

Employee Demographic / Maintenance Page Review

Premium Employee Demographics



* Mandatory Field ** Required if applicable

Ensure Department is correct

Demographics

File Number	Employee Number	Dept.*	SSN*		
65	65	12 - ELEMENTARY INSTRUCTION	333-44-5555		
Prefix	First Name*	Middle Name	Last Name*	Suffix	
	Ima		Veribizzi		
Address 1*	Address 2	City*	State*	Country	Zip Code*
74 Main St		Boston	MA	United States	02134
Foreign Postal Code ?					
Location Hire Date*	Archdiocese Hire Date	Birth Date*			
09/01/2015	09/01/2015	11/02/1960			
Phone Number*	Cell Number*	Email*			
(781)-233-1245		ima@anyemail.com			

Email is a required field

Position Information

Canonical Role*	Employee Job Title*	Location*
LAYPERSON - LAY PERSON	TEACH - Teacher	002 - ELEMENTARY SCHOOL

Employee Status Information

Payroll Status*		
Active		
Rehire Date	Location Term Date*	Termination Reason*

Eligibility Information

Benefit Status*	Accrual Code*	FLSA Code**	Retirement Plan*	Default GL Code*	MyEnroll Class Code*	MyEnroll Class Eff Date*
Benefit Eligible	A1 - Ben Elig. Sick Balance populates 1st of Academic Year	Exempt	No	500109	Class Code Not Applicable	11/01/2019
Clergy Ordination Date						

A Sick Accrual Code is required for all employees per MA Earned Sick Time Law (for RCAB locations; other locations are encouraged to accrue Sick Time within the payroll system). More information is available at www.catholicbenefits.org/admins/admins.htm#sicktime

Payroll Status
Indicate **Leave** for an employee on LOA

Indicate **Terminated** if employee is not scheduled to return

Benefit Termination Information

BENEFIT TERM DATE**

Enter a Benefit Termination Date and Reason if you know an employee is leaving (this can be future dated)

BENEFIT TERM REASON *

Primary Location?

Admin Access?

Payroll Setup Information

Pay Cycle* Pay Type* Employee Status* Taxable Status*

Bi-Weekly Salary Part Time Not tax exempt

Salary Per Pay* Hourly Pay Rate* Annual Salary Hours Per Pay* # of Pays*

\$2,350.00 \$61,100.00 60.00 26

Ensure pay rates, # of pays and Hours per Pay are accurate and legally compliant (i.e., they calculate to at least minimum wage).

Note: medical/dental deduction amounts and Life, LTD, and TAP billing amounts are based on # of pays.

WC Code by State*

MA - 8868 - - ALL TEACHERS: SCHOOL CE INCL NURSE

Miscellaneous Dates

LOA Start LOA Return Location Benefit Eligible Date
CORI Date VacElig RCAB Benefit Eligible Date**

11/01/2019

Cancel Previous Next Save