



Payroll Transition Update

Please visit the Administrator Toolkit (catholicbenefits.org/admins/admins.htm#transition) for the following documents:

- Payroll Transition Checklist
- A recorded webinar showing how to run the reports noted on the Checklist.
- A sample Notice to employees regarding the payroll transition, which includes information that should be verified by employees. You will need to populate the information towards the bottom of the Notice using data from the reports recommended in the Checklist. This document also provides instructions for employees on how to access PrimePay ESS.
- Instructions on how to access the Drop folders to securely store PrimePay reports.

As a reminder, to facilitate the preservation of important documents from Prime Pay, please use the parish Drop folders to save all reports/documents from PrimePay **by June 30**. The Payroll Transition Team will begin to audit the contents of the Drop folders starting July 1.

Finally, additional training dates are available for Assistance with Updating and Preserving Payroll Data. Please use the following link to view and register for a session:

<https://attendee.gotowebinar.com/rt/3482033901981944846>

To schedule a one-on-one training on how to update and preserve PrimePay data, please reach out to payroll@rcab.org.