



## DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0239 • Fax 916/733-0238

OFFICE OF LAY PERSONNEL

# Memo

To: Pastors, Administrators, Bookkeepers, and Secretaries  
From: Bianka Torres  
Date: February 11, 2019  
Subject: Annual Administrative Workshop Invitation and Flyer

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You are invited to the Annual Administrative Workshop for Lay Personnel Policies, Employee Benefits, and Accounting Practices. Please see attached flyer for details.

Important information:

- Anyone at a site that deals with Personnel and/or Accounting practices is welcome to attend.
- Each employee that plans to attend must register using the link below:  
<https://www.surveymonkey.com/r/J5CG3LT>
- Please RSVP by Friday, March 15<sup>th</sup>

ATTENTION: PASTORS, ADMINISTRATORS,  
BOOKKEEPERS, AND SECRETARIES

## ANNUAL ADMINISTRATIVE WORKSHOP FOR:

- ⇒ LAY PERSONNEL POLICIES
- ⇒ EMPLOYEE BENEFITS
- ⇒ ACCOUNTING PRACTICES

Please plan to attend one of two regional workshops. Lunch will be provided along with raffle drawings throughout the day!

**Tuesday, April 9**

Sacred Heart Parish Hall  
2355 Monroe Street  
Red Bluff, CA 96080  
10:00 a.m. — 4:00 p.m.  
Check in @ 9:30 a.m.

**Thursday, April 11**

St. Mel Parish  
4745 Pennsylvania Avenue  
Fair Oaks, CA 95628  
9:00 a.m. — 3:30 p.m.  
Check in @ 8:30 a.m.

Topics:

- ◆ 2019 Employee Benefits Program
- ◆ Pastoral Responsibilities
- ◆ Benefits Payroll Deductions
- ◆ Wellness & Wellness Fair
- ◆ Pension Changes
- ◆ Catholic Mutual
- ◆ Cemetery & Funeral Fringe Benefits
- ◆ Personnel Updates:
  - ◇ Updating ADP/BAS
  - ◇ Work Number Demo
  - ◇ uAttend/ADP Rollout
  - ◇ Sexual Harassment Training
  - ◇ Stop-Loss Insurance
  - ◇ HR Retention Guidelines & Drawer Set Up
  - ◇ Livescan/Safe Haven
- ◆ Year End Reminders

Please RSVP by March 15th using the following link:

<https://www.surveymonkey.com/r/J5CG3LT>



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OFFICE OF FINANCE**

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