

Hiring a Priest into *PrimePay*

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

Please see additional instructional documents on how to set up Recurring Earnings and Hours for the Priest Stipend, Clergy Room and Board, and Priest Automobile Insurance once the New Hire Express is completed.

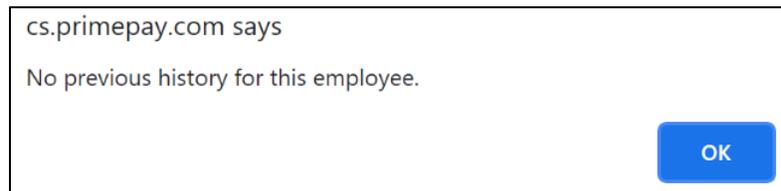
1. Click on “**Employee Maintenance**” on the left-hand navigation. Then click on “**New Hire Express.**”
2. The screen will open to “**Multiple Location Lookup.**” Enter the Social Security Number for the new hire and click on the “**Verify**” button. The system will let you know if the individual is currently or was previously employed (back to 2012) anywhere else in the Archdiocese.



Multiple Location Lookup

Enter New Hire Social Security Number

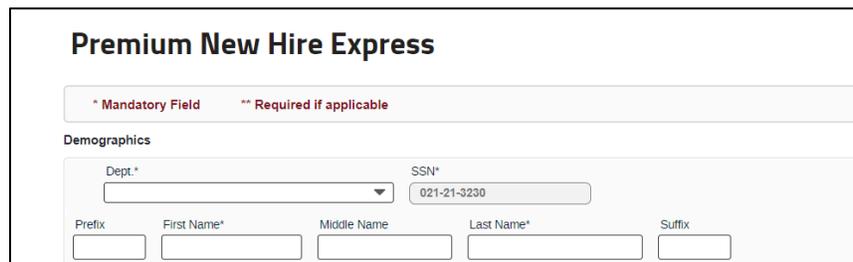
3. If the priest is not found within the system, you will receive the following pop-up message. A message will also appear if the priest is found at another *PrimePay* division or if he already exists in your division.



cs.primepay.com says

No previous history for this employee.

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.



Premium New Hire Express

* Mandatory Field ** Required if applicable

Demographics

Dept.* SSN**

Prefix First Name* Middle Name Last Name* Suffix

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).

Many fields will automatically populate once you choose the correct Canonical Role, including Taxable Status, Accrual Code, FLSA Code, Retirement Plan, WC Code by State and Gender.

For information on how to complete the other fields, please review the Incardinated and Non-Incardinated Priest tabs in the spreadsheet titled, “**Information to Populate Required fields in PrimePay: Priests, Religious, Deacons and Seminarians**” at <http://www.catholicbenefits.org/admins/admins.htm>.

Position Information

Canonical Role* Employee Job Title* Location*

Eligibility Information

Benefit Status* Accrual Code* FLSA Code** Retirement Plan* Default GL Code*

Payroll Setup Information

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

6. Once you have completed fields on the New Hire Express, click **Save**.

Tax Setup

Many priests have custom tax deductions set up to account for their payment of Social Security taxes. Please be sure to have the priest complete a W-4 and M-4 so that you have these amounts correct. Then enter the correct amounts into the New Hire Express or under **Tax Setup**.

Employee Tax Setup

Old form W-4 or New form W-4 ?

Step 1(c) Tax Filing Status ? Step 2(c) of the New Form W-4 ? Step 3 Claim Dependents Total Dependent Amount ?

Step 4(a) Other Income Amt ? Step 4(b) Deduction Amount ? Step 4(c) Override Extra Withholding ? Amt Pct

	Tax Filing Status	Ex	Override	Amt
State	<input type="text" value="MA"/>	<input type="text" value="S-Single"/>	<input type="text"/>	<input type="text" value="Regular plus amt"/>
UC St	<input type="text" value="MA"/>			<input type="text" value="\$20.00"/>

401(k)

If a priest would like to defer or has been deferring money into the RCAB 401(k) Plan, he will need to complete a new Salary Deferral Form for your parish so that you can enter the correct amount for him under the **Voluntary Deductions** screen. Salary Deferral Forms can be found at www.catholicbenefits.org/401k/deferral.pdf. 401(k) deductions from prior assignments will not carry over automatically to new parish assignments; you must enter the election into the Voluntary Deductions screen.