

August 5, 2019

Dear Site Administrators,

Welcome back for the 2019-2020 School Year!

Several reminders for your back-to-school In-services and a brief review of the sequencing for NEW Hires in our Payroll and Benefits systems:



NEW HIRES - Create ONE record in IOIPay

Enter the new employee or changes to an existing employee in IOIPay (by Tuesday evening), the data will be added/updated in benefitCONNECT on Wednesday.

Dual entry of employee information is no longer necessary!

- Important: Verification of Weekly standard hours and # of Pays!
Please check the Weekly Std hours and # of Pays for your employees to make sure they're accurate.



Benefits-related payroll deductions and data synchronization

- ONCE THE new employee has flowed over from IOI Payroll into BenefitsCONNECT, they may select their benefits in one of the following ways:
 - a) Employee calls the Benefits Advocacy Center "BAC" to ELECT coverage; the BAC RECORDS election in BenefitsCONNECT system and saves record.
 - b) Site Admin selects coverage in BenefitsCONNECT system, and rates flow over to IOI and to Carriers for election of benefits
 - c) Online in the BenefitsCONNECT portals *[when the location allows this process]*



The subsequent payroll deductions associated with medical, dental and life will auto flow back to IOIPay (Fridays)

- *Payroll admins will no longer use the IOIPay Employee Benefits screen (excluding AN180/AN181)*

NOTE: Ancillary coverages are managed in IOI's Voluntary Deductions screens.

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401-K for new hires continues to be an auto-enrollment at 4% with a 3.5% contribution by the Archdiocese

- Allow 4 to 6 weeks for deductions due to the "opt-out" period.

- [Please CLICK HERE for the VOYA Flyer on Auto-Enrollment with further details.](#)

Primary Location flag is set to YES to allow changes and deferral updates to the



Gentle Reminder to UPDATE the [Louisiana 2nd Injury Questionnaire](#) for all of your staff this school year.

*Updates now required at the start of every third school year for all staff.

- [CLICK HERE for the updated Questionnaire.](#)

- ❖ [VISIT our H|R Downloads Page](#) with UPDATED HIRE PACKETS and other H|R Resources for leave Processes, etc.
- ❖ [VISIT our Staff Benefits Page](#) or direct your NEW HIRES to this page for detailed summaries of all ANO Benefits plans.

Please reach out to our office with any questions or concerns.

With appreciation for all you do!

Thank you and God Bless,

The HR Team,

Karen Heil **Pam Power** **Myndi Savoy**
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