

November 7, 2022

Hello School Leaders,

Please see below for Human Resources' answers to the unanswered questions posed at the end of the 10/27 Principal/Pastor meeting:

- Q: Over the summer, some hourly employees erroneously accrued sick leave in Paycom. What is the resolution to this issue?
A: We have identified the problem and have worked closely with Paycom so the issue should not continue moving forward. If we simply go back and deduct the hours, it could potentially create other issues in the system, so we are working on determining next steps. Once this is known, H.R. will be sending out a communication.
- Q: Can we get a contact list with names and phone numbers for all H.R. related departments?
A: See below for information about which departments to contact for certain questions/topics. Then, follow these steps to access contact information for employees in each department:
 1. [Archdiocese of Seattle home page \(archseattle.org\)](http://archseattle.org)
 2. Scroll to the bottom CLICK on Contact
 3. CLICK on "*directory of chancery offices and ministries*" and then Click on that dropdown again.
 4. Click on the appropriate department name (i.e., HR/Benefits/Payroll) and contact information for department employees is shown.

Who to Contact

Here is a quick reminder of some common topics and what groups to send them to:

- HR questions including recruiting, onboarding, rehires, transfers, multilocation agreements, compensation, paid time off plans to: HumanResources@seattlearch.org
- Benefit questions including enrollment, eligibility, premium questions to: Benefitsservices@seattlearch.org
- Payroll questions including tax set up, W2/W2c, pay schedules, etc. to PAA or Payroll Admin at your location. PAA's / Payroll Admin's you may reach out to your Payroll Specialist if needed: Payrollservices@seattlearch.org
- Leave questions including medical, FMLA, PFML (state of Washington), help with leave hours on timesheets, leave paperwork, what to do if one of your employees is requesting a leave of absence: leave@seattlearch.org
- Safe Environment questions including how to navigate backgrounds, what is required, signing up for Virtus, Virtus trainings: Safeenvironmentprogram@seattlearch.org

Other Information

*****If you haven't been able to read the last two versions of my Keystone newsletters, please be sure to go back and do so, as they contain important payroll and other updates. Here are the links:**

- [10.31.22.pdf](#)
- [10.24.22.pdf \(mycatholicsschool.org\)](http://mycatholicsschool.org)

Action Items:

- **Due by November 15th:** The private school enrollment report is due no later than November 15th. The portal and directions can be found [here](#).
Note: The enrollment count included in the report should be based on your school enrollment as of October 3rd. In addition to the resource linked above, the state is offering weekly Q & A sessions on

Thursdays from 11:30-12:30 to help answer questions about the reporting process. You can access the Zoom link here: [Thursday Q&A Zoom](#)

- **By November 15th:** Principals should meet with their pastors/canonical leader to review their annual self-assessment and goal sheet. Note: Principals in their first year at a school have until January 15th for this meeting. An OCS rep will be assisting with this process.
- **Due December 1st:** Annual school immunization report due to the state (the reporting window opens on November 1st). Both reporting websites will have additional resources and information posted on Monday November 1st:
 - [Preschool and Child Care Immunization Status Reporting](#)
 - [School Immunization Status Reporting](#)

For schools who are reporting through the IIS School Module the state will pull the immunization report data the weekend after December 1st. Please direct any questions about reporting to OICPSchools@doh.wa.gov. See additional information below.

Have a great week!

Best to all,

Pam Schwartz 😊