# Hiring a Priest into *IOIPay*

Please follow these step-by-step instructions when entering a new Priest into *IOIPay*. All changes should be made in an Open payroll.

Employee Maintenance: New Hire Express- Multiple Location Lookup

1. Click on "**Employee Maintenance**" on the left hand navigation. Then click on "**New Hire Express.**"

2. The screen will open to "**Multiple Location Lookup.**" Enter the Social Security Number for the new hire and click on the "**Verify**" button. The system will let you know if the individual is employed anywhere else in the Archdiocese, terminated in your division or currently not employed within the Archdiocese or your location.

3. If the priest is not found within the system, you will receive the following pop up message. A message will also appear if the priest is found at another *IOIPay* division or if he already exists in your division.
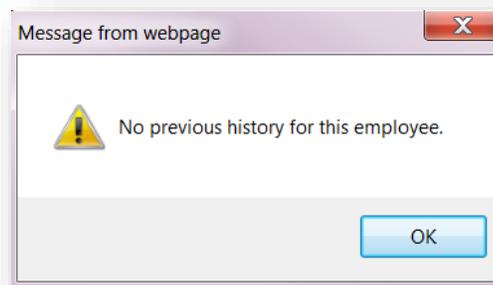
Not located in the Archdiocese

4. Once you click on the "**OK**" button, the screen will automatically navigate you to the New Hire Express screen. It will auto populate the Social Security Number.

Employee Maintenance: New Hire Express

5. Populate the new hire screen by filling in all the fields. Required fields are indicated by an (*) and (**) indicate required fields if applicable. Because priests are set up differently than lay employees, the Salary Per Pay field should be left blank *(even though it has an asterisk),* since Priests are paid with Recurring Earnings *(see below*).

   For information on how to complete the various fields, please review the Incardinated and Non-Incardinated Priest tabs in the spreadsheet titled, "**Setting Up Priests, Deacons and Seminarians in *IOI***" at www.catholicbenefits.org/admin/index.htm.

6. Once you have entered the information click "**Save.**"

Setting up a Priests' Stipend as Recurring Earnings

Priests are set up within *IOIPay* with the Recurring Earnings screen to capture their base Stipend and Room and Board. Priests therefore do not have any data in the Salary Per Pay field on their Employee Demographic screen.

Employee Maintenance: Recurring Earnings

1. Once you've completed the new hire process for a priest, click on "**Recurring Earnings**" under Employee Maintenance on the left hand side.

2. To add a recurring earning, click on the blank page icon. The screen will refresh, allowing you to choose an "**Earning Code**" from the drop down.

3. To set up the priest base Stipend, choose the earning code: **PRST-R- PRIEST STIPEND.**

4. Set the Recurring Control to: **Build recurring earning-at payroll start**

5. Frequency: **Every pay**

6. Default Hours**: 80 hours (bi-weekly – note: priests should be paid bi-weekly and do not need to be paid monthly)**

7. Default Amount: **Add the per payroll priest stipend amount** *(be sure to divide the monthly amount expressed in the Remuneration Policy into a bi-weekly amount first).*

8. Once you have entered the information click **"Save."**

Recurring Earnings: Setting up Room & Board

1. To set up Room & Board, best practice is to set up R&B as a "**First pay of month**" frequency to avoid issues with 27 pays in some years.   Choose the Earnings Code **R&B-R-CLERGY ROOM AND BOARD.** Be sure to select **"Yes – This is a recurring earning"** from the Recurring Control drop down, which is required for any recurring earning that does not appear every pay.

Setting up a Priest's Per Payroll Hours

1. Hours must be recorded in *IOIPay* for priests just as they do for lay employees to comply with various state and federal laws. You will need to manually add the new recurring earnings into the Hours/Dollars screen. The next time you open payroll, it will build right into the Hours & Dollars screen.

2. Enter the information on the Detailed Hours Entry screen. On the first line *(01)*, pull down and choose the earning code "**PRST- PRIEST STIPEND.**"

3. In the column labeled "**Reg**" add the cycle standard hours (80 for bi-weekly).

4. In the column labeled "**Other Earnings**" enter the stipend amount per pay.

5. There is no need to enter data for Room & Board as it is set up already as a Recurring Earning.