Memo

Date: May 7, 2018

To: Pastors, Business Managers and Payroll Administrators

From: Shannon Wiggins, HRMS Analyst, Office of Human Resources

Re: New Human Resources System – Ultimate Software

The Archdiocese of Atlanta will be replacing Paychex with a robust Human Capital Management (HCM) 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 online.

On **Wednesday, May 9, 2018**, the Office of Human Resources will review the reasons for making the change, the process on how Ultimate Software was selected, and be available to answer questions. Pastors, deacons, business managers and payroll administrators are all encouraged to attend.

This session will be held from 10:00 a.m. to 2:00 p.m. at the Chancery, 2401 Lake Park Drive SE, Smyrna, GA 30080. A light lunch will be served.

At least one representative from each location should attend one of the introductory announcements as part of the transition process. This session is a replica of the session on February 27, 2018. <u>Those who attended the live demo on February 27 are welcome to attend again, but it is not required.</u>

Registration for the May 9 session is available online. Additional dates in June will be announced soon.

We anticipate the first group to go live in the fall of this year and that it will take about two years to implement the system at all locations. This will be rolled out on a quarterly basis.

If you have any questions, please email swiggins@archatl.com or ultimate@archatl.com.