



DIOCESE OF SACRAMENTO

10 Broadway • Sacramento, California 95818 • 916/733-0100 • Fax 916/733-0195

LAY PERSONNEL

April 20, 2023

2023 Administrator Meeting Q & A

- 1. Can you please add me to the email list that is reminded of these Tuesday Reta trainings?**
To be added to the email distribution list for the RETA Tuesday Training, please contact RETA Client Services directly at 1-877-303-7382 or via email at Service@RetaEnroll.org.
- 2. Where do we find information on how to contact My Catholic Doctor?**
The link to My Catholic Doctor is located on the RETA Portal under the account library. Again, each employee should log into their account to access all of the tools and resources available to them, failure to do so prevents them from maximizing the benefits offered.
- 3. In an emergency, what happens if a patient in the EPO-5139 plan is sent by an ambulance to a non-network hospital or the person is overseas?**
Each situation is unique and such is handled on a case by case basis. Depending on the circumstances and the insurance provider, the claim could be fully covered, partially covered, or not covered at all. However, there are specific forms that will need to be submitted to the carrier to determine the coverage provided. Please reach out to Rosa Miramontes directly to complete the required paperwork.
- 4. Is Engagement Point an app to download from the Apple Store? Or you have to go to Safari to access and then save to your phone?**
Engagement Point is available through the Apple Store. It is free to download.
- 5. Does an employee need to sign the waiver form if they are receiving dental and vision coverage?**
Yes, an employee must sign the waiver form if they are waiving medical benefits but are still electing to receive vision and dental coverage. In addition, this form must be completed and signed every plan year for which the employee has elected to waive medical benefits.
- 6. If an employee is working less than 19 hours and doesn't qualify for benefits, do they still need to decline benefits? Also, do priests have to go online to RETA and give me a paper to show they have done that and then I can calculate charges to paycheck?**
If an employee is working 19 hours or less and not eligible for benefits, they do not need to decline benefits or sign a waiver. All priest benefits are handled by Rosa Miramontes and no pay deduction is required. There is no action that you need to take. You will see them populating on your benefit statements.
- 7. How are we alerted when a QLE has been entered? Is it the employee's responsibility to notify us they have entered the QLE in RETA?**

The employee is responsible in letting you know that they will be or have submitted a QLE. Rosa Miramontes will work directly with RETA and will then inform you of any changes once the QLE is approved. You will not be alerted by RETA.

8. Will you be sending out a summary email with the highlights from the benefits portion of this presentation so that we can forward it to our employees?

The summary of benefits is made public on the Diocesan website. For your ease we have provided the link to Lay Benefits Booklet, <https://www.scd.org/sites/default/files/2023-04/Diocese-Lay-Benefits-Booklet-2023.pdf>

9. Is there a way to load the pre-application questionnaire onto the electronic job posting and application instead of having it as an attachment that the applicant has to print and submit? This may be a question for CSD since it goes through Edjoin.

All pre-application materials are located on the Diocesan website. The employment application is a legal document thus a hard copy of the forms with wet signatures must be provided and kept on file.

10. Can we update the paperwork explaining how the 403b works? There is a blurb in the Handbook, but the last time I saw it was somewhat vague.

Please ensure you are providing each eligible employee with the complete 403(b) Enrollment Guide and Forms Booklet. A summary of the benefit can be located on page 23 of the 403(b) Enrollment Guide and Forms Booklet. For your ease we have provided the link to access the 403(b) Enrollment Guide and Forms Booklet, <https://www.scd.org/sites/default/files/2023-01/2023%20403%28b%29%20Enrollment%20Guide%20and%20Forms.pdf>

11. Are substitute teachers classified as occasional part time or temporary employee?

Substitute teachers who are on call should be classified as an Occasional Part-Time Employee. Long Term substitute teachers should be classified a Temporary Employee.

12. A John Deere cart/tractor does not require an MVR screening correct? This is what I have told before.

These situations are case by case scenarios. However, MVR screenings are highly recommended due to liability that involves company property. Please contact our CMG Representative, Jackie Sudia, to ensure all required preventative measures have been taken. Jackie can be reached at 916.733.0281.

13. Is a LOA counted as 7 work days or 7 calendar days?

An LOA is based upon 7 consecutive calendar days.

14. What document does an employee use to name the person he or she would be missing work time to take care of who is not an immediate relative?

In situations involving a LOA, the employee must fill out a PT 400 form and notate on the PT400 who they are taking a leave to provide care for. In situations involving sick time, the PT501 form must be completed and the employee can notate who they are providing care for. Please note the only one "designated person" can be identified in a "rolling" 12-month period.

15. Do employees have to use the PT503 form or can they add notes in ADP? And, is using those notes ok?

If the employee solicits a punch change request, a written record is needed. Notes on ADP are fine but using the PT503 is preferable as it is tailored for the employee to provide details on a punch

change request.

16. The electronic time keeping only applies to hourly, non-exempt employees right?

It depends on the location. All schools must have all employee (exempt and non-exempt) in Time and Attendance. For the rest of the sites in the diocese all hourly employees MUST be on ADP. Exempt employees are optional.

17. The Work Number is the one you provide to your creditor as for example applying for a car loan?

Yes, the Work Number is available to provide 24/7 access to automated income and employment verifications. In addition, the Work Number will retain all records for each request to ensure legal compliance.

18. I have a 6 hour a day employee who waived her meal break period and is upset she has to clock out one minute early everyday to avoid the penalty? Her issue is, she loses an hour of pay every other month. Any ideas on how to rectify this? I am paying a lot in meal break penalties.

The best solution is to schedule the employee 6.5 hours a day and require them to take a half hour lunch. This way you avoid any meal premium penalties as well as removing the stress of losing hours.

19. Ron, do you have those as a checklist that you can send out or post to the website?

Yes, please send an email to rhamilton@scd.org and the checklist will be provided to you.

20. Once on ADP, are still needing employees to fill out the leave request form for sick time use they requested through ADP?

The employee can use the electronic request option through ADP and notate the reason in the "notes" section. Please note, ADP will only allow the employee to submit an electronic request if they have enough hours accrued to cover the request being made.

21. Where in RETA can we access the costs for the medical plans being offered? Are these available now or only during open enrollment?

During open enrollment the cost of each plan is provided in the wizard on RETA. In addition, the summary of benefits including the cost is made public on the Diocesan website year around. For your ease we have provided the link to Lay Benefits Booklet, <https://www.scd.org/sites/default/files/2023-04/Diocese-Lay-Benefits-Booklet-2023.pdf>

22. Can you clarify what the number of hours an employee would work per week to be eligible for full benefits? Is it 30 hours or 35?

An employee working 20 hours or more are eligible for all fringe benefits. This includes holiday, vacation, sick, bereavement. medical, dental, vision, retirement, etc. The number of hours accrued for vacation/sick/holiday/bereavement and the benefit premium cost are prorated depending on the hours an employee works.

23. Do we have an estimated or set date for when ADP will start taking place?

Nearly all sites have now transitioned to ADP apart from our schools and smaller sites. All sites should be transitioned by the end of the fiscal year.

24. Can we accept a note made in ADP timesheet from an employee to make changes to their timesheet?

If the employee solicits a punch change request, a written record is needed. Notes on ADP are fine

but using the PT503 is preferable as it is tailored for the employee to provide details on a punch change request.

25. Has the budget excel worksheet been sent out yet?

Yes, it was sent out in an email on 03/15/23. The email included the Parish Budget Assumption Letter and a link to access the budget excel worksheet. A copy is now posted on the Diocesan website under the Finance page. If you would the email to be resent please contact Ron at rhamilton@scd.org.

26. When do we begin using the electronic time card?

Now. If your site is fully transitioned to ADP, the electronic time card should be used. Unless your site has not fully transitioned yet, expect to transition in the next 2 months.

27. Are musicians/choir members required clock in/out on ADP?

All hourly paid employees are required to clock in and out in Time and Attendance through ADP.

28. Do priests need to be on time and attendance even if they aren't using it? When a list of employees was requested when setting up Time and Attendance the priests were added.

Yes, because depending on the site, priests may serve as an approver of timesheets. In that instance, the priest will need authorization to approve timesheets and time off for employees.

29. Will you be posting all Q&As in the website or will you be emailing it instead as a pdf attachment?

Yes, the Q&As will be downloaded and posted on the website. However, since the workshop is also being recorded for your convenience, we cannot guarantee we will post Q&As every year.

30. Can I remove a Salaried Administrator from Time and Attendance?

If they are not a school employee or a backfill to approve timesheets, and they're salaried, they can be removed from Time and Attendance.

31. If an employee notices they have OT because they clocked in/out late or early but put a note to change the clock in ADP is that ok?

No, that is not ok. Legally you cannot alter an employee's timesheet. You must pay the employee for the hours worked. If the employee is working hours that are not authorized, then you must hold them account through the progressive steps of discipline.

32. The electronic time keeping, is that mandatory even for a small church?

Yes, electronic time keeping is mandatory. Every site is transitioning to Time and Attendance in ADP, no exceptions.

33. For a PT503, if they ask to change it is it ok?

As a supervisor, make sure to review the PT503 before making any edits. If there is confusion with the request submitted, hold a conversation with the employee, verify what needs to be corrected, ensure it is notated correctly on the PT503 BEFORE inputting the edit in Time and Attendance.

34. How do we access the recording of this session at a later time?

The recording will be posted on the Diocesan website under the Lay Personnel page.

35. Should musicians working 3-5 hours a week also be added on RETA?

Yes, all employees regardless of benefit eligibility should be added in RETA.

Additional Resources:

For your ease a tab under Lay Personnel has been dedicated to all open enrollment information.

If you have any questions or concerns, please feel free to contact the Office of Lay Personnel at 916-733-0239.