

HR Connections

Diocese of Lansing

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Volume 6

As I type this I find it difficult to believe that we are already into February 2017! I feel like the year is already getting away from me! I want to thank all of you for your partnership and patience as we got through our second year of ACA reporting. While it wasn't as bumpy as last year, we had our share of new processes to learn and corrections to make. Who knows if we will ever have to do this again, but if we do next year, we'll be even better prepared!

Group Life Insurance and Paycor

Entering the taxable amount with each pay.

At the end of the calendar year last year a number of units inquired about the best way to enter the taxable earnings for the Group Term Life insurance so that the process could be automated and not require so much work at the end of the year when so many of us are already busy taking care of other things. You are able to add this as an earning code to appear on your employee's paychecks each pay period. In Paycor you may add the earning code called GL50 and the taxable benefit is calculated based on each employee's age, annual earning, and whether you provide a benefit Factor Amount of 1x, 1.5x, or 2x salary.

Quick Tips



- Update taxable earnings for all employees via Paycor – every pay period if you want.
- Download the Express Scripts App on your mobile phone so that you have your member ID with you always.
- Remember that the most updated new hire forms, including the I-9 and W-4 tax forms are on my part of the [website](#).

The screenshot shows the Paycor Earnings configuration interface. The main heading is "Earnings" and the selected earning code is "GL50 - Excess GTL over 50,000". The "Factor Amount" field is highlighted with a red circle and contains the value "2.000". Other fields include "Code" (GL50), "Description" (Excess GTL over 50,000), "Frequency" (Every pay period), "Calculation Type" (Percentage of Salary), "When to Round" (Before Factoring), and "Round To" (To the nearest thousand). The "Advanced Settings" and "Global Settings" sections are also visible.

Once you have added the earning code, then you may add it to each employee who works 20 or more hours per week. The premium amount will show as the taxable earning for the employee. This is NOT the amount that MCC charges you for the benefit, but is the taxable amount that is reported on the employee's check stub and will also show on their W-2s. If you have any questions about how to set this up, please feel free to call me and I will help you get this set up. Ideally it should have been set up with your first pay period, but I'm sure we can work with Paycor to make adjustments so that the employee's taxable amount of imputed income will be comparable to the MCC report you receive quarterly.

The screenshot shows the Paycor Employee Details page. The browser address bar displays the URL: <https://secure.paycor.com/Perform/Employee/64500/21594497961787#Earnings/89735344023439>. The page title is "Employee Details". The navigation menu includes Home, Payroll, Time and Attendance, HR and Benefits, Reporting, and Online Learning. The main content area is titled "Earnings" and shows details for the earning code "GL50 - Excess GTL over 50,000". The "Policy Amount (Salary x2)" field is circled in red and contains the value "\$80,000.00". Other fields include "Calculate" (checked), "Employee Override", "Policy Type", "Factor of Salary", "Premium Amount" (\$1.25), and "Calculation Example". There are also "Advanced Settings" and "Global Settings" dropdown menus, and "Cancel" and "Save" buttons at the bottom right.

Prescription Coverage Change Express Scripts

I have received several phone calls since cold and flu season started from employees who were at the pharmacy attempting to get a prescription filled and didn't have their Express Scripts card with them. I'm not sure when it happened, but the MCC changed prescription coverage providers from Medco to Express Scripts. If you would like to request a card, you may contact the MCC at 1-800-395-5565 or you may set up an account and request a card by going to www.express-scripts.com. You may also want to download their mobile App on your phone which is a very handy way to keep your member information.

Tuition Reduction for Employees A nontaxable benefit for school employees

The IRS allows for school employees to receive reduction in (or free) tuition from the schools. This nontaxable benefit should be reported on the employee's pay stub and reported on the W-2. Since it is nontaxable, it will not cause the employee to pay higher taxes, however it will provide an opportunity for the employee to see the added benefit the school is providing to them as an employee with children enrolled

in the school. This helps to boost morale and loyalty of staff. This also provides a reporting mechanism to track the cost of this benefit annually. (See the attached paystub sample below.)

BI-WEEKLY	RATE	HOUR/UNIT	CURRENT \$	YTD HR/UNIT	YTD \$	DEDUCTION	CURRENT \$	YTD \$	TAX	CURRENT \$	YTD \$
Regular				60.50		403B	143.22		FITWH		
Sick						Dent125	8.86		MED		
#Edu/VTx			1,855.53		1,855.53	Flex Med	5.00	85.00	SOC		
GL50			9.42		153.98	Medical125	107.86	1,770.70	MI		
PTO		37.50		67.50		Opt Life-CH	1.22	20.74	MILANN		
Vacation				79.00		Opt Life-EE	0.47	7.99			
						Opt Life-SP	0.47	7.99			
						Vision	3.46	58.82			

New Hire Documentation

Remember to use the [website](#).

When you hire new employees, please remember to download and print the most current forms from the Diocese of Lansing website. Each year the federal W-4 is updated and periodically the I-9 is overhauled too. I do my very best to keep the links updated, however if you ever notice that a link on my website is broken or is linking to old information, please call or email me to let me know. I'll get it fixed right away.

I wish all of you a Happy St. Valentine's Day. Remember, the greatest gift God has given us is to be able to unite our hearts with the very beating heart of Jesus through His Holy Eucharist.

