



# 2026 Annual Administrative Workshop

*for Pastors, Administrators,  
Bookkeepers and Secretaries*

**Lay Personnel Policies | Employee Benefits | Accounting Practices**

Please plan to attend one of the two Annual Administrative Workshop being offered. We highly encourage attending the in-person option if it is geographically feasible.

**In-person Option:**

Monday April 13th  
Our Lady of Assumption Parish  
5057 Cottage Way  
Carmichael, CA 95608  
9:00 a.m. – 3:30 p.m.  
Check in at 8:30 a.m.

**Virtual Option:**

Tuesday April 14th  
Once you have RSVP'd to attend the Workshop, information to access the Zoom Meeting will be provided to you via email.  
9:00 a.m. – 12:30 p.m.

Please RSVP by March 27<sup>th</sup> using the following link:

<https://www.surveymonkey.com/r/2C77GJL>

## T O P I C S

### 2026 Employee Benefits Program

### Personnel Updates

- **Personnel Forms Best Practices**
- **Termination Requirements**
- **Transition of Key Positions**
- **Equifax**
- **The Work Number**
- **LOA's and W/C Cases**
- **Breakroom Postings**
- **Live Scan/Safe Haven**
- **Lay Personnel Background Check**
- **Timekeeping Expectations**
- **And more**



**Presented by the** Diocese of Sacramento  
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