



Integrated Payroll and Benefits Services (IPBS) Updates

February 1, 2024

- **W-2 forms are now available in Paycom. For PAA's with Client access you will find the W-2's on Form 17 Year End Tax Forms.**
 - There is a small group of employees who did not have the correct WA Cares Act Tax withheld from payroll. These employees will receive a W-2c. IPBS has already communicated individually to those employees who will receive a W-2c.
 - For employees who did not elect to receive their W-2 electronically a hard copy was mailed Monday, January 29.
 - Attached to this email you will find the instructions for Employee Self Service access to W-2's, which you should share with your staff.
- **CDHP Deductible** increased January 1, from \$1,500 to \$1,600 per IRS regulations - and as a reminder, the medical deductible is reset back to zero each January.
- **In preparation for the annual Lay Pension billing processes, we would like to ensure that each location has access to the IPBS secure site.**
 - To guarantee uninterrupted workflow, please take a moment to check your login credentials (username and password).
 - If there is an issue, please try the following:
 - If using a cell phone, try using a laptop or desktop.
 - Restart your computer.
 - Clear some of the history in your browser, close the tab/window, close the browser, and reopen the browser (maybe restart the computer, as well).
 - Try using a different browser (e.g., Chrome, Edge, Safari, etc.)
 - If using a laptop/desktop, try a different one if another is available.
 - If you have forgotten your credentials and need to reset your password, or if you need to obtain credentials, please email Hipaatraining@seattlearch.org.

If you have not been assigned access to the IPBS Secure Site, you will first need to complete HIPAA training. Email HIPAATraining@seattlearch.org.

- **Lay Pension billing is in the final review process now.**
 - Your invoice will be loaded into the IPBS Secure Site by the end of day Monday February 5.
 - You will have through February 16 to review the pension billing. If changes are needed or you have questions about your billing, please contact Retirement@seattlearch.org prior to February 16.
 - As we have the past two years, IPBS will sweep your funds via ACH. If you need to update your banking information for the Lay Pension billing, please notify BSOAccounting@seattlearch.org right away. This will allow us to update our system prior to the sweep from your accounts.
 - The sweep will be scheduled for February 26. Since each bank transfers funds differently, your bank may take two or three days for funds to move from your account into the Lay Pension account for disbursement to Transamerica.

- Funding to Transamerica will be transferred when funding from all locations is received. (For multilocation employees, funding for all locations must be received before the funding is sent to Transamerica.)
- When the invoices are loaded into the IPBS Secure Site you will receive a memo with instructions on how to review them.
- IPBS will be communicating to all employees who receive a Lay Pension contribution once the funding has been transferred to Transamerica.

- **Reminder: Prudential Group Term Life**

In case you see a drop in coverage, it may be your employee's age. As a reminder, our Prudential Group Term Life policy reduces coverage for employees as they age, starting at age 70. Since the Group Term Life policy is tied to the inputted GTL Earnings code, there is also a reduction in the earnings code. This is a manual process completed by the IPBS team.

- **Review Demographics**

With the start of the new year, please ask your employees to review their demographic information in Paycom.

- All communications from our team are sent to the email addresses as shown in Paycom.
- It is also a good reminder for employees to review their W-4 to ensure withholdings are accurate.

- **Benefit Strategy** for the upcoming plan year will be focused on continuing to make benefits more affordable for families. As with this current plan year, we will focus on the Christian Brothers plans to continue this effort. This may be the year employees consider moving from Kaiser to Christian Brothers, as the rate may be more affordable.

- The Rate Memo will be sent out to all locations as soon as we have the renewal finalized. Our priority is to have these to you as soon as possible but no later than April 15th.
- Remember, all benefits found in Form 13 in Paycom are HIPAA protected, so if you have access to other employees' benefit enrollment, you must have a current HIPAA training on file. Contact HIPAATraining@seattlearch.org to set up the HIPAA training.

Attached are the 2024 payroll calendars for all pay groups.

Who to contact:

- Payroll corrections that are not benefit related: Subsandcorrs@seattlearch.org
- Benefit questions: IPBS@seattlearch.org
- 403(b), Lay Pension or Priest Pension: Retirement@seattlearch.org

Escalation of issues:

- Darlenn Sanford, Director of Benefits and Payroll: Darlenn.Sanford@seattlearch.org
- Gloria Salinas Ruiz, Assistant Director of Benefits and Payroll: MaGloria.SalinasRuiz@seattlearch.org
- Janie Block, Benefits Manager: Janie.Block@seattlearch.org