service Center representative at 1-877-475-3436.

OR

- The participant should send the payoff check to the parish and the parish will then send the funds to Wells Fargo Bank on a parish check via the lockbox transmittal process.
  - Alternatively, loan payoffs can be sent directly to:

Wells Fargo Institutional Retirement Trust  
DSR-D1118-026  
1525 West W.T. Harris Boulevard  
Charlotte, NC 28262-8522

# Loans

- The participant **MUST** notify the Business Manager so that future deductions can be stopped.
  - Only cashier's checks and money orders are accepted. **NO** personal checks are permitted.
  - The payoff will be posted within 3 business days from the date of receipt.
  - An employee can accelerate payments by making multiple payments via payroll, but odd amounts are not permitted.
- If a participant wants to payoff an existing loan and take out a new one quickly, running the payoff through the lockbox is discouraged due to the timing noted on the next page. Instead, the participant can payoff the outstanding loan balance via Automated Clearing House (ACH). The participant can submit his/her bank account information and authorize payment via the Principal participant website or by phone with a Retirement Service Center representative at 1-877-475-3436.
- If a participant has repaid a loan within 12 months preceding his or her request for a new loan, the highest outstanding loan balance for the prior 12-month period is taken into consideration when calculating a new loan request for the maximum amount available.

# Loan Transmittal Timing Examples and Items to Note

- **Non-payment of loans:**
  - When a loan payment is not made for 90 days, the loan is considered “in default” and becomes taxable to the participant.
- **Example of timing:**
  - The loan payment is deducted from participant paycheck Friday 9/11/20 and mailed to the lockbox Monday 9/14/20.
  - The lockbox receives the check Wednesday 9/16/20.
  - The weekly transmission of that payment is sent on Friday 9/18/20 credited to the participant’s account on Monday 9/21/20.
  - The participant can view the loan payment transaction on Tuesday 9/22/20.
  - Delays in mailing between the parish and the lockbox and the lockbox and the local plan reps can add an extra week to the posting date.
- Payments received by the lockbox on Friday typically are not transmitted until the following Friday.

# Loans

## ■ Loans at termination:

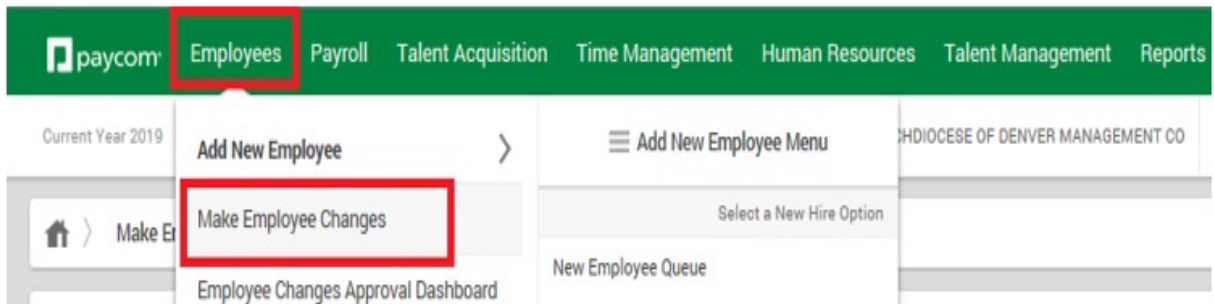
- A terminated participant has 60 days to repay the unpaid loan and interest.
- Loans in default or unpaid after termination will result in a taxable distribution from the plan.
- When one loan goes into default, the whole plan can be disqualified.
- If a participant dies with an unpaid loan, the amount of the unpaid loan will be considered in default and the unpaid amount, plus interest, may become taxable to the decedent's estate.
- If a loan goes into default, the unpaid amount, plus earnings, will be taxable at the time of the default; Principal will keep track of the loan, so it is not taxed again upon final distribution.
- When an employee has no pay, the employee is still responsible for the payment.
  - Participants on leaves of absence or not receiving pay must make special arrangements for their repayments.
    - The participant should submit a personal check to the parish for each payment due.
    - The parish will deposit this check to their general account and submit this amount with the next transmittal on a parish check.



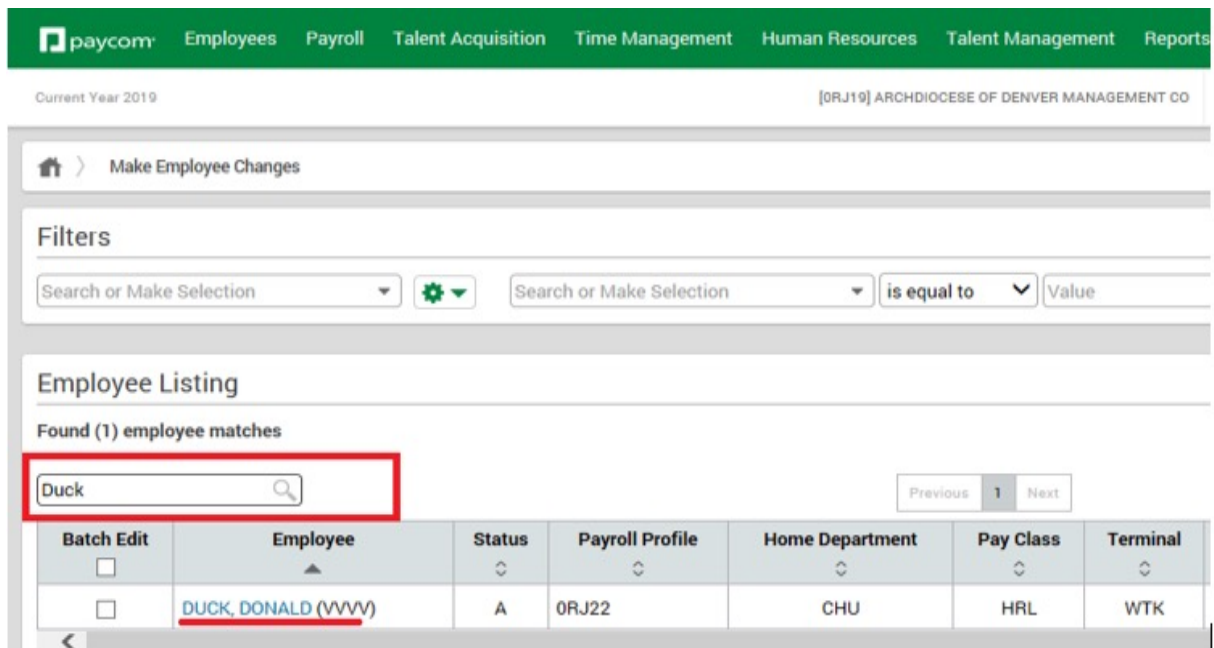
# Loans

## How To Set Up A Payroll Loan Deduction In Paycom

1. The Business Manager will receive a copy of the loan amortization schedule and the Pension Plan Loan Repayment Detail. Go to Paycom Click “Employees” and select “Make Employee Changes”.



2. Click inside the Quick Search Box and type the employee last name. Click on the employee name to go to the Employee Menu.



# Loans

## 3. Click on Scheduled Earnings and Deductions.

The screenshot shows the Paycom interface for an employee named Donald Duck. The navigation bar includes 'Employees', 'Payroll', 'Talent Acquisition', 'Time Management', 'Human Resources', 'Talent Management', 'Reports', and 'User Options'. The current year is 2019, and the organization is 'ARCHDIOCESE OF DENVER MANAGEMENT CO'. The 'Employee Menu' is displayed with two options: '1 Demographics, Pay Rates and Taxes' and '2 Scheduled Earnings and Deductions'. The second option is highlighted with a red box.

## 4. Scheduled Expense Reimbursements, click the Add button.

The screenshot shows the 'Scheduled Expense Reimbursements' table. The table has columns for Code, Description, Amount(\$), Percent(%), Set Limit, Direct Deposit, Deduction Start Date, Deduction Stop Date, Frequency, Goal Amount, Goal Accum, and Remaining Balance. Two rows are visible: 'Lay Pension Loan 1' and 'Voluntary Employee Life'. The 'Add' button is highlighted in green.

Code	Description	Amount(\$)	Percent(%)	Set Limit	Direct Deposit	Deduction Start Date	Deduction Stop Date	Frequency	Goal Amount	Goal Accum	Remaining Balance
PL1	Lay Pension Loan 1	0.00		<input checked="" type="radio"/> No <input type="radio"/> Yes 0.00		00/00/0000	00/00/0000	Every Payroll		\$2479.56	
V04	Voluntary Employee Life	16.15 <a href="#">Override</a>		<input checked="" type="radio"/> No <input type="radio"/> Yes 0.00		07/01/2021	06/30/2022	Every Payroll		\$258.40	

(Note: Changes will not be applied unless you click "UPDATE")

Buttons: Cancel, Update

# Loans

5. Click inside the Search box, and type – Lay Pension Plan Loan 1. Then click inside the small box to select the Lay Pension Loan 1 deduction. Click Add.

The screenshot shows a web application interface with a green navigation bar at the top containing the following menu items: Payroll, Talent Acquisition, Time Management, Human Resources, Talent Management, Reports, and User Options. Below the navigation bar is a white dialog box titled "Add Scheduled Deductions". Inside the dialog, there is a search input field containing the text "Lay Pension Loan 1" and a small "x" icon to its right. Below the search field is a list of search results, with the first item "Lay Pension Loan 1 [PL1]" checked with a small square checkbox. At the bottom of the dialog, there are two buttons: a grey "Cancel" button and a green "Add" button. A red rectangular box highlights the search input field, the search results list, and the "Add" button.

6. Click Confirm.

The screenshot shows a "Confirm Your Action" dialog box with a close button in the top right corner. The dialog contains the text "Confirm Your Action" followed by a horizontal line and the text "Adding the following Deductions:". Below this, there is a numbered list with one item: "1. Lay Pension Loan 1 [PL1]". At the bottom of the dialog, there are two buttons: a grey "Cancel" button and a green "Confirm" button. A red rectangular box highlights the "Confirm" button.

# Loans

**7. Amount:** Enter the amount that should be deducted per the Memo - Pension Plan Loan Repayment Detail.

**Deduction Start Date:** Enter the date provided on the repayment detail.

**Deduction Stop Date:** Enter the Payoff Date.

Scheduled Deductions Hide All

Code	Description	Amount(\$)	Percent(%)	Set Limit	Match Policy	Direct Deposit	Benefit Level and Plan Name	Benefit Effective Date	Coverage End Date	Deduction Start Date	Deduction Stop Date	Frequency	Goal Account
DEN	Dental Fee Free	0.00		<input checked="" type="radio"/> No <input type="radio"/> Yes						00/00/0000	00/00/0000	Every Payroll	\$0.00
HL7	Health	0.00		<input checked="" type="radio"/> No <input type="radio"/> Yes						00/00/0000	00/00/0000	Every Payroll	\$0.00
PL1	Lay Pension Loan 1	81.51		<input checked="" type="radio"/> No <input type="radio"/> Yes						04/12/2019	03/22/2024	Every Payroll	\$0.00

**8. Click Update.**

*(Note: Changes will not be applied unless you click "UPDATE")*

# Loans

**9. Important:** Every bi-weekly payday, issue the loan repayment check through the Accounts Payable. Mail the check along with the Wells Fargo Loan Repayment Transmittal Form to:

**Loan Payment Lockbox for the Archdiocese of Denver  
Lay Employees' Money Purchase Pension Plan #WF440637  
P.O. Box 911502  
Denver, CO 80291-1502**



Important  
Information

Effective 2/22/2022, the new address for the Wells Fargo Loan Lockbox is:

**ARCHDIOCESE OF DENVER  
LOAN PAYMENT LBX  
PO BOX 209502  
DALLAS, TX 75320-9502**

# Loans



Wells Fargo Retirement Plan Services  
Loan Repayment Transmittal Form

**Plan Information**

PN: Archdiocese of Denver Lay Employees' Money Purchase Pension Plan

Plan #: WF440637

Payroll Period:		Sent by:	
Date Sent:		Phone #:	
Location #:		Email:	

Payment Amount	Participant Name	First Pymt.	Final Pymt.

This transmittal form is subject to the Recordkeeping Agreement (including Supplements and Addendums) currently in effect between Wells Fargo and the plan sponsor. A Transmittal form must accompany each deposit. Once a Transmittal Form is submitted, any changes to the information need to be communicated to Wells Fargo in writing.

<p><i>Send Transmittal Form and Checks to:</i></p> <p>Loan Payment Lockbox for the Archdiocese of Denver Lay Employee's Money Purchase Pension Plan PO Box 911502 Denver, CO 80291-1502</p>	<p><b>NOTE:</b></p> <p><i>Loan Payments and Contribution Deposits are mailed to different PO Boxes. Please verify accuracy.</i></p>
<p><b>Contact:</b></p> <p>Edwin Rey Phone: 303-715-3240 Email: <a href="mailto:edwin.rey@archden.org">edwin.rey@archden.org</a></p>	<p>Contact Edwin for questions regarding transmittals, loan balance and payoffs.</p>

<b><u>Internal Use Only</u></b>	
Date Rec'd: _____	
Money Rec'd: _____	Debit Wells Fargo Bank DDA# 4945070340

# Terminations and Distributions

- **Eligibility for a distribution is triggered by a severance from service such as:**
  - termination (resignation);
  - status changes to an ineligible category (ALTERNATE – (substitute, temporary, seasonal or event worker))
  - lay off (reduction in force);
  - discharge;
  - retirement (age 65);
  - total disability; or
  - death.
  - Transfers and some Status Changes ARE NOT a severance from service, so please watch for these transactions!
- **Terminations are processed on a quarterly basis**
  - Each location will notify Human Resources of a termination by completing the PAF in Paycom.
- **Eligible terminated participants:**
  - Each quarter, Human Resources determine the list of eligible terminated participants.
    - Human Resources will verify that the participant is eligible to receive a distribution by verifying vesting and other termination data.
    - If post-termination compensation and related contributions are expected in a subsequent quarter due to final pay, severance pay, contracted pay, etc., the termination is held until the quarter when the final contributions are complete.
    - Based on the approved list, Principal will receive termination data information from Human Resources in an electronic format after the end of each calendar quarter.

# Terminations and Distributions

## ■ Distribution process:

- Principal will prepare and mail distribution information. The participant can call Principal at 877-475-3436 to discuss with a Retirement Service Representative the best option to take a distribution.
- After the participant speaks with a Retirement Service Representative or financial specialist, the distribution is processed based on the recorded conversation.
  - **No forms or paper are required.**
  - Distribution checks will be mailed to the participant's home address of record or to the rollover institution if instructions are provided.
  - Principal will post payments to accounts immediately upon distribution.
  - Principal will prepare the Form 1099-R and mail directly to recipients.



# Terminations and Distributions

- **Reductions in Force/Lay-offs:** Employees should be considered laid off only due to a reduction in force.
  - A lay-off is not the proper method to terminate employees who do not perform up to standards.
- **Taxes:**
  - Mandatory federal income tax of 20% is automatically withheld if the distribution is not rolled over.
  - If the participant is younger than age 59 1/2 at the time of distribution, a 10% penalty may also apply.
    - Participants can avoid the 20% federal income tax withholding and the 10% penalty by making a direct transfer/rollover to a qualified retirement plan or rollover IRA.
- Distribution payouts will be based on the value of the employee's account balance on the date the fund units are sold, not on the value of the employee's account on the date the request is made.
- Distribution dates occur as soon as practical after Principal receives all required distribution request forms or the paperless distribution request has been completed.
  - Payments are usually mailed within 3 business days of request.

# Terminations and Distributions

## ■ Severance from service:

- **General:** The date the employee quits, retires (normal retirement is age 65), is discharged, dies, or is laid off, or the first day of the 15th consecutive month that the employee is absent from service (with or without pay).

## **Non-Severance from Service:**

- **Transfers:** An employee transferring from one entity to another entity within the Archdiocese of Denver does not have a severance from service.
  - In order for service years and non-vested account balances to transfer from one entity to another, the transfer must be completed through Paycom PAF process prior to the transfer date.
- **Status changes:** An employee changing from full-time to part-time status does not have a severance from service.
  - If a full-time employee changes to an ALTERNATE employee (substitute, seasonal, temporary or event status), they will have a severance from service event. Contact Edwin to discuss vesting and service issues.
- **Leaves of absence:** If an employee is absent from work, his severance from service date is the later of
  - the date required under federal law for a military leave; or
  - the date the employee quits, retires, is discharged, or dies, or the first day of the 15th consecutive month that the employee is absent from service (with or without pay).

Regardless of whether the leave is paid or non-paid.

# Terminations and Distributions

## ■ Disability:

- A physical or mental condition which prohibits the participant from performing the duties of his customary position of employment for an indefinite period, and which the Advisory Committee considers will be of long duration.
  - The Advisory Committee makes disability determinations usually based on acceptance to long-term disability.
  - The Advisory Committee may require a participant to submit to a physical examination in order to confirm the disability.
- Distributions for disabled participants will be available during the 15th month of the disability leave.
  - Contact HR for guidelines for FMLA, sick leave, short-term disability, and long-term disability.

## ■ Death:

- Payments will be made to the beneficiary according to the Beneficiary Designation Form or the beneficiary designation online at Wells Fargo.
  - If you do not designate a beneficiary (or a contingent beneficiary in case your primary beneficiary predeceases you) to receive your account balance, or if your designated beneficiary(ies) dies before you or before all plan benefits are paid, payments will be made in the following order:
    - surviving spouse;
    - surviving children (in equal amounts);
    - surviving parents (in equal amounts); or
    - the estate of the person last to die (the participant or beneficiary).
- Death benefits will be made in a lump sum payment.
- All beneficiaries may elect a direct rollover for a death benefit.

# Terminations and Distributions

## ■ Forms of Payment:

— Vested balance of \$1,000 or less:

- If a participant with a vested balance of \$1,000 or less does not submit a distribution request within a prescribed period, Principal will automatically distribute the vested account balance, less 20% withholding tax.

— Vested balance of more than \$1,000:

- Payments will be made in a lump sum or, if elected, installment payments (annual, semi-annual, or quarterly) starting in the plan year following the plan year when the participant attains age 59 ½.
- Installment payments will be made on 7/1, 10/1, 1/1, and 4/1.

Principal is responsible for monitoring installment payments.

- Participants may also elect to defer payment (lump sum or installments).
- Participants can defer until age 72 (70½ if you turned 70½ before Jan 1, 2020) but can elect to take the distribution earlier.

## Terminations and Distributions

---

- If a participant is under investigation for theft, fraud, embezzlement, or dishonesty with respect to the employer, the participant's distribution may be delayed for up to one year.
  - The Advisory Committee could decide to return the account contributions back to the related ecclesiastical organization of the participant (parish/school/entity).

# Terminations and Distributions

## ■ In-service withdrawals:

- A participant of retirement age (65) regularly working on a part-time basis may withdraw all or a portion of his account balance.
- Payments will be made in a lump sum as soon as administratively feasible following the receipt of the Lump Sum Distribution Request Form or via a phone call.

## ■ Qualified Domestic Relations Orders (QDROs):

- QDROs are permitted at any time, even if the participant has not attained retirement age.
- The Plan Administrator will verify that a QDRO is qualified.

## ■ Minimum Required Distributions:

- When a participant reach age 72 (70½ if you turned 70½ before Jan 1, 2020), and has terminated, he is required to take annual Required Minimum Distributions (RMDs) by December 31 of that year and all future years.
  - However, the first year's distribution is not due until April 1 of the following year – a one-time “grace period”.

During that first year, the participant will be taking two distributions by December 31.
  - After the first distribution, the participant must take minimum distributions by December 31 of that year and all future years.
  - Principal will monitor the list of terminated employees who are 72 (70½ if you turned 70½ before Jan 1, 2020) and will calculate the minimum amount due.
- If a participant turns age 72 (70½ if you turned 70½ before Jan 1, 2020) and is still an active employee, he cannot take a minimum distribution until he has retired.

# Terminations and Distributions

## ■ Forfeitures:

- General: A participant's non-vested account balance will be forfeited following his severance from service date.
  - Forfeitures for non-vested participants will be transferred from each fund to the forfeiture account upon receipt of the forfeiture list from HR.
- Forfeiture due to misconduct (“bad person”) clause: If a participant is determined by the Advisory Committee to be guilty of committing theft, fraud, embezzlement, or dishonesty with respect to the employer, the participant will forfeit his employer account and any rollover account attributed to an AOD prior plan.
- Forfeitures are used:
  - first, to restore an eligible rehired participant's non-vested account balance;
    - Rehired to full-time or regular part-time status; excluding rehires as ALTERNATE - substitute, temporary, seasonal or event status
  - second, to pay or reimburse the employer for the plan's reasonable expenses; and
  - third, to reduce the employer contribution..

- Forfeitures will be used as soon as administratively possible, but no later than the end of the plan year following the plan year in which the forfeitures occurred.

## ■ Lost participants:

- Human Resources will track, and research all lost participants in the Plan with the assistance of Principal and internet search websites.
- Account balances of terminated participants who have been “lost” for 5 years will escheat to the State of Colorado, provided that the participants would have been required to take a distribution from the plan during that time.

# Lay Pension Quarterly Report and Contributions

## THE AoD LAY PENSION QUARTERLY REPORT

- The Paycom system will automatically prepare the Lay Pension Quarterly Report in an Excel spreadsheet, pull the quarterly wages, calculate the 6% employer contribution, and identify Full/Part Time job status changes.
- The Business Manager is responsible for all data and the final review of the Lay Pension Quarterly Report. Input from the pastor, principal, or daycare director is gratefully accepted, but the Business Manager must make the final review.
- Each location is responsible for the following tasks:
  - ✓ Reviewing data on the report for accuracy on or before the set due date;
  - ✓ Making sure all eligible employees are captured on the report;
  - ✓ Confirming each eligible employee's contribution and the total contribution amount for the location;
  - ✓ Listing any changes or additions to the report;
  - ✓ Making sure that Paycom has been updated for all changes and additions;
  - ✓ Verifying shared employees meet the eligibility and receive employer contributions;
  - ✓ Requesting a contribution check for the quarter's contribution amount;
  - ✓ Mailing the contribution check and remittance form to the Wells Fargo Contribution Lockbox.



# Lay Pension Quarterly Report and Contributions



**Pension Eligible = YES**

**Include** on the Lay Pension Quarterly Report:

1. Full-Time Employees – who are regularly scheduled to work at least 30 hours EVERY WEEK for a single employer.
2. Full-Time Shared Employees – also working at another location EVERY WEEK as a regular part-time employee.
3. Shared Employees – Regular part-time employees also working at two or more locations EVERY WEEK, resulting in a combined total of 30 hours or more per week.
4. Full-Time Employees who also work as Seasonal Employee for the same location.



**Pension Eligible = NO**

**Excluded Employees**

**Do Not Include** on the Lay Pension Quarterly Report:

1. Part-Time Employees who work less than 30 hours per week and are not shared
2. Alternate Employees
3. Substitute Employees
4. Teachers without contract
5. On-call or as-needed employees
6. Seasonal Employees
7. Temporary Employees
8. Event Workers
9. Religious Employees (except members of the permanent diaconate of an employer and non-canonical religious employees).

# Lay Pension Quarterly Report and Contributions

## SHARED EMPLOYEES MAY BE ELIGIBLE TO RECEIVE THE EMPLOYER 6% CONTRIBUTION

- When you hire an employee, ask if he is working at another location. If he is, confirm the total hours a week the employee will work. If he will work 30 hours or more a week between the locations, notify Edwin in HR by email. Each location may pay the 6% lay pension contribution on his eligible pay.
- **Full-Time Shared Employee** - is a Full-Time Employee who also works regularly EVERY WEEK at another location within the Archdiocese of Denver as a regular part-time employee. Each location pays the 6% contribution.

**Example:** Alexa is a full-time employee at St. John who also works regularly EVERY WEEK at St. Joseph as a regular part-time employee. Each location pays the 6% contribution.

As always, contact Edwin if you need guidance on determining a lay employee's eligibility in the Plan or wages to include for contributions.

# Lay Pension Quarterly Report and Contributions

- **Part-Time Shared Employee** - is a Regular Part-Time employee also working regularly EVERY WEEK at another location within the Archdiocese of Denver as a regular-part-time employee resulting in a combined worked hour of 30 or more EVERY WEEK.

The employee is now considered a full-time employee eligible for full-time time benefits including pension contributions. The Business Managers should determine which location will pay for the benefits and bill the other location for their portion. For the lay pension plan, each location pays the 6% employer contribution.

**Example:** Alexa is a regular part-time employee at Most Precious Blood working 20 hours EVERY WEEK. She is also a regular part-time employee at St. Anthony working 10 hours EVERY WEEK. Her total hours worked every week is 30 hours. Alexa is now considered a full-time employee eligible for full-time benefits. Each location pays the 6% employer contribution.

# Lay Pension Quarterly Report and Contributions

## ■ FULL-TIME TO PART-TIME AND PART-TIME TO FULL-TIME JOB STATUS CHANGES

If an eligible participant changes job status during the quarter, the participant's pay must be split into the full-time and part-time pay components, so they get a contribution on the full-time pay component only. Please send the updated quarterly wages to Edwin and update your copy of the Lay Pension Quarterly Report.

### **Example of Full-Time to Part-Time Status Change (FT to PT) during the quarter**

Alexa changed job status from **FT to PT** on 8/20. Calculate Alexa's quarterly pay from pay period 7/1 through 8/19. The result is the full-time pay component. The pay period from 8/20 through 9/30 is the part-time pay component, and that amount should be excluded from the Lay Pension Quarterly Report.

### **Example of Part-time to Full-Time Status Change (PT to FT) during the quarter**

- Alexa changed from **PT to FT** on 8/20. Calculate Alexa's quarterly pay from 8/20 through 9/30. The result is the full-time pay component. The pay period from 7/1 through 8/19 is the part-time pay component and that amount should be excluded from the Lay Pension Quarterly Report.

As always, contact Edwin if you need guidance on determining a lay employee's eligibility in the Plan or wages to include for contributions.

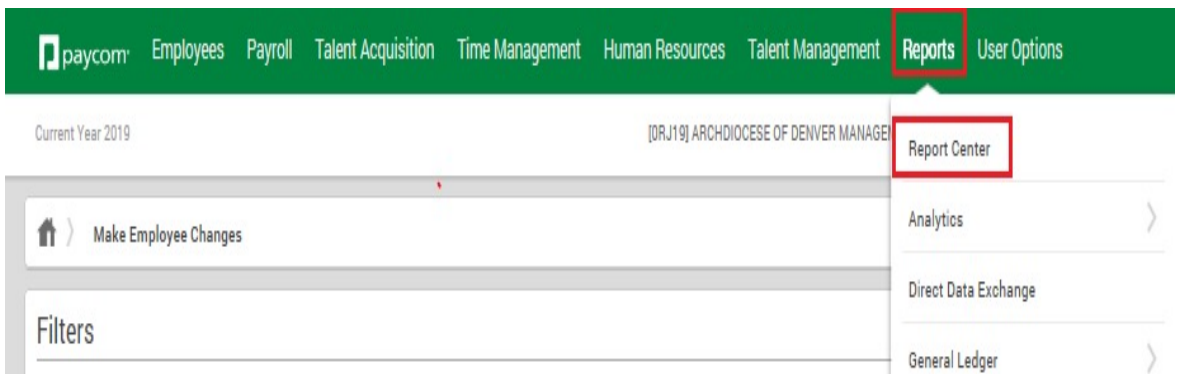
# Lay Pension Quarterly Report and Contributions

## Paycom Lay Pension Quarterly Report Instructions

1. Edwin will run the report at the end of each quarter. Business Managers will be notified by email that the Lay Pension Quarterly Report for the quarter ended mm/dd/yyyy is now available for review and approval.

**Note:** The Parishes/Schools that don't have regular full-time employees and shared employees on their payroll won't receive the Lay Pension Quarterly Report. There will be no contributions due from these locations.

2. To retrieve your Lay Pension Quarterly Report. Go to Paycom Report Center.



# Lay Pension Quarterly Report and Contributions

- Click on "Saved Reports". Type on the "Search Box" the date for the applicable quarter and click "Load".

ICHDIOCESE OF DENVER MANAGEMENT CO   ALLDEPTS   Main Menu   Secure Uploader (0)   Help   ESS Login   Updates 3   Log Out

Client Inbox   Push Reporting™   Recent Reports   **Saved Reports**   Agreements

06302020   Previous   1   Next   25

Save Name	Report Name	File Type	Load
06302020 Lay Pension Quarterly Report	Lay Pension Quarterly Report	FILE	Load

# Lay Pension Quarterly Report and Contributions

- Click on "Generate Report" and click Download to open the report.

The screenshot shows the 'Lay Pension Quarterly Report' interface. At the top, there is a breadcrumb trail: 'Report Center > Lay Pension Quarterly Report'. Below this, the title 'Lay Pension Quarterly Report (Last Modified: August 01, 2019 9:11 AM)' is displayed. A green button labeled 'Generate Report' is highlighted with a red border. To the right of this button is a navigation menu with tabs: 'Report Queue', 'Recent Reports', 'Saved Reports', 'Mapping Table', and 'Settings'. Below the 'Generate Report' button is a section titled 'Report-Specific Options' with a blue header. This section contains several fields: 'Pay Check Date Range (MTD / QTD / YTD)' with two date input boxes set to '00/00/0000' and a 'Browse...' button; 'Locations' with a dropdown menu showing '0RJ19 - ARCHDIOCESE OF DENVER MANAGEMEN'; 'Select Output Type' with a dropdown menu set to 'Excel'; and 'Upload file to be converted to text' with a 'Browse...' button. At the bottom of the 'Report-Specific Options' section is another green 'Generate Report' button. To the right of the 'Report-Specific Options' section is a numbered list of instructions: 1. Update the Mapping Tables if necessary. 2. Choose the pay period range to run the report for. 3. Select the Output Type. 4. Click "Generate Report" to create the report.

- Click "Download" and open the file.

The screenshot shows the 'Lay Pension Quarterly Report' interface after the report has been generated. The 'Generate Report' button is no longer highlighted. The 'Report Queue' tab is active, showing a table with one entry: 'Lay Pension Quarterly Report' with a 'FILE' icon and a timestamp of '08/14/2019 06:53:00 PM'. To the right of this entry are buttons for 'Re-run', 'Edit', 'Remove', 'Save', and 'Download'. The 'Download' button is highlighted with a red border. Below the 'Report Queue' section is a yellow banner with the text: 'Do you want to open or save 20190814185450\_06302019 Lay Pension Quarterly Report\_95c690f5.xlsx (302 KB) from paycomonline.net?'. At the bottom right of this banner are buttons for 'Open', 'Save', and 'Cancel'. The 'Open' button is highlighted with a red border.

# Lay Pension Quarterly Report and Contributions

3. The next step is to generate your Paycom Payroll Register report for the applicable quarter.

## Paycom Payroll Register Report Instructions

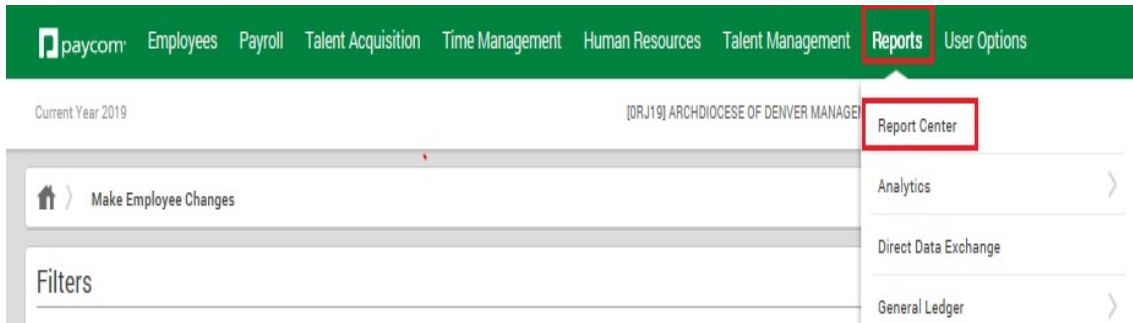
- ✓ Compare the Payroll Register Report to the Lay Pension Quarterly Report.
- ✓ You need to make sure that all regular full-time and shared employees on the Payroll Register Report are captured on the Lay Pension Quarterly Report.
- ✓ The participants quarterly wages should match both reports.
- ✓ Job Status codes and Employee Types are critical for plan operation. In Paycom, the participants DOL Status and Employee Type should be the same.



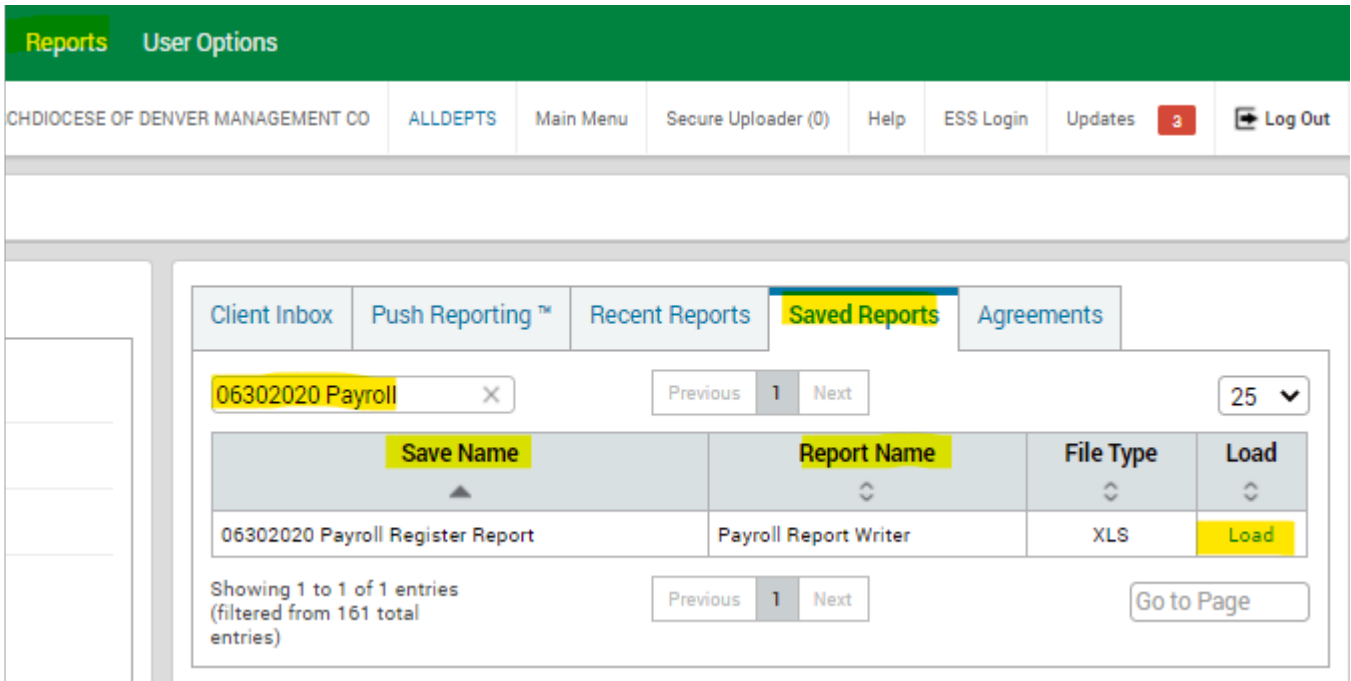
# Lay Pension Quarterly Report and Contributions

## Paycom Payroll Register Report

- To generate the Paycom Payroll Register Report, go to "Reports" and click on "Report Center."



- Click on "Saved Reports". Click inside the search box and type in the date for the applicable quarter. Find the Payroll Register Report for the applicable quarter and click on "Load".



# Lay Pension Quarterly Report and Contributions

- Click "Generate Report".

The screenshot shows the paycom navigation bar with 'Reports' selected. The breadcrumb trail is 'Report Center > Saved Advanced Reports > Advanced Report Writer'. The 'Advanced Report Name' field contains '06302020 Payroll Register Report'. A yellow box highlights the 'Generate Report' button. Below the report name, a progress bar shows five steps: 1. Employee Information, 2. Payroll Specific Fields, 3. Filters, 4. Sorting Options, and 5. Review.

- Click "Download".

The screenshot shows the 'Advanced Report Writer' page. The breadcrumb trail is 'Report Center > Advanced Report Writer'. There are three tabs: 'Saved Advanced Reports', 'Recent Advanced Reports' (which is active), and 'Calculated Fields'. Under 'Recent Advanced Reports', a report titled '06302020 Payroll Register Report' is listed with a date of '08/17/2020 02:57:00 PM'. A yellow box highlights the 'Download' button. Other buttons visible are 'Re-run', 'Edit', 'Remove', and 'Detail'.

# Lay Pension Quarterly Report and Contributions

## 4. On the Lay Pension Quarterly Report “fulltoPartTime” (FT to PT) column

If you see an effective date, please calculate the full-time pay component. Enter that amount on the participant quarterly wages column. Email Edwin the calculated full-time amount so he can update his copy of the report that will be sent to Wells Fargo. See example on page 59.

## 5. On the Lay Pension Quarterly Report “parttoFullTime” (PT to FT) column

If you see an effective date, please calculate the full-time pay component. Enter that amount on the participant quarterly wages column. Email Edwin the calculated full-time amount so he can update his copy of the report that will be sent to Wells Fargo. See example on page 59.

**6. On the Severance Pay Column** – If a severance pay is paid out, enter the severance pay. Severance paid for the same plan year 7/1/2020 – 6/30/2021 is eligible for a contribution.

Example of severance paid in the same plan year 7/1/2020 – 6/30/2021

Alexa is offered four weeks of severance to start on 8/10/2020. The severance pay for the whole four weeks is eligible for a contribution. It was paid out in the same plan year.

**Severance pay outside of the plan year 7/1/2020 - 6/30/2021 is not eligible for a contribution.**

# Lay Pension Quarterly Report and Contributions

---

**7. Moving Expenses Reimbursement Column**– Changes to the IRS code, effective January 1, 2018, the moving expenses reimbursement is EXCLUDED from the report. Please let Edwin know if you have employees who receive moving expenses reimbursement.

**8.** If you have changes to report, please send an email to [edwin.rey@archden.org](mailto:edwin.rey@archden.org). You will need to provide the employee's name, last 4 digits of the social security number, and your instructions. Edwin will update the report and send it back to you for approval.

**9.** Please email Edwin when you have reviewed and approved the lay pension quarterly report. Edwin will email you the contribution memo with the total contribution amount.

- ✓ Complete the form by filling in the date the contribution check is mailed out to the Wells Fargo Contribution Lockbox, type or sign your name, and email the form back to Edwin. The contribution memo is for internal use only. Do not mail to Wells Fargo.

# Lay Pension Quarterly Report and Contributions

10. Please issue a check for the contribution amount made out to the “**Archdiocese of Denver Lay Pension Plan**”. Mail the check along with the Wells Fargo contribution remittance form to:

**Contribution Lockbox for the Archdiocese of Denver  
Lay Employees’ Money Purchase Pension Plan**

**Box 911496**

**Denver, CO 80291-1496**



Important  
Information

Effective 2/22/2022, the new address for the Wells Fargo Contribution Loan Lockbox is:

**ARCHDIOCESE OF DENVER  
CONTRIBUTION LKBK  
PO BOX 209496  
DALLAS, TX 75320-9496**

# Lay Pension Quarterly Report and Contributions

- Edwin will prepare transmittals and send to Principal via secure file transfer.
  - Transmittals will include contributions for locations that have submitted the correct deposit amount for its employees.
  - Transmittals may be delayed for locations with discrepancies in their deposit amounts, missing data, or other questions. Until these questions are resolved, contributions will not be submitted.
  - Transmittals can't be made for locations that haven't submitted deposit checks. Until Wells Fargo Bank receives a deposit check, it can't post contributions and participants will not share in the daily allocation of earnings.
- Principal will receive the contribution totals form and data files.
  - Principal will upload the data into the recordkeeping system.
  - Principal will purchase mutual funds according to each participant's direction.
    - Contributions for participants without investment elections will purchase shares in the Vanguard Target Fund (based on the participant's year of retirement at age 65.)
    - Principal will pull funding from the contribution lockbox for the appropriate amounts.

# Lay Pension Quarterly Report and Contributions

## Rollover Contributions

- If a participant has retirement savings in other retirement plans and wants to consolidate into the lay pension retirement plan, the participant can initiate direct rollovers by calling the Principal Retirement Service Center at 1-877-475-3436 or accessing it directly at the participant website at [www.principal.com](http://www.principal.com)
  
- The plan accepts rollovers from the following:
  - qualified plans, such as money purchase pension plans or 401(k) plans;
  - non-qualified plans, such as tax-sheltered annuity plans (403(b) plans);
  - Section 457 plans (maintained by state or government agency); or
  - rollover distributions from a surviving spouse or an alternate payee.
  
- The plan continues to exclude rollovers from the following:
  - non-rollovers (IRAs);
  - education IRAs;
  - Roth IRAs; or
  - other rollovers containing after-tax amounts.

# Lay Pension Quarterly Report and Contributions

## Rollover Instructions:

Download and print the [Rollover Declaration](#) (PDF) or [Formulario de Traspaso](#) (PDF) form

2. The participant should complete and return the form to The Principal®.
3. The participant should notify their former employer and financial institution currently holding the retirement funds that they intend to roll over into another qualified plan.

Helpful hint: The participant should ask if they require any special forms in order to process the rollover request. (This can prevent delays with the rollover request.)

4. The participant should complete and return forms required by their former employer and/or financial institution.
5. The form and the supporting documentation plus the rollover check, should be submitted to:

Principal Financial Group  
FBO: Your Name  
Plan ID 317476  
P.O. Box 9394  
Des Moines, IA 50306-9394

- Principal will review and verify rollovers.



# Corrections

- If a location discovers an error, the Business Manager should contact Edwin in Human Resources about making a correction.
  - Corrections should go back as far as needed, even to the plan's beginning date on July 1, 1989.
  - Corrections should never be co-mingled with the regular self-billing process.
- Each location is responsible for paying for corrections.
  - The contribution and related earnings must be funded by the parish.
  - Corrections will be made as quickly as possible once the information is submitted and the deposit is made.
    - Sending correction data more quickly may mean less related income payable from your parish.
- Negative corrections
  - A participant's negative correction can be assessed immediately from the participant's account.
    - The negative correction can offset the quarterly contribution for that account.
- Credits and debits:
  - If a contribution or correction payment is due (debit), that amount should be ADDED to the next quarter's contribution payment. It will be shown as a positive amount and calculate automatically in the total.
  - If a contribution or correction credit is available (credit), that amount REDUCES the next quarter's contribution payment. It will be shown as a negative amount and calculate automatically in the total.
  - Credits and debits will be tracked and reported on the Self-Billing Reports.

# Corrections

- In 1997, the Plan submitted a request to the IRS for a Compliance Statement under the Voluntary Compliance Resolution program (VCR).
  - Each parish conducted a “self-audit” of plan operations and notified Mercer of any errors that were discovered.
    - The Plan disclosed over 1,500 operational errors.
  - The Plan spent over \$300,000 calculating corrections and fixing the errors.
  - The Plan received the Compliance Statement from the IRS in July 1997.
- As part of the VCR Compliance Statement, the Archdiocese was required to:
  - conduct annual pension conferences for Business Managers about plan operations, legal updates, and procedures; and
  - conduct on-site reviews at 5 locations each year.
- To the extent possible, errors that occurred or were discovered after the VCR are reported under the Self-Correction Program (SCP).
  - Currently, the SCP report shows over 1,200 errors that have been processed after the VCR process.
  - In addition, the SCP report includes:
    - several new unprocessed corrections
    - over 100 unprocessed corrections from the VCR, and
    - other pending corrections due to eligibility status that continue to be unresolved.

# Part-Time Employees

- We track all employees, including, part-time and ALTERNATE (seasonal, temporary, substitute and event) employees:
  - to verify employment within the Archdiocese of Denver;
  - to provide compensation information and medical assistance for workers' compensation;
  - to verify that part-time employees have not received contributions in error;
  - to verify that part-time employees working at multiple locations are being treated correctly for eligibility purposes; and
  - to gather data for coverage testing.
- Paycom should be updated for all employees.
- Alternate employees working full-time (30 or more hours per week) are not the same as regular full-time employees.
  - Alternate employees working 30 or more hours per week should have an established ending date – no more than 5 months after hire.
    - Business Manager (or the appropriate contact) needs to monitor their hours.
    - If you have employed an alternate employee working 30 or more hours per week, make sure that after 5 months you:
      - reduce their hours;
      - terminate the employment; or
      - make the employee a regular full-time eligible employee.

# The Archdiocese of Denver 403(b) Voluntary Program

- The Archdiocese of Denver and its related ecclesiastical organizations provide a Tax-Sheltered Annuity/Voluntary 403(b) Plan Program as a second retirement vehicle for **ALL employees**.
- Every entity must offer the Voluntary 403(b) Plan Program to its employees – **once during the new hire process and an additional time each year**.
  - Religious employees and part-time employees – including alternate employees – are eligible to participate.
  - There is no eligibility requirement to participate.
    - The employee may join the program at any time.
    - Once the employee joins the program, contributions are deducted automatically from his paycheck upon completion of the required forms.
    - The contributions are pre-tax for federal and state taxes only. Social Security and Medicare taxes must be calculated on the election amount.

Payroll deductions must be sent to the vendor after every bi-weekly payroll.

## Tax-Sheltered Annuity Program 403(b)

- The Archdiocese asked the mutual fund vendors to sign agreements accepting liability for contribution calculations, maximum exclusion allowances, and catch-up contributions.
  - If a vendor refused to sign the agreement, the vendor was taken off the approved list.
- The TSA offers a specific list of vendors (see Pages 88-92).
  - All vendors must be offered; the entity cannot pick and choose.
  - If a vendor is removed, existing balances will remain, but future contributions can no longer be sent to that vendor.
- The participant can choose a vendor from the approved vendor list to invest his contributions.
  - The Salary Reduction Agreement has a section for the employee to list his elected vendors, including the salary deferral elections..
- The employee must complete a Salary Reduction Agreement and submit it to Roxanne Powell in HR to set up the deduction process.
- We know that the salary reduction procedures may create additional work from payroll, but each employee must have the opportunity to participate in the program.
  - The entity processes salary reductions during payroll processing.

# Tax-Sheltered Annuity Program 403(b)



## RETIREMENT PLANNING

### Tax-Sheltered Annuity Program: The Archdiocese of Denver's Voluntary 403(b) Plan Program<sup>1</sup>

The Archdiocese of Denver values the service of the many dedicated employees throughout its system of Catholic employers in northern Colorado. One of our primary concerns is the financial security of you and your family when you retire. Every employee of our Catholic employers therefore has the choice to participate in the Archdiocese of Denver's Voluntary 403(b) Plan Program. The Voluntary 403(b) Plan Program offers you the opportunity to create a supplemental savings program to help you achieve your retirement goals. Saving for your future is easy with a 403(b) plan.

#### What a 403(b) Plan Can Do For You

Saving for retirement should be one of your primary financial goals. You work hard; your money should be working hard, too, to help provide for you and your family long after you retire. Participating in the Archdiocese of Denver's Voluntary 403(b) Plan Program is one of the best ways to begin providing for your future. Participation is easy and affordable. Once set up, contributions to your 403(b) account are made through simple and consistent payroll deductions. You elect an amount to defer each payroll period into the Provider product that you have chosen, and your contributions are deducted automatically from your paycheck. Your contributions may or may not be subject to federal or state income tax at the time they are made to a 403(b) plan, depending on the type of investment option you choose. Your account grows tax-free until funds are withdrawn, your contributions reduce current taxable income, and when you retire or take a distribution, taxes may be due but at a probable tax savings.

#### What Are Some of the Benefits of a 403(b) Plan?

A 403(b) Plan also permits you to take loans and withdrawals for certain emergencies (check with your Provider directly). Generally, you may request a loan for any purpose (interest return on a 403(b) account loan depends on the Provider; please consult your Provider for details). Withdrawals are also generally available for certain hardship purposes in case you have no other funds to meet an immediate and heavy financial need.

#### How to Enroll in the Archdiocese Of Denver Voluntary 403(b) Plan Program

First, read the attached information that describes the provisions of the Archdiocese of Denver Voluntary 403(b) Plan Program. If you have any additional questions not answered by this Notice and not specific to a Provider product, the Human Resources/Benefits Department of the Archdiocese of Denver Management Corporation will be happy to assist you (see contact information on page 3).

Planning to enjoy your retirement begins today.

Let's get started!

<sup>1</sup> The Voluntary 403(b) Plan Program is an elective retirement planning program that is in addition to the Archdiocese of Denver Lay Employees' Money Purchase Pension Plan (AOD Pension Plan). Full time employees are automatically enrolled in the AOD Pension Plan, which consists solely of employer contributions. The Voluntary 403(b) Plan (a Tax Sheltered Annuity Plan, also sometimes referred to as a 'TDA', a 'TSA', or simply a '403(b)'), however, is open to all employees of all employers in the Archdiocese of Denver's system of Catholic employers, regardless of whether they are part-time or full-time employees. The Voluntary 403(b) Plan Program consists solely of employee contributions through employee salary deferrals.



# Tax-Sheltered Annuity Program 403(b)



## Below Are Some Frequently Asked Questions Regarding the Archdiocese of Denver Voluntary 403(b) Plan Program, and 403(b) Plans Generally

*Note regarding terminology: An elective-deferral contribution is also known as a "salary deferral" or "salary reduction" contribution. Terms will be used interchangeably throughout this Notice.*

### Who Can Participate in the Voluntary 403(b) Plan Program?

Any employee within the Archdiocese of Denver system of employers can choose to participate. Please consult your employer's business manager or human resources office to confirm your employer's participation.

### How Do I Participate in the Voluntary 403(b) Plan Program?

Attached to this material you will find a 403(b) Salary Reduction Agreement, as well as a list of approved investment Providers. Select a Provider and establish a contract directly with the Provider as to where your contribution deferrals will be invested. The Providers listed will be able to provide the necessary forms and information relating to their respective 403(b) product, as this is not information that can be provided by your employer, whether it is the Archdiocese of Denver or another Catholic employer in the system.

Once your contract with the Provider is established, complete the attached 403(b) Salary Reduction Agreement and return it to your Employer's business manager or human resources office (as applicable) for Employer signature and processing.

The amount you have elected to defer will be entered into your Employer's payroll system and your contributions will begin.

### Type of Deferral: Pre-Tax Traditional Deferrals;

The Voluntary 403(b) Plan Program allows you to elect Pre-Tax contributions that are withheld from your pay before any federal or state income tax is applied. So, let's assume you earn \$500 and elect to contribute \$50; you would pay taxes on \$450, rather than \$500. When you withdraw the money from your 403(b) account, the funds plus the earnings will be subject to taxes.

### Can I Make Roth Deferrals?

At the moment, Roth deferrals are not permitted under the Voluntary 403(b) Plan Program, although that may change in the future.

### How Much Can I Contribute?

Deferrals are limited to amounts set annually by the IRS. These amounts may change from year to year. For 2020, the deferral limit is \$19,500. However, you can increase that amount in any year during or after you reach age 50. For 2020, that amount is \$6,500.

<sup>2</sup> "Termination" for purposes of permitting withdrawal requires cessation of employment with all Catholic employers in the Archdiocese of Denver system.

### Can I Change My Deferral Elections?

Yes, you may change your deferral elections at any time by completing a new 403(b) Salary Reduction Agreement and returning the form to your employer's business manager or human resources office (as applicable) for employer signature and processing through payroll.

### When Can I Withdraw Funds From My Account?

Your 403(b) account is a retirement plan rather than a savings account; benefit payments are therefore restricted to specific events. These events include but are not limited to: termination of employment,<sup>2</sup> death, or retirement. You may also receive a payment while you're still employed (in-service). Attainment of age 59 1/2, and qualification for a hardship payment are examples of 'in-service' distributable events for which payments are available. Note that your contribution is 100% vested, and you are entitled to all your 403(b) funds when you retire or leave your employment (see Footnote #2, below).

### Can I Borrow From My Account?

Participants are typically allowed to borrow from their account the lesser of 50% of their vested balance, or \$50,000. Interest is calculated at a fixed rate, with monthly repayment of interest and principal typically applied to your Plan account. Generally, loans must be repaid within a certain period (generally not to exceed 60 months) directly back to the Provider. But you must contact your Provider to request a loan and for related loan terms, including repayment options and obligations.

### How Are My Contributions Invested?

The Voluntary 403(b) Plan Program permits you to select from a number of investment Providers that are authorized by the Archdiocese of Denver to be part of the Program. These Providers offer a wide choice of investment options, including stock and bond funds, guaranteed funds, U.S. and 'lifecycle' funds that offer portfolios targeted to a participant's withdrawal date. Please work directly with your chosen Provider(s) to determine all product investment details.

### Current Approved Providers Participating in the Archdiocese of Denver Voluntary 403(b) Plan Program:

AIG VALIC	Voya (Formerly ING Reliastar)
Ameriprise Financial	Midland National Life Ins Co
AXA Equitable	USAA Life Ins Co
The Horace Mann Companies	Waddell and Reed

Provider contact information is below. *Note: Provider products and contact information can and do change from time to time. Further updates to the information, below, is anticipated in the near future, and will be posted for employee review.*

# Approved Vendor List

## Archdiocese of Denver Voluntary 403(b) Plan Program Investment Provider List with Provider/Provider Broker Contact Information– Plan Year 2020

*Note: Provider products and Provider/Provider broker contact information changes from time to time. Further updates to the list, below, are anticipated in the near future, and will be posted for employee review.*

▪ **AIG/VALIC**

165 S. Union Blvd., Suite 600  
Lakewood, CO 80228  
Phone: 1-800-569-7055

Product: Annuities

▪ **Ameriprise Financial**

7979 E. Tufts Avenue, Ste 175  
Denver, CO 80237  
Phone: 303-721-6055

Product: Annuities and Mutual Funds

▪ **Equitable Life**

14143 Denver West Parkway, 520  
Lakewood, CO 80401  
Phone: 303-892-5700

Product: Annuities

▪ **The Horace Mann Company**

1 Horace Mann Plaza  
Springfield, IL 62715  
Phone: 855-600-3702

Product: Annuities and Mutual Funds

▪ **Midland National Life Ins Co**

8300 Mills Civic Parkway  
West Des Moines, IA 50266  
Phone: 877-586-0244

Product: Annuities

▪ **VOYA (Formerly ING/Reliastar)**  
10019 Deer Creek Street  
Highlands Ranch, CO 80129  
Phone: 303-683-1697

Product: Annuities and Mutual Funds

▪ **USAA Life Insurance Co**  
9800 Fredericksburg Road  
San Antonio, TX 78288  
Phone: 800-472-8722

Product: *[product offerings in transition as of printing]*

▪ **Waddell and Reed**  
350 Indiana Street Ste 700  
Golden, CO 80401  
or  
501 S. Cherry St. Ste. 920  
Denver 80246  
Phone: 720-504-4448

Product: Mutual Funds



# Salary Reduction Agreement

Archdiocese of Denver  
Voluntary 403(b) Plan Program  
Salary Reduction Agreement



Employer Name		Address		Phone	
Participant Name			Social Security No – last 4 digits only		
Address			City	State	Zip
Date of Birth	Date of Employment	Email			
Position/Title	Day Phone	Alternate Phone	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried	<input type="checkbox"/> Male <input type="checkbox"/> Female	

Are you employed by more than one Employer within the Archdiocese of Denver's system of employers  Yes  No

If yes, please list each Employer out: \_\_\_\_\_

## SALARY DEFERRAL ELECTIONS

SALARY DEFERRAL ELECTIONS	<input type="checkbox"/> I hereby apply for Participation in the above-named Voluntary 403(b) Plan Program and direct my Employer to withhold, through payroll reduction, the following amounts from each pay period. I understand this election will be applied to future contributions only and will remain in effect until I direct new elections. <input type="checkbox"/> Traditional 403(b) \$ _____ or _____ % per pay period
CATCH-UP DEFERRAL ELECTIONS	<input type="checkbox"/> I am 50 years of age or will reach the age of 50 during this calendar year and elect to allocate as a catch-up contribution any deferrals in excess of the Plan's elective deferral limits. <input type="checkbox"/> I am eligible for the 15-year Catch-Up and elect to defer \$ _____ under this option. (NOTE: Special Rules are required for this election to be accepted. Please see your Benefits Administrator)
ELECTION TO DEFER OR SUSPEND PARTICIPATION	<input type="checkbox"/> I have received information on the Archdiocese of Denver Voluntary 403(b) Plan Program and elect to decline participation at this time. I understand this election can be modified by completing a new Salary Reduction Form. Elections will be applied based on procedures established by the Voluntary 403(b) Plan.

## INVESTMENT ELECTIONS

I direct my new money to be invested in the Provider(s) that I have selected below.  
I understand these investment directions will remain in effect until I direct new elections.

Investment Elections	Provider Name	Contract Number	Amount to Defer to Pre-Tax 403(b) (Per Pay Period)
<input type="checkbox"/>	AIG/VALIC		
<input type="checkbox"/>	Ameriprise Financial		
<input type="checkbox"/>	Equitable Life		
<input type="checkbox"/>	The Horace Mann Company		
<input type="checkbox"/>	Midland National Life		
<input type="checkbox"/>	VOYA		
<input type="checkbox"/>	USAA		
<input type="checkbox"/>	Waddell & Reed		

# Salary Reduction Agreement

## AGREEMENT

By signing this Agreement, Employee agrees to modify his/her salary as indicated above and Employer agrees to contribute this amount on Employee's behalf into the 403(b) annuity(ies) or custodial account(s) selected above. It is intended that the requirements of all applicable state and federal tax rules and regulations (Applicable Law) will be met. Employee understands and agrees that this Agreement:

1. Is legally binding and irrevocable with respect to amounts paid or available while it is in effect; however, is effective only for amounts not yet earned or made available.
2. May be terminated at any time for amounts not yet paid or available, and that a termination request is permanent and remains in effect until a new salary reduction agreement is submitted.

### Employee further agrees that:

- In conjunction with his/her Employer, he/she is responsible for determining that his/her salary reduction amount does not exceed the limits of the Applicable Law;
- He/she is responsible for the accuracy of information provided by Employee, which is used in determining Employee's maximum annual contribution limit;
- Employer has no liability for any losses suffered by Employee that result from his/her participation in the 403(b) Plan;
- He/she acknowledges that Employer has made no representation to Employee regarding the advisability, appropriateness or tax consequences of the purchase of the 403(b) Plan. Nothing herein shall affect the terms of employment between Employer and Employee;
- This Agreement supersedes all prior 403(b) salary reduction and/or deduction agreements and shall automatically terminate if employment with Employer is terminated.

### Important Information

- Although the Archdiocese of Denver must authorize the 403(b) Providers, neither the Archdiocese of Denver nor any other Employer in the Archdiocese of Denver system of Catholic employers chooses the annuity contract(s) or custodial account(s) in which 403(b) contributions are invested.
- Employees are responsible for setting up and signing the legal documents to establish the annuity contract or custodial account, except for certain group annuity contracts under which Employer may be required to establish the contract.
- In order to receive the expected tax results, Employees are responsible for investing in annuity contracts or custodial accounts that meet the requirements of Section 403(b) of the Internal Revenue Code.
- Employees are responsible for naming a death beneficiary under the Voluntary 403(b) Plan. This is normally done at the time the annuity contract or custodial account is established. Beneficiary designations should be reviewed periodically.
- Employers are responsible for all distributions and any other transactions with a 403(b) Provider. All rights under the annuity contracts or custodial accounts are enforceable solely by Employee, Employee's beneficiary or Employee's authorized representative. However, Employer has certain responsibilities under the Voluntary 403(b) Plan with respect to the integrity of the transactions for the Voluntary 403(b) Plan and may require an authorized representative from the Employer (or their Designee) to approve any requested transaction by Employees. Employee must cooperate directly with their chosen 403(b) Provider, Employer, or Employer's Designee, as directed by Employer to transfer contract(s) or custodial account(s) to another 403(b) Provider, begin distributions, make loans, exchanges or otherwise access 403(b) plan assets.
- Employees are responsible for determining that salary reductions do not exceed the allowable contribution limits under Applicable Law. References herein to elective deferral limits are based on current limits. In subsequent years, the basic limit and the age 50+ catch up option are indexed in \$500 increments and will increase over time.

## EMPLOYEE SIGNATURE

I certify that I have read this complete Agreement and that my salary reductions do not exceed contribution limits as determined by Applicable Law. I also certify that I am eligible for the catch up election(s), if selected above. I understand my responsibilities as an Employee under the Voluntary 403(b) Plan, and I request my Employer to take the action specified in this Agreement. I understand that there may be an excess contribution to my 403(b) if I also own more than 50% ("control") of another business. In such event, the maximum contribution to all plans that I control and my 403(b) accounts or annuities for 2020 may not exceed \$57,000 (if I am under age 50) and \$63,500 (if I am 50 or older by the end of 2020). I understand that my Employer or its designee is responsible for knowing that I may control another business and I understand that I must notify my Employer or its designee that I have control of another business to ensure that I have not exceeded this maximum amount of contribution.

I understand that all rights under the annuity(ies) or custodial accounts established by me under the Voluntary 403(b) Plan are enforceable solely by me, my beneficiary or my authorized representative. By signing this Agreement, I authorize any Provider, or their delegee, to provide information on my Account to my Employer or to another Provider if such information is necessary for compliance purposes, or to effectuate such transactions as I may request.

## SIGNATURES

Under penalties of perjury, I certify that the above information (including the last four digits of my social security number, provided above) is correct and that I am an employee of the Employer. I also: (1) agree to promptly give instructions to the Archdiocese of Denver, as the Voluntary 403(b) Plan Program Sponsor, that is necessary to enable a Provider to carry out its duties under the Plan; (2) agree to complete any additional forms required by the selected Provider(s) on a timely basis; and (3) I direct that my contribution be invested as indicated on this Enrollment Form.

Participant Signature	Date
Employer Signature	Date

# Guidelines for Employee Issues

- The Archbishop and the Presbyteral Council have agreed to band together to purchase benefits and insurance and share the risk across all the related ecclesiastical organizations in the Archdiocese of Denver.
- **No variations are allowed.**
- This includes, but is not limited to:
  - health care benefits (medical/dental/vision/life, etc.);
  - pension plans;
  - voluntary benefit programs (TSA, FSA);
  - general liability and property insurance;
  - workers' compensation insurance; and
  - the use of ParishSoft/ConnectNow Accounting, Paycom, etc.
    - The associated Trusts and departments are responsible for the application and administration of each program.
- Some entities have modified these programs or procedures or have created their own programs and procedures.
  - These entities may have created non-qualified benefit plans, resulting in coverage issues, unpaid tax issues, the possibility of fraud, inconsistency with the benefit programs, and unfair practices.
- **PLEASE refer to the Pastoral Handbook for correct procedures in daily duties/responsibilities.**

# Guidelines for Employee Issues

---

- A discussion of these non-qualified programs and issues follows:
  - Determining Independent Contractors
  - Tuition program issues
  - Free or discounted daycare and scholarship programs
  - Handling moving expense and mileage reimbursements
  - Use of Timesheets
  - Conclusion
  - Appendix Items



# Guidelines for Employee Issues

## – Determining Independent Contractors

- Independent contractors are not employees and therefore they are not eligible for any benefit programs.
- It is the responsibility of the parish as payer to properly classify their workers. The IRS expects payers to make proper determination based on facts and circumstances of each individual. Classification of an individual as employee or contractor is not a choice (for the parish or individual) but must be determined based on the facts and circumstances of each case based on IRS guidance. Failure to properly classify individuals can result in expensive and time-consuming corrections.
- The IRS offers guidelines on determining if a worker is an independent contractor rather than a common law employee.
  - The IRS “Factors for Identifying Common Law Employees” is included in the Appendix on pages 107.
- If it is unclear as to an individual’s status or there is a disagreement, the parish should consider the individual as an employee and the individual should complete the IRS Form SS-8 to obtain IRS determination of contractor vs. employee status.
  - **Get a Form W-9 completed by the contractor before work is begun** (Request for Taxpayer Identification Number and Certification);
    - Backup withholding at 28% is required to be withheld from payments if a W-9 is not provided/completed;
  - complete an agreement regarding the work performed, their non-employee status and ineligibility for benefits;
  - get proof of liability insurance and workers’ compensation insurance (PH 7.1.17.5); and,
  - process payments from invoices through accounts payable.
    - A 1099 is required for payments totaling more than \$600 in a calendar year.

# **Guidelines for Employee Issues**

## **– Determining Independent Contractors**

---

- Parishes/schools cannot classify workers as independent contractors just to save money on taxes, benefits, or workers' compensation premiums.
- Parishes/schools cannot allow a worker to demand independent contractor status to avoid having taxes withheld from compensation or to write-off expenses against taxable income/compensation.
  - This includes alternate employees, musicians, cantors, etc.

# Sample Independent Contractor Agreement

## INDEPENDENT SERVICE CONTRACT AGREEMENT

I, the undersigned, understand that I do not qualify as an employee of [INSERT NAME OF EMPLOYER] and am not entitled to receive, and I hereby waive any rights to any benefits such as vacation, medical, retirement, holiday pay, etc. Rather, I certify that I am an independent contractor and as such am available to provide my services to organizations other than the one listed above. **I AM RESPONSIBLE FOR ALL TAXES AND WORKER'S COMPENSATION INSURANCE AND HAVE SUPPLIED THE ABOVE MENTIONED EMPLOYER WITH PROOF OF LIABILITY AND WORKER'S COMPENSATION INSURANCE.** I also realize that I will receive a Form 1099-MISC at the end of the calendar year for income tax purposes and that I will provide an updated mailing address, if needed, for this purpose.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Contract Service Position Description/Title

\_\_\_\_\_  
Date

### INFORMATION (PLEASE PRINT):

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Social Security Number

# Guidelines for Employee Issues

## – Determining Independent Contractors

- The liability for unpaid taxes, any related penalties/interest, missing plan contributions and other benefits that should have been provided (vacation/sick leave, life insurance premiums) will fall on the entity if the worker category is questioned.
  - The IRS could potentially determine that there was fraud if it is found that the rules were intentionally ignored.
  - There are fines and penalties for misclassified workers from both the IRS and the State of Colorado.
  - An incorrectly classified employee could sue the parish for back benefits that were denied.
- If any entity considers a worker as an employee for one purpose, then it considers that worker as an employee for all purposes – in the same location or across entities.
- Remember to check with Human Resources if you have any questions about a worker's status.
  - Be consistent in determining employees vs. independent contractors.
    - A class of workers, e.g., teachers, musicians, maintenance, office, should be treated similarly
  - It is safer to assume that a worker is an employee first and then see if they could be an independent contractor, instead of the other way around.



# **Guidelines for Employee Issues**

## **– Tuition Program Issues**

- The treatment of free or discounted tuition was updated in August 2002.
- For parish employees (such as parish secretary, Director of Religious Education, or choir member):
  - Free or discounted tuition is taxable to these employees, as well as parish independent contractors or parish volunteer workers.
    - These amounts are eligible for the 6% contribution to the plan if the worker is otherwise eligible for a contribution.
    - These amounts should be reported on the Form W-2 for parish employees and on the Form 1099-MISC for independent contractors and volunteers.
- For school employees (for example, teacher, principal, cafeteria worker, or teacher's aide):
  - Free or discounted tuition is not taxable to these employees.
    - These amounts are not eligible for the 6% contribution to the plan.
- The school is not required to offer free or discounted tuition.
- If the parish decides to offer free or discounted tuition, it must develop a written program that is consistently offered to all employees in the same class, (school, non-school, full-time employees), the parish cannot offer additional compensation to employees that don't accept this benefit. Parishes must appropriately differentiate school vs. non-school employees (those that report to the Principal and those that do not) in order to determine the taxability of free or discounted school tuition.

## **Guidelines for Employee Issues**

### **– Free or Discounted Day/Child Care and Scholarship Programs**

---

- Free or discounted daycare care has a \$5,000 maximum for a tax-free benefit; any amount over \$5,000 is taxable.
- Under a true and legitimate scholarship program, tuition can be awarded to the child for tuition purposes as long as the program is:
  - documented in writing;
  - offered on a nondiscriminatory basis.
- If you have further questions about offering a scholarship or reduced tuition program, please contact the Office of Parish Finance to ensure taxation compliance.

## Guidelines for Employee Issues – Handling Moving Expenses and Mileage Reimbursements

- Moving expenses should be handled as an accountable plan per the Pastoral Handbook
- Moving expenses and mileage reimbursements will be handled in one of two ways:
  - If the employee receives an equal reimbursement for eligible moving or mileage expenses, then the reimbursement is taxable to the employee and is **not eligible for a 6% contribution** to the Plan. This is the accountable plan per the Pastoral Handbook.

OR

- If the employee receives an amount in excess of substantiated expenses as actual moving or mileage expenses or an amount for non-eligible expenses, the excess amount or amount for non-eligible expenses should be returned to the parish. If it is not returned, then the excess amount or amount for non-eligible expenses is taxable to the employee and **is not eligible for a 6% contribution** to the Plan.

# Guidelines for Employee Issues

## – Use of Timesheets

- Each entity must use Paycom timesheets to record actual time worked for non-exempt employees and time-off for exempt employees.
  - All hourly full-time employees and part-time employees – whether paid on an hourly, stipend or salaried basis - must complete timesheets to make sure that the employee is paid for (or credited with) the correct amount of time worked.
    - Even if the employee is salaried part-time, you must use timesheets to make sure that the employee is not working 30 or more hours per week for benefits eligibility and over 40 hours per week for overtime pay.
    - Full-time employees paid on an hourly basis should complete timesheets to ensure that the employee is paid for the correct amount of time worked and to ensure that the employee continues to work 30 or more hours per week for benefits eligibility.
    - If you have employees who work off-site or at home, make sure that those employees – whether part-time, full-time, hourly, or salaried - submit a timesheet to verify benefits eligibility or in-eligibility and to track overtime pay. For business purposes, you can request that they provide a written description of the tasks worked.
- There were several instances when a part-time employee terminated employment and subsequently claimed that they had actually been working 30 or more hours a week and were therefore entitled to Plan benefits.
  - When there was no clear documentation as to the number of hours an employee worked, some parishes have had to make retroactive contributions to the Plan for an employee that they believed, but could not prove, worked part-time.
- See sample of timesheet in the Appendix.

# Guidelines for Employee Issues

## – Conclusion

---

- **Be Consistent!** If your location offers any other benefits, the benefits must be offered to ALL employees.
  - Inconsistent treatment can cause tax ramifications, compliance problems, and the possibility of fraud, as well as ill will to the employees not “eligible” for these additional benefits.
- When in doubt about an employee’s status – Call us!
- Unsure about benefits eligibility – Call us!

# Appendix

---

**Common Law Factors**

**W-2 Memo Sample**

**Timesheet samples**

**Websites:**

**IRS – [www.irs.gov](http://www.irs.gov)**

- **Form SS-8, Determining Worker Status**
- **Publication 15A (Circular E) employee or independent contractor?**
- **W-2 form and rules**

**Colorado – [www.coworkforce.com](http://www.coworkforce.com)**

- **Child labor laws**
- **Fair Labor Standard Act (FLSA)**
- **link to Department of Labor**

**Federal – [www.dol.gov](http://www.dol.gov)**

- **Child labor laws**

## Appendix Factors for Identifying Common Law Employees

Historically, the IRS has used a 20-factor test as a guide in assessing how workers should be classified under the common law test in specific situations. How the factors are applied, and the relative weight to be accorded for each factor, depends on the particular occupation in question and the factual context in which the issues has arisen. In 1996, the IRS published new auditor training materials that suggest that some of the 20 factors are no longer as relevant as they once were. These questionable factors are noted with an asterisk (\*).

1. Whether the worker is required to comply with instructions about when, where and how to perform the work.
2. Whether the service recipient trains the worker.
3. Whether the worker's services are integrated into the business operations of the service recipient.
4. Whether the services must be rendered personally.
5. Whether the service recipient supervises the worker.
6. Whether there is an expectation that the relationship between the worker and the service recipient will continue indefinitely.
7. Whether the service recipient sets the hours of work of the worker.\*
8. Whether the worker is required to devote substantially full time to the business of the service recipient."
9. Whether the work is done on the premises of the service recipient.\*
10. Whether the worker must perform services in the order set by the service recipient.
11. Whether reports by the worker to the service recipient are required.
12. Whether payment is by the hour, week or month (as opposed to a flat fee.)
13. Whether the service recipient pays the worker's business and/or traveling expenses (i.e., whether the worker incurs any *Unreimbursed* expenses.)
14. Whether the worker is required to furnish his or her own tools.
15. Whether the worker invests in facilities used to perform the work.
16. Whether the worker can realize a profit or loss as a result of the performance of services.
17. Whether the worker performs the services for more than one service recipient.
18. Whether the worker makes his or her services available to the general public.
19. Whether the service recipient has the right to discharge the worker at will.\*
20. Whether the worker has the right to terminate the relationship without incurring liability.\*

In its 1996 training manual, the IRS acknowledges that some factors not listed above may also be relevant, including:

- The intent of the parties, as reflected in written contracts.

Providing a worker with employee benefits traditionally associated with employee status.

# Common Law

## Independent Contractor *or* Employee

### Which are you?

For federal tax purposes, this is an important distinction. Worker classification affects how you pay your federal income tax, social security and Medicare taxes, and how you file your tax return. Classification affects your eligibility for social security and Medicare benefits, employer provided benefits and your tax responsibilities. If you aren't sure of your work status, you should find out now. This brochure can help you.

The courts have considered many facts in deciding whether a worker is an independent contractor or an employee. These relevant facts fall into three main categories: behavioral control; financial control; and relationship of the parties. In each case, it is very important to consider all the facts – no single fact provides the answer. Carefully review the following definitions.

### Behavioral Control

These facts show whether there is a right to direct or control how the worker does the work. A worker is an employee when the business has the right to direct and control the worker. The business does not have to actually direct or control the way the work is done – as long as the employer has the right to direct and control the work. For example:

**Instructions** – if you receive extensive instructions on how work is to be done, this suggests that you are an employee. Instructions can cover a wide range of topics, for example:

- how, when, or where to do the work
- what tools or equipment to use
- what assistants to hire to help with the work
- where to purchase supplies and services

If you receive less extensive instructions about what should be done, but not how it should be done, you may be an independent contractor. For instance, instructions about time and place may be less important than directions on how the work is performed.

**Training** – if the business provides you with training about required procedures and methods, this indicates that the business wants the work done in a certain way, and this suggests that you may be an employee.

### Financial Control

These facts show whether there is a right to direct or control the business part of the work. For example:

**Significant Investment** – if you have a significant investment in your work, you may be an independent contractor. While there is no precise dollar test, the investment must have substance. However, a significant investment is not necessary to be an independent contractor.

**Expenses** – if you are not reimbursed for some or all business expenses, then you may be an independent contractor, especially if your unreimbursed business expenses are high.

**Opportunity for Profit or Loss** – if you can realize a profit or incur a loss, this suggests that you are in business for yourself and that you may be an independent contractor.

### Relationship of the Parties

These are facts that illustrate how the business and the worker perceive their relationship. For example:

**Employee Benefits** – if you receive benefits, such as insurance, pension, or paid leave, this is an indication that you may be an employee. If you do not receive benefits, however, you could be either an employee or an independent contractor.

**Written Contracts** – a written contract may show what both you and the business intend. This may be very significant if it is difficult, if not impossible, to determine status based on other facts.

### When You Are an Employee...

- Your employer must withhold income tax and your portion of social security and Medicare taxes. Also, your employer is responsible for paying social security, Medicare, and unemployment (FUTA) taxes on your wages. Your employer must give you a Form W-2, Wage and Tax Statement, showing the amount of taxes withheld from your pay.
- You may deduct unreimbursed employee business expenses on Schedule A of your income tax return, but only if you itemize deductions and they total more than two percent of your adjusted gross income.

### When You Are an Independent Contractor...

- The business may be required to give you Form 1099-MISC, Miscellaneous Income, to report what it has paid to you.
- You are responsible for paying your own income tax and self-employment tax (Self-Employment Contributions Act – SECA). The business does not withhold taxes from your pay. You may need to make estimated tax payments during the year to cover your tax liabilities.
- You may deduct business expenses on Schedule C of your income tax return.






# Timesheet Samples

paycom Employees Payroll Talent Acquisition Time Management Human Resources Talent Management Reports User Options

Current Year 2019 [DRJ19] ARCHDIOCESE OF DENVER MANAGEMENT CO ALLEDEPTS Main Menu Inbox (0) Help ESS Login Updates 1 Log Out

Make Employee Changes Timecard Editor

DUCK, DONALD (VVVV) 5370 of 5707 Prev 04/21/2019 - 05/04/2019 (ARCHIVED PERIOD) Next


**Name**  
 Status ACTIVE  
 Dept SCH  
 Schedule Group  
 Full/Part Time Full Time

**Pay Period** 04/21/2019 - 05/04/2019 (ARCHIVED PERIOD)  
**Badge Number**  
 Position Teacher Aide  
 Exception Code  
**Labor Allocation** PAR 300 School (K-8)-ST THOMAS MORE  
 CATHOLIC PARISH-School Full-Time-PAR GEN-PAR 4021  
 Teacher Aide

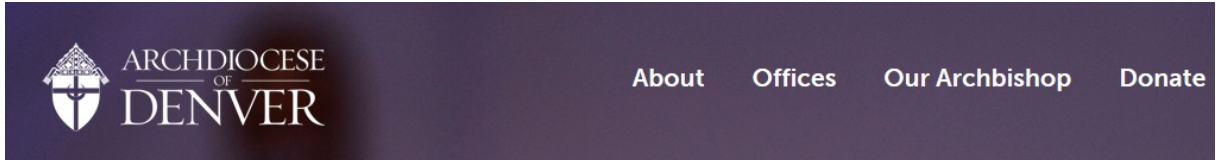
**Hire Date** 08/18/2003  
**Pay Type** Hourly  
**Pay Class** HRL

Pay-Period Summary Calc Detail Schedule Detail Audit Detail Accrual Information

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars	Units	Exceptions (0 points)			
SUN (04/21)															
MON (04/22)	[HOL] Holiday		[SCH]-S...					8.00	8.00						
TUE (04/23)		07:10 AM	[SCH]-S...	01:13 PM	01:35 PM	[SCH]-S...	03:47 PM	8.25	8.25						
WED (04/24)															
THU (04/25)															
FRI (04/26)															
SAT (04/27)															
Weekly Totals								16.25		\$0.00	0.00				
SUN (04/28)															
MON (04/29)															
TUE (04/30)		07:10 AM	[SCH]-S...	01:00 PM	01:15 PM	[SCH]-S...	03:39 PM	8.25	8.25						
WED (05/01)		07:21 AM	[SCH]-S...	12:12 PM	12:34 PM	[SCH]-S...	03:55 PM	8.50	8.50						
THU (05/02)		07:18 AM	[SCH]-S...	12:03 PM	12:24 PM	[SCH]-S...	03:45 PM	8.00	8.00						
FRI (05/03)		07:16 AM	[SCH]-S...	11:52 AM	12:20 PM	[SCH]-S...	03:36 PM	7.75	7.75						
SAT (05/04)															
Weekly Totals								32.50		\$0.00	0.00				

# References

- Pastoral Handbook available at [www.archden.org](http://www.archden.org) - Offices



## Offices and Ministries

The work of the Archdiocese of Denver is carried out by a number of offices and ministries dedicated to particular aspects of the mission of the Catholic Church, the very same mission given to the apostles by Jesus Christ.

### Communications

Careers

Vocations

Evangelization & Family Life Ministries

Marriage Preparation

Hispanic Ministry

Child & Youth Protection

Archbishop's Catholic Appeal

Catholic Schools

Jewish Relations

Black Catholic Ministry

## Pastoral Resources

Pastoral Handbook

Parish Support & Resources

Catholic Charities Denver

Respect Life Office

Cardinal Stafford Library

Catholic Cemetery and Funeral Services

Denver Catholic

El Pueblo Católico

TV Mass for the Homebound

## Background Checks –

Refer to Code of Conduct/standard application form  
Pastoral Handbook, Chapter 3, Section 3.2.3 and  
Exhibit IV

## Records Retention –

Pastoral Handbook, Chapter 10, Section 10.11.0  
and Exhibit III

## **Reference,** *(continued)*

---

### **Gifts and Bonuses –**

Pastoral Handbook, Chapter 10, Section 10.20.0

### **Priest Mass and Stole Fees –**

Pastoral Handbook, Chapter 2, Section 2.2.11

### **Items of Interest –**

Pastoral Handbook, Chapter 10

Section 10.18.0/19.0 – Employment, paychecks

Section 10.21.0 – Expenses, handling

Section 10.22.0 – Timely payroll tax remittance

Section 10.22.2 – 1099-Misc. Reporting

# THANK YOU

Please visit for more  
[denverparish.org/people-support/](https://denverparish.org/people-support/)

