



2023 Annual Administrative Workshop

*for Pastors, Administrators,
Bookkeepers and Secretaries*

Lay Personnel Policies • Employee Benefits • Accounting Practices

Please plan to attend one of two Annual Administrative Workshops being offered:

In-person Option

Wednesday, April 19, 2023

St. Mel Parish

4745 Pennsylvania Ave., Fair Oaks, 95628

9am–3:30pm • Check in 8:30am

Virtual Option

Thursday, April 20, 2023 • 9am–12:30pm

RSVP to attend and information for the Zoom Meeting will be provided via email.

Whether in-person or virtual, please RSVP by March 31st via the following link:

www.surveymonkey.com/r/JSC7R33



Presented by the **Diocese of Sacramento**
Office of Lay Personnel and Office of Finance

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TOPICS

2023 Employee Benefits Program

Personnel Updates

- COVID Items
- Personnel Forms Best Practices
- Termination Requirements
- Transition of Key Positions
- Equifax
- The Work Number
- Sexual Harassment Training
- LOA's and W/C Cases
- Breakroom Postings
- Live Scan/Safe Haven
- Lay Personnel Background Check
- ADP Rollout
- And more