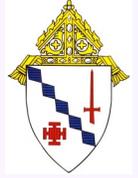


# Facts and Figures



A newsletter of the Finance Office of the Diocese of Birmingham

## Things to know:

PLEASE REFER TO THE HOLIDAY PAYROLL AND BONUS SCHEDULES TO ENSURE THAT DEADLINES ARE MET.

**Please use current versions of forms for benefits, new hires, W-4, and I-9. If you need a current copy of any or all of these forms, please contact Dan Svetlay or Barbara Latham. Be sure to submit these forms with drug screens and background check clearances BEFORE an employee begins working!**

If you know someone who should receive this newsletter please email:  
[ksouth@bhmdiocese.org](mailto:ksouth@bhmdiocese.org)

**SUPPORT FOR BENEFITS**  
Have questions regarding benefits? Please contact Barbara Latham, Benefits Coordinator for the Diocese.

**NEW EMAIL ADDRESS FOR BENEFITS**  
Please email any forms or payroll change notices regarding benefits to our new benefits email address.



By having a dedicated benefits representative and email address, we hope to be able to assist you more quickly and efficiently, and ensure that any questions are answered in a timely manner.

## PAYCOR ENHANCEMENTS

Prior to open enrollment in 2021, we will introduce a new and improved Paycor system to accommodate benefits changes and new hires electronically. The systems are called Onboarding and HRIS and will be added to our current Paycor system. There will be no changes to payroll processing procedures. However, we encourage you to adopt remote payroll data entry if you have not already done so. These changes will occur as part of open enrollment and when someone is hired. We will send more information once the implementation is further along. These improvements will greatly reduce the need for paper forms, in turn offering more efficient, accurate, and timely information.

When submitting a PCN for termination or reduced hours, please provide a notice signed by the employee (or former employee) as well; a simple note or email would be appreciated.



**Please dispose of all previously used parish tax forms. UPDATED parish tax forms can be found on the Diocese's website [www.bhmdiocese.org/finance](http://www.bhmdiocese.org/finance).**

DIOCESE OF  
BIRMINGHAM IN  
ALABAMA  
FINANCE  
DEPARTMENT

2121 3rd Ave North (35203)  
P O Box 12047 (35202)

### Automobiles

**2020-21 Auto Insurance certificates were sent out by email 9/11/2020. Make sure the updated certificate is copied and placed in all vehicles.**

**Tag renewal stickers were mailed by 11/18/2020. If you haven't received yours please contact Barbara Latham.**

**Remember to contact Barbara if any vehicles are bought, sold, or taken out of service so that the Diocesan insurance can be updated.**

### 2020 1099 INFORMATION

Please send your 1099 information to Kim South AS SOON AS POSSIBLE after year-end but no later than 1/15/2021. This year the IRS has introduced a new form for non-employee compensation reporting. Instead of a 1099-MISC we will issue a **1099-NEC** (non-employee compensation). The reporting process will be the same; the name of the form will be different. A template will be sent soon, as has been in previous years, to send information.

As we did last year, in preparation for year-end, we will send a listing of **POTENTIAL 1099 vendors** from your QuickBooks files. Please review this listing when received and compare to the 1099 information you generate to ensure that all vendors and payments have been accounted for.

As a reminder, the Diocese will file all 1099 reporting. No location should file 1099 information individually.

A Diocesan employee should not be paid by check or cash for anything other than a legitimate out-of-pocket expense. **Bonuses, ESPECIALLY Christmas bonuses, must be processed through payroll.** This year, the bonuses payroll will be run on 12/18/2020. The deadline to submit is 12/12/2020.



**MERRY CHRISTMAS AND HAPPY NEW YEAR FROM ALL OF US IN THE FINANCE OFFICE!**

### Friendly Reminder:

Please do not remit donations for the Seminarian Fund, Mission Co-Op/World Missions, or Special Collections on the same check as Parish Tax payments. This only delays the donations getting to the intended destination. Please write a separate check for each remittance.

### For your reference:

- Donations for the Seminarian Fund should be sent to the Vocations Office, Attention: Kristin Sessions.  
- Donations for Mission Co-Op and World Missions should be sent to the Office of the Propagation of the Faith, Attention: Christina Wright.  
- Special Collections and Parish Tax payments should not be combined. Please send these on separate checks to the Finance Office, Attention: Maureen Davis.

### **PPP FORGIVENESS APPLICATIONS**

**Applications for PPP forgiveness have not yet been filed. Please continue to keep the liability on your balance sheets until we notify you of the decision rendered by the Small Business Association.**

### BEST PRACTICES GUIDE (BPG) UPDATES

THE NEW VERSION OF THE BPG HAS BEEN DELAYED DUE TO THE PANDEMIC. WE ARE COMMITTED TO FINALIZING AND DISTRIBUTING THE NEW VERSION BY MAY 2021

### Now is the time to plan for your end of year wrap up.

- Check list items include:
- ◇ 1099 information up to date
  - ◇ Ensure that all employees addresses are up to date in Paycor
  - ◇ Depreciation Schedule Prepared
  - ◇ Amortization Schedules Prepared
  - ◇ Budget for next year completed
  - ◇ PTO balances up to Date
  - ◇ Parish Taxes Caught Up
  - ◇ Commercial Insurance and Assessments Caught Up

# Employee Vigilance through the Power of Hello

*Alert employees can spot suspicious activity and report it*



Used effectively, the right words can be a powerful tool. Simply saying “Hello” can prompt a casual conversation with unknown individuals and help you determine why they are there. **The OHNO approach – Observe, Initiate a Hello, Navigate the Risk, and Obtain Help** – helps employees observe and evaluate suspicious behaviors, empowers them to mitigate potential risk, and obtain help when necessary.

The **OHNO** approach to risk prevention relies on reasonable persons to make these observations to properly detect and report terrorism/criminal-related suspicious behavior.



**For additional Power of Hello resources** please visit [cisa.gov/employee-vigilance-power-hello](https://cisa.gov/employee-vigilance-power-hello).

DHS’ “If You See Something, Say Something®” campaign provides additional information on how to recognize and report the indicators of terrorism-related suspicious activity.

# 1 OBSERVE



## Stay vigilant of your surroundings.

Alert employees can identify suspicious behavior, such as:

- Placing an object or package and abandoning it or leaving the area.
- A prolonged interest in or taking pictures/videos of personnel, facilities, security features, or infrastructure in an unusual or covert manner.
- Unauthorized people trying to enter a restricted area or impersonating authorized personnel.
- Loitering at a location without a reasonable explanation.
- Avoiding security personnel or systems.
- Expressed or implied threats of violence.

# 2 INITIATE A HELLO



## Acknowledging a risk can deter a potential threat.

Use the Power of Hello to engage with individuals in your space by doing or saying the following (tip: active listening is key.):

- Smile, make eye contact, and introduce yourself.
- “Hello, how are you?”
- “How can I assist you?”
- “Are you looking for something or someone in particular?”
- “I will be here in case you need help.”
- Approaching a person viewed as suspicious has potential risks. In some situations it may be more advisable to report the activity to those with the authority and training to intervene.

# 3 NAVIGATE THE RISK



## Navigate the risk by asking yourself if the behavior you observed is threatening or suspicious.

When observing activity or behavior that would arouse reasonable suspicion of terrorism or other criminal activity, employees should consider these questions:

- Do they appear to be legitimately patronizing the business or service?
- Is their clothing consistent with the weather or for the gathering of the day?
- Are they avoiding security?
- Are they asking questions about business functions or employee information? (e.g., “Who is closing?” or “How many people work here?”, etc.)
- Causing you to feel threatened? (If you feel threatened, calmly walk away and call 9-1-1.)

# 4 OBTAIN HELP



## After navigating the risk, obtain help from management or authorities.

Using OHNO, provide the best information to first responders and security personnel.

- Call 9-1-1 for emergencies or if you feel in danger.
- To organize your thoughts to management or the police ask yourself 5W's:
  - What is happening?
  - Who is doing it?
  - Where is it taking place?
  - When did you observe it?
  - Why are they here?
- You may submit suspicious activity reports to your local law enforcement or call the non-emergency number.

The OHNO approach describes activities and behaviors that may be suspicious or indicative of criminal activity. These activities may be constitutionally protected and should be reported only when there are articulable facts to support a rational conclusion that the behavior is suspicious. Do not report based solely on protected activities, race, religion, gender, sexual orientation, or a combination of only such factors.