# Paylocity Q&A

1. Why a common Platform?

   As a Diocese, we provide many universal services to all our parishes and schools.  The diocesan Human Resources and Parish/School Accounting office frequently assist parishes with payroll corrections (incorrect W-2s, 941s, improper withholding of benefits) as well as having the responsibility for oversight on best practices for payroll processing and HR matters.  The Diocese formed a group health self-insurance fund many years ago to pool the risk exposure and achieve more affordable premiums for parishes, schools, and other diocesan entities.  Many of our forms, policies, procedures, and filings are currently done on paper, which then must be transmitted electronically to our vendors.  Not only does this process touch several people but also opens itself up to manual entry errors and security risks.  By moving to a common payroll provider, we gain both an electronic benefits platform, which will more efficiently and effectively help us to serve our employees' insurance needs, and a payroll platform that will allow us to effectively oversee the rules and regulations that need to be followed by the Dept of Labor, IRS, and insurance reporting.   All these advantages, in addition to bolstering the security of our employees' personal data.

2. Will bookkeepers and admins need to attend the benefits & payroll training?

   There will be mandatory training and optional training provided for both Admins and Bookkeepers.  The training courses are very compartmental, so your role in either HR/Benefits and/or Payroll will determine which training you will be assigned to.

3. What is the difference between K – 8 and K – 12 as far as Paylocity goes?

   K-8 schools will be required to use Paylocity for both benefits and payroll.  K-12 schools will be required to use Paylocity for benefits and the payroll platform will be optional.

4. Am I still responsible for remitting 4th Quarter 2025 payroll withholding taxes and 941 for 2025, and the 2025 Forms W-2?

   If you go live in Paylocity in 4$^{th}$ quarter of 2025- you will not be responsible for 4$^{th}$ quarter of 2025 941's nor W-2's.

   If you are scheduled to go live for 1st quarter 2026- You will be responsible for 2025 W-2's and 1st quarter 941's.

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If you are scheduled for 2nd quarter 2026- You will be responsible for 2025 W-2's and 1st & 2nd quarter 941's

If you are scheduled for 3rd quarter 2026- You will be responsible for 2025 W-2's and 1st, 2nd & 3rd quarter 941's

5.  Are you going to be asking for the username and passwords that we currently use for the State and Federal depository agents, EFTPS and Gov Connect?

    Paylocity will be using their own logins for EFTPS and Gov Connect.  We are not required to provide any of our personal usernames or passwords. You will want to keep your usernames and passwords active for sales tax and verification purposes.

6.  How were the parishes/K-8 schools assigned their timeline by quarter for implementation of Paylocity payroll?

    Parishes and schools were assigned the implementation timeline according to the number of employees on their payroll.  Where there is a parish/school combination, we planned for the parish to go first (get your feet wet) and the school the following quarter.

7.  What are the costs associated with Paylocity?

    Benefit platform costs are $3.31 per benefit eligible person, per month.  The first year (through June of 2027) costs for the benefit platform will be covered by Diocesan funds.  This will be re-evaluated each year going forward.
    Payroll platform costs are $8.64 per active employee, per month.
    Both costs are before sales tax.

8.  What defines an active employee?

    An active employee in the payroll platform is defined as an employee that has a status of "active" in the payroll system on the 15th of each month.

9.  What defines a benefit eligible employee?

    A benefit eligible employee is defined as an employee who meets the requirements as outlined in your employee handbook to receive benefits.  Even if this employee

opts out/waives all benefits they are still considered eligible and will have the Paylocity benefit fee applied.

10. Will it be more time-consuming to have two systems?

With the new payroll and benefits platform, we anticipate that the amount of time spent on payroll and liability payments will be decreased, as all payments will be an import into your QB file, and will be paid directly by Paylocity. We also anticipate fewer manual data entry points as benefits and payroll will now be linked together.

11. What if an employee doesn't want to put the app on their phone?

The requirement for Paylocity is that an employee has access to punch in and out of the Paylocity platform.  This can be done via the phone app (with geo-fencing and location accessibility), with a computer, tablet, or any other internet accessible device.

12. If we require employees to put the app on their phone, are we required to pay for a portion of their phone expenses?

If the parish REQUIRES an employee to use their phone for work, reimbursement is suggested.  A cell phone reimbursement policy approved by the board would be the best practice.

13. We have an employee that works as a janitor at the church, without internet, what options are available for them to punch in and out?

This situation would be a good use of the Mobile (Phone) application.  The employees could also log their hours manually from a computer either at home or at the parish office.  We want to promote the use of electronic record keeping as much as possible, however, manual methods are still available if we exhausted all other possibilities.

14. We have an employee (janitor) that cannot use technology.
Please do not underestimate your employees and their technological capabilities. They will surprise you. We want to promote the use of electronic record keeping as

much as possible, however, manual methods are still available if we exhausted all other possibilities.

15. My normal hours get allocated to several different categories over the course of a day (example: Bookkeeper, Secretary, DRE, Education, etc.).  How will this be handled in Paylocity?

An employee that works in different capacities throughout the day has several options for timekeeping. Paylocity's most common time allocation features are Cost Centers (percentage base allocation) or Time Transfers (allows the user at the end of the day/week/pay period to adjust their time into different "buckets").

16. Is there an offset to the new fees?

The only fee that will be going away is the locations share of the annual QB payroll tax tables. However, we have been notified by QB that they will start implementing a per employee, per month fee starting as early as March 2026 for some locations (depending on payroll subscription renewal date). They have not told us what this fee will be, but general research shows it will be roughly the same dollar amount. The services Paylocity will be providing (941 filing, Federal and State Tax payments, and Year end W-2's) will be where we will see some additional savings. See Question #7 for costs.

17. Will this include a website for employees to clock in and out? Or will our employees still use paper timesheets?

Yes, the platform will provide a website for employees to clock in and out (will be available in multiple platforms for the location to choose from) and will track PTO electronically including requests and approvals, plus the IRS tax filings, W-2's and 1094/95 reporting.

18.  How will this affect the K-12 with open enrollment?

This is a very brief overview of how the system will work, obviously as we get further into the implementation, we will have more details and training to share. It will eliminate the shuffling of paper and streamline the enrollment process. Open enrollment will be done electronically.

   a. Each employee will be set up on the electronic benefits platform and be invited to create an account. We will notify you before this happens.

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b. We anticipate having the same enrollment meetings as before and that they would include training on how to use the system.

c. Employees log in to account and select/waive benefits.

d. Enrollment closes electronically (reminders can be set up within the system for those that do not submit timely).

e. Reports out of the system will be given/retrieved for all changes, these will need to be manually loaded/updated into your payroll system.

f. Monthly billing will continue as is to the Diocese.

g. Throughout the year, the employees can update their address, life event changes, etc. A notification of those changes will be sent for review, approval, and updates into other systems.

19. Will the employees be able to see how many hours they have accumulated for the week?

Yes, when an employee punches in, they will be able to see their timecard in real time and able to adjust their day accordingly. Paylocity will allow punching/rounding to the minute, versus 5- or 15-minute increments.  This is an option that will also help in maintaining people's hours more accurately.

20. If an employee works at more than one location, how do we manage their punches electronically?

If the employee is using the mobile phone app, we would set up multiple geo-fence locations within their profile.  This would allow them to punch in and out within different locations.  They can also use the web application to punch in from their home or from the church for example.

21. Is the administrator able to punch in for an employee who may forget to punch in and/or out?   I remember hearing if the employee does not punch out, the system will "kick them off" after 10(?) hours.

Yes, the administrator will be able to correct punches.  We can also set up an Auto Punch that will punch them out after a pre-determined number of hours from when they punched in.  This will cause a notification for someone to check with the employee to correct the hours.

22. We currently do not use QuickBooks for Direct Deposit of paychecks, will I have to manually load all of the employees Direct Deposit information into QuickBooks?

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If Direct Deposit information was not available during the data extraction process, we can submit a separate document to Paylocity for upload. There is also an update form that they will be providing that we can fill out for upload. Either of these options are available versus doing manual entry after the employees are loaded.

23. We have an employee that works for two separate parishes, which each have their own EIN (Employer Identification Number). How is this handled within Paylocity.

Paylocity will assign the employee an account. That account will be tied to the two locations. The employee will need to select which location they are working at when they punch in and out. At the end of the year, the employee will receive a W-2 from each EIN.

24. How many Direct Deposit accounts can an employee have set up in Paylocity?

Unlimited # of accounts to split their paycheck into.