



ARCHDIOCESE OF  
SAN FRANCISCO

# **Payroll Disaster Recovery Plan - E**

## **All Payroll Processed for the Archdiocese of San Francisco**

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## **Prevention Strategy**

Prevention strategy is only the first step to protect our organization. The following procedures will be periodically completed to correct potential problems.

1. On or about April 15<sup>th</sup> and October 15<sup>th</sup> of each year a regular inspection of all the Payroll Systems will be conducted by the Payroll Manager. This will include the following inspections:
  - a. Inspection of “tokens” in the Finance Department
  - b. Connection to servers for all laptops involved
  - c. Ensure that all software and computer records are duplicated or backed-up.
  - d. Verify, update, and distribute the emergency telephone list on a regular basis.

These proactive inspections are necessary to both prevent problems before they occur as well as allow for a quicker recovery in the event of a disaster.

2. On April 15<sup>th</sup> a test of the payroll recovery procedures will be performed by the Payroll Manager. This test will help to insure that the systems in place are working and that the process for payroll recovery is correctly documented. After the test of procedures is completed, the following will occur:
  - a. Provide updates of the Plan to all Team Members.
  - b. Annually contact all sources of services and supplies listed in the Plan to verify availability and to update names and phone numbers.

## Payroll Recovery Team Personnel

CFO/Payroll Manager will call the members of the Finance Recovery Team, in the order listed, in the event of a disaster. All members should have a copy of the plan and be familiar with its contents

**Executive Team Members:**

Fr. John Piderit Vicar for Admin	(M) 347-843-2842 (E) <a href="mailto:pideritj@sfarch.org">pideritj@sfarch.org</a>
Derek Gaskin Safety & Security	(M) 415-264-1099 (E) <a href="mailto:gaskind@sfarch.org">gaskind@sfarch.org</a>
Joe Passarello CFO	(M) 408-981-3816 (H) 650-494-6052 (E) <a href="mailto:passarelloj@sfarch.org">passarelloj@sfarch.org</a> (E2) <a href="mailto:joe.passarello@yahoo.com">joe.passarello@yahoo.com</a>

**Lead Team Members:**

Mary Connolly Controller	(M) 415-509-8230 (H) 415-715-0273 (E) <a href="mailto:marycon825@gmail.com">marycon825@gmail.com</a> (E2) <a href="mailto:connollym@sfarch.org">connollym@sfarch.org</a>
Keshia Kelsey Payroll Manager	(M) 209-601-4427 (H) 209-624-3143 (E) <a href="mailto:kelseyk@sfarch.org">kelseyk@sfarch.org</a> (E2) <a href="mailto:kelsey209@comcast.net">kelsey209@comcast.net</a>

**Team Members:**

Kerry Kelleher Finance Manager	(M) 415-203-3360 (E) <a href="mailto:kerryannk@comcast.net">kerryannk@comcast.net</a>
Kathy Brooks Accounting Manager	(M) 415-305-1654 (E) <a href="mailto:kebinsf@aol.com">kebinsf@aol.com</a>
Siena Perez Accounting Coord.	(M) 415-290-3294 (H) 415-668-5608 (E) <a href="mailto:eadie123@gmail.com">eadie123@gmail.com</a>
Suzanne Liu Payroll Admin.	(M) 415-602-7887 (H) 650-878-5737 (E) <a href="mailto:suzanneliuma@aol.com">suzanneliuma@aol.com</a>
Mili Calvo-Perez Payroll Admin.	(M) 650-438-2165 (E) <a href="mailto:mili_calvo@yahoo.com">mili_calvo@yahoo.com</a>

## **Payroll Recovery Team Responsibilities**

Every disaster is different. The response to each disaster or emergency situation will also differ; however the general responsibilities of the Payroll Recovery Team will remain the same. The Team's main goal is to provide direction, oversight, and manpower to the payroll recovery operations so that normal business conditions and payroll processing can be restored as quickly as possible. The roles and responsibilities of each classification level in the Payroll Recovery Team are outlined below. Additional details and specific job descriptions are included in subsequent sections of this plan.

### ***Responsibilities***

#### **Executive Administrator Members**

Fr. Piderit:

- Makes the decision to declare and communicate the opening or closure of facilities.
- Prepare a recovery timetable and budget with the assistance of Joe Passarello.

Derek Gaskin:

- Supervise the overall management of restoring and salvaging damaged areas.

Joe Passarello:

- Provide a copy of the Plan to Team Members and review roles, responsibilities, and information pertinent for any emergency.
- Meet periodically with the Lead Team Members to discuss the current viability and accuracy of the Plan.
- Prepare a recovery timetable and budget with the assistance of the Lead Team Members.

- **Lead Team Members**

Mary Connolly and Keshia Kelsey:

- Assist in the initial damage assessment process.
- Ensure that all software and computer records are duplicated or backed-up.
- Assist the Executive Administrators with prioritizing restoration of data.
- Supervise and assist in the payroll processing as necessary.
- Verify, update, and distribute the emergency telephone list on a regular basis.
- Provide updates of the Plan to all Team Members.
- Annually contact all sources of services and supplies listed in the Plan to verify their availability and to update names and phone numbers.

## **Payroll Recovery**

The following procedure details the recovery of payroll processing for the Archdiocese of San Francisco. This plan includes details for the restoration of payroll for all locations covered by ADSF.

1. Perform the procedures below directly following the notification of a disaster:
  - Contact all members of the Payroll Recovery Team. Provide them with the nature of the disaster and all appropriate information regarding location of the recovery site.
  - Determine if recovery of payroll processing offsite is the best option.
  - If payroll processing will be at a recovery location, obtain all the hardware needed for processing.
  
2. Perform the following at the recovery site:
  - Executive Administrator – Executive Approvals (Fr. Piderit – Backup)
  - Controller – Check balances, confirm payroll expense, move funds. (Kerry Kelleher – Backup)
  - Finance Manager – Approve transfers. (Joe Passarello – Backup)
  - Payroll Manager – Process payroll. (Siena Perez – Backup)