



# Memo

**Date:** February 19, 2018  
**To:** Pastors, Business Managers and Payroll Administrators  
**From:** Shannon Wiggins, HRMS Analyst, Office of Human Resources  
**Re:** New Human Resources System Demo – Ultimate Software

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The Archdiocese of Atlanta will be replacing Paychex with a robust HCM (Human Capital Management) System provided by Ultimate Software.

The system will not only replace Paychex as our payroll provider, it will also include several other components all parishes and schools will utilize. For example:

- **Applicant Tracking:** resumes and applications will be processed and collected online
- **Onboarding:** required human resources documents (policy acknowledgements, medical questionnaires, W4 and G4 forms, etc.) will be completed electronically
- **Time Management:** Employees at each location will record their time worked in the Ultimate Time Management system
- **Benefits:** Employees will be able to view and make changes to their benefits elections online

Members of the Ultimate Software team will be onsite at the Chancery on **Tuesday, February 27, 2018** to provide a high level demo of their products. At this session, staff from the Office of Human Resources (HR) will review reasons for making the change, the process on how Ultimate Software was selected and be available to answer questions.

We anticipate the first group to go live in the fall of 2018 and that it will take about two years to implement the system at all locations. We plan to roll the system out on a quarterly basis.

This session will be held at the Chancery from 10:00 a.m. to 3:00 p.m. A light lunch will be served. **Please register [online](#) by Thursday, February 22** for logistical planning.

Priests, deacons, business managers and payroll administrators are encouraged to attend. The session will be recorded for those not able to attend and will be available at a later time, to be announced soon.

**At least one representative from each location should attend either the live demo on February 27th or plan to attend an online session as part of the transition process.**

If you have any questions, please email [ultimate@archatl.com](mailto:ultimate@archatl.com).