



**ROMAN CATHOLIC ARCHDIOCESE OF BOSTON
BENEFIT TRUSTS**

66 BROOKS DRIVE, BRAINTREE, MASSACHUSETTS 02184

June 29, 2017

Dear Business or F&O Manager/Director:

Below is an updated schedule for webinars co-presented by IOIPay and the RCAB Benefits Office. New topics include sessions on **the RCAB 401(k) Plan in IOI**, IOI Demographic and New Hire Express **Screen Changes** and sessions for new administrators.

The second page of this letter contains the registration links for each session. Please sign up today!

July 12 th at 10:00 am	Pitfalls and Potholes – Payroll Issues to Watch for with the 401(k) Plan (New!)
July 19 th at 1:00 pm	IOI Enhancements to New Hire Express and Employee Demographic Screens (New!)
July 25 th at 10:00 am	IOI Enhancements to New Hire Express and Employee Demographic Screens (New!)
July 27 th at 1:00 pm	IOI Enhancements to New Hire Express and Employee Demographic Screens (New!)
August 1st at 10 am	Special IOI Training for School Payroll Administrators
August 3rd, 10 am-noon	IOI New Administrator Training – For New Users or Those Who Want a Deep Dive Refresher (2 hours) (New!)
August 9th at 1 pm	Special IOI Training for School Payroll Administrators
August 10th at 10 am	Special IOI Training for School Payroll Administrators
August 17 at 1:00 pm	Pitfalls and Potholes – Payroll Issues to Watch for with the 401(k) Plan (New!)
August 18th at 10 am	Special IOI Training for School Payroll Administrators
August 23rd at 1 pm	Special IOI Training for School Payroll Administrators
September 7th, 10 am-1pm	IOI New Administrator Training – For New Users or Those Who Want a Deep Dive Refresher (2 hours) (New!)
September 22nd at 1 pm	Reports Training
September 27th at 10am	Hours & Earnings-Why These Are Important and How To Review, Enter, and Change Them
October 5th, 10 am-noon	IOI New Administrator Training – For New Users or Those Who Want a Deep Dive Refresher (2 hours) (New!)
October 5th at 1 pm	Hire 'Em and Fire 'Em - How to Correctly Process New Hires and Terminations
October 13th at 1 pm	Hours & Earnings-Why These Are Important and How To Review, Enter, and Change Them
October 19th at 10:00 am	Pitfalls and Potholes – Payroll Issues to Watch for with the 401(k) Plan (New!)
November 2, 10 am-noon	IOI New Administrator Training – For New Users or Those Who Want a Deep Dive Refresher (2 hours) (New!)
November 9th at 10 am	Year End 2017
November 15th at 1 pm	Year End 2017
November 16th at 1:00 pm	Pitfalls and Potholes – Payroll Issues to Watch for with the 401(k) Plan (New!)
December 7th at 10 am	Year End 2017

As always, please contact me at cgustavson@rcab.org or (617) 746-5830 with any questions.

Sincerely,

Carol Gustavson
Director, Roman Catholic Archdiocese of Boston Benefit Trusts

IOI Enhancements to New Hire Express and Employee Demographic Screens (New!)		
July 19 at 1:00 pm		
July 25 at 10:00 am		
July 27 at 1:00 pm		
Registration URL: https://attendee.gotowebinar.com/rt/1318739236669894401		
Pitfalls and Potholes – Payroll Issues to Watch for with the 401(k) Plan (New!)		
July 12 at 10:00 am		
August 17 at 1:00 pm		
October 19 at 10:00 am		
November 16 at 1:00 pm		
Registration URL: https://attendee.gotowebinar.com/rt/1073092945862097665		
IOI New Administrator Training – For New Users or Those Who Want a Deep Dive Refresher (2 hours) (New!)		
August 3, 10 am-noon		
September 7, 10 am-noon		
October 5, 10 am-noon		
November 2, 10 am-noon		
December 7, 10 am-noon		
Registration URL: https://attendee.gotowebinar.com/rt/3296460488257147649		
Reports Training		
September 22nd at 1pm		
Registration URL: https://attendee.gotowebinar.com/rt/175099806887874562		
Hire 'Em and Fire 'Em - How to Correctly Process New Hires and Terminations		
July 20th at 10am		
October 5th at 1pm		
Registration URL: https://attendee.gotowebinar.com/rt/3803369431292930306		
Hours & Earnings-Why These Are Important and How To Review, Enter, and Change Them		
September 27th at 10am		
October 13th at 1pm		
Registration URL: https://attendee.gotowebinar.com/rt/5369170746269245186		
Special IOI Training for School Payroll Administrators		
August 1st at 10am		
August 9th at 1pm		
August 10th at 10am		
August 18th at 10am		
August 23rd at 1pm		
Registration URL: https://attendee.gotowebinar.com/rt/9181001637908284674		
Year End 2017		
November 9th at 10am	November 15th at 1pm	December 8th at 10am
Registration URL: https://attendee.gotowebinar.com/rt/5392052682755014914		