



Memo

Date: December 13, 2021
To: Principals, business managers and payroll administrators
From: Shannon Wiggins, HRMS Analyst, Office of Human Resources
Re: New payroll system and transition schedule

We have informed you in the past of our plan to move to a new payroll platform, most recently during the November P+SIC conference. We have finally been given a firm date by Paychex and they will be retiring the current products used by our parishes and schools before the end of 2022. This includes Preview Payroll, Human Resources Online (HRO) and Time and Labor Online (TLO).

With Paychex retiring our current systems, they can no longer accommodate our growing needs. With that being said, the conversion to Paylocity will now begin. The migration schedule will need to be executed quickly because of the impending deadline of Paychex product access, with all locations processing payroll in Paylocity by July 2022.

Prerecorded online training will be available as well as limited dates for in person, hands on training. **The hands on training for the HR/Primary payroll processor(s) is required** and is available by Go Live groups. Please refer to the Go Live rollout schedule below to know what date you should register for training. Please register early.

HANDS ON TRAINING (REQUIRED). Due to COVID restrictions and logistics, seating is limited to one person per location. If you believe you have a second person who should attend, please contact me directly at swiggins@archatl.com.

March and April Go Live locations: Training is **January 25 or January 26**

- Register here – <https://form.jotform.com/213425842697060>

May and June Go Live locations: Training is **March 15, 16 or 17**

- Register here - <https://form.jotform.com/213426305724147>

July Go Live (schools only): Training is **May 10 and 11**

- Register here - <https://form.jotform.com/213426202550140>

PAYLOCITY DEMO

Paylocity will provide a high-level demonstration via Zoom on **Tuesday, December 14**, from 10 to 11:30 a.m. No registration is required for the demo. The session will be recorded and made available for future viewing and for those not able to attend. Session information is listed below.

Join Zoom Meeting

<https://paylocity.zoom.us/j/96685341128?pwd=MWlmUmJraUw2bUE0YzRna3BONUhwUT09&from=addon>

Meeting ID: 966 8534 1128

Passcode: 937986

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 966 8534 1128

Passcode: 937986

If you have any questions, please contact me at swiggins@archatl.com or Erin Phillips at ejphillips@archatl.com.

R Num	Paylocity Code	Go Live Date	Company Name
R224	375	Friday, March 11, 2022	Archdiocese of Atlanta (Smyrna)
R084	376	Friday, March 11, 2022	Catholic Charities (Smyrna)
R081	377	Friday, March 11, 2022	Catholic Foundation of North GA (Smyrna)
R082	378	Friday, March 11, 2022	Catholic Housing Initiatives (Smyrna)
R223	379	Friday, March 11, 2022	CENGI
R196	380	Friday, March 11, 2022	Divino Niño Jesús (Duluth)
R198	381	Friday, March 11, 2022	Our Lady of the Americas (Lilburn)
R154	382	Friday, March 11, 2022	Prince of Peace (Flowery Branch)
R197	328	Friday, March 11, 2022	San Felipe de Jesús (Forest Park)
R147	383	Friday, March 11, 2022	St. Ann (Marietta)
R098	384	Friday, March 11, 2022	St. Thomas More (Decatur)
R225	436	Tuesday, March 15, 2022	Seminarians (Smyrna)

R178	386	Friday, April 8, 2022	Holy Cross (Atlanta)
R146	387	Friday, April 8, 2022	Holy Family (Marietta)
R161	388	Friday, April 8, 2022	Holy Spirit (Atlanta)
R163	389	Friday, April 8, 2022	Holy Trinity (Peachtree City)
R175	390	Friday, April 8, 2022	Shrine of the Immaculate Conception (Atlanta)
R183	391	Friday, April 8, 2022	St. Anna (Monroe)
R157	392	Friday, April 8, 2022	St. Benedict (Johns Creek)
R148	393	Friday, April 8, 2022	St. Brigid (Johns Creek)
R101	394	Friday, April 8, 2022	St. Catherine of Siena (Kennesaw)* and R205
R126	395	Friday, April 8, 2022	St. Clement (Calhoun)
R181	396	Friday, April 8, 2022	St. James (McDonough)
R172	397	Friday, April 8, 2022	St. John Vianney (Lithia Springs)
R105	398	Friday, April 8, 2022	St. Joseph (Athens)
R185	399	Friday, April 8, 2022	St. Matthew (Winder)
R144	400	Friday, April 8, 2022	St. Michael the Archangel (Woodstock)
R155	401	Friday, April 8, 2022	St. Monica (Duluth)
R169	402	Friday, April 8, 2022	St. Peter (LaGrange)
R145	403	Friday, April 8, 2022	Transfiguration (Marietta)
R121	405	Friday, May 6, 2022	Christ Our King and Savior (Greensboro)
R192	406	Friday, May 6, 2022	Corpus Christi (Stone Mountain)
R156	407	Friday, May 6, 2022	Mary Our Queen (Peachtree Corners)
R131	408	Friday, May 6, 2022	Our Lady of LaSalette (Canton)
R177	409	Friday, May 6, 2022	Our Lady of Lourdes (Atlanta)
R159	410	Friday, May 6, 2022	Our Lady of the Assumption (Brookhaven)
R132	411	Friday, May 6, 2022	Our Lady of the Mountains (Jasper)
R213*	385	Friday, May 6, 2022	Priests (Smyrna)*
R118	412	Friday, May 6, 2022	Sacred Heart (Milledgeville)
R174	413	Friday, May 6, 2022	Sacred Heart Basilica (Atlanta)
R150	414	Friday, May 6, 2022	St. Andrew (Roswell)
R129	415	Friday, May 6, 2022	St. Anthony (Blue Ridge)
R189	416	Friday, May 6, 2022	St. Augustine (Covington)
R134	417	Friday, May 6, 2022	St. Brendan (Cumming)
R127	418	Friday, May 6, 2022	St. Francis of Assisi (Cartersville)
R124	419	Friday, May 6, 2022	St. Joseph (Dalton)
R103	420	Friday, May 6, 2022	St. Joseph (Marietta)
R095	421	Friday, May 6, 2022	St. Jude the Apostle (Sandy Springs)
R187	422	Friday, May 6, 2022	St. Lawrence (Lawrenceville)
R188	423	Friday, May 6, 2022	St. Marguerite d'Youville (Lawrenceville)
R110	424	Friday, May 6, 2022	St. Mary (Rome)
R168	425	Friday, May 6, 2022	St. Mary Magdalene (Newnan)
R182	426	Friday, May 6, 2022	St. Mary Mother of God (Jackson)
R165	427	Friday, May 6, 2022	St. Matthew (Tyrone)
R184	428	Friday, May 6, 2022	St. Oliver Plunkett (Snellville)
R151	429	Friday, May 6, 2022	St. Peter Chanel (Roswell)

R193	430	Friday, May 6, 2022	St. Pius X (Conyers)
R114	431	Friday, May 6, 2022	St. Stephen the Martyr (Lilburn)
R171	432	Friday, May 6, 2022	St. Theresa of the Child Jesus (Douglasville)
R149	433	Friday, May 6, 2022	St. Thomas Aquinas (Alpharetta)
R153	434	Friday, May 6, 2022	St. Thomas the Apostle (Smyrna)
R173	435	Friday, May 6, 2022	St. Vincent de Paul (Dallas)
R158	437	Friday, June 3, 2022	All Saints (Dunwoody)
R091	438	Friday, June 3, 2022	Cathedral of Christ the King (Atlanta)
R191	439	Friday, June 3, 2022	Christ Our Hope (Lithonia)
R135	440	Friday, June 3, 2022	Christ the Redeemer (Dawsonville)
R128	318	Friday, June 3, 2022	Good Samaritan (Ellijay)
R133	319	Friday, June 3, 2022	Good Shepherd (Cumming)
R207	320	Friday, June 3, 2022	Holy Vietnamese Martyrs (Norcross)
R204	321	Friday, June 3, 2022	Korean Martyrs (Doraville)
R176	322	Friday, June 3, 2022	Most Blessed Sacrament (Atlanta)
R170	323	Friday, June 3, 2022	Our Lady of Perpetual Help (Carrollton)
R122	324	Friday, June 3, 2022	Our Lady of the Mount (Lookout Mountain)
R206	325	Friday, June 3, 2022	Our Lady of Vietnam (Riverdale)
R200	326	Friday, June 3, 2022	Queen of Angels (Thomson)
R141	327	Friday, June 3, 2022	Sacred Heart of Jesus (Hartwell)
R216	329	Friday, June 3, 2022	Santo Toribio Romo (Chatsworth)
R215	330	Friday, June 3, 2022	St. Andrew Kim (Duluth)
R115	331	Friday, June 3, 2022	St. Anthony of Padua (Atlanta)
R125	332	Friday, June 3, 2022	St. Bernadette (Cedartown)
R209	333	Friday, June 3, 2022	St. Catherine Laboure (Jefferson)
R219	334	Friday, June 3, 2022	St. Clare of Assisi (Acworth)
R152	335	Friday, June 3, 2022	St. Francis de Sales (Mableton)
R130	336	Friday, June 3, 2022	St. Francis of Assisi (Blairsville)
R164	337	Friday, June 3, 2022	St. Gabriel (Fayetteville)
R167	338	Friday, June 3, 2022	St. George (Newnan)
R123	339	Friday, June 3, 2022	St. Gerard Majella (Fort Oglethorpe)
R138	340	Friday, June 3, 2022	St. Helena (Clayton)
R190	341	Friday, June 3, 2022	St. James (Madison)
R112	342	Friday, June 3, 2022	St. John Neumann (Lilburn)
R220	343	Friday, June 3, 2022	St. John Paul II (Gainesville)
R108	344	Friday, June 3, 2022	St. John the Evangelist (Hapeville)
R119	345	Friday, June 3, 2022	St. Joseph (Washington)
R136	346	Friday, June 3, 2022	St. Luke the Evangelist (Dahlonega)
R139	347	Friday, June 3, 2022	St. Mark (Clarkesville)
R143	348	Friday, June 3, 2022	St. Mary (Toccoa)
R140	349	Friday, June 3, 2022	St. Michael (Gainesville)
R186	350	Friday, June 3, 2022	St. Patrick (Norcross)
R116	351	Friday, June 3, 2022	St. Paul of the Cross (Atlanta)
R137	352	Friday, June 3, 2022	St. Paul the Apostle (Cleveland)

R180	353	Friday, June 3, 2022	St. Peter the Rock (The Rock)
R162	354	Friday, June 3, 2022	St. Philip Benizi (Jonesboro)
R100	372	Friday, June 3, 2022	Sts. Peter and Paul (Decatur)
R107	404	Friday, June 3, 2022	University of Georgia Catholic Center (Athens)
R086	356	Friday, July 1, 2022	Blessed Trinity High School (Roswell)
R092	357	Friday, July 1, 2022	Cathedral of Christ the King School (Atlanta)
R088	358	Friday, July 1, 2022	Holy Redeemer School (Johns Creek)
R093	359	Friday, July 1, 2022	Immaculate Heart of the Blessed Virgin Mary (Atlanta)
R094	360	Friday, July 1, 2022	Immaculate Heart of the Blessed Virgin Mary School (Atlanta)
R090	361	Friday, July 1, 2022	Our Lady of Mercy High School (Fayetteville)
R160	362	Friday, July 1, 2022	Our Lady of the Assumption School (Brookhaven)
R089	363	Friday, July 1, 2022	Our Lady of Victory School (Tyrone)
R087	364	Friday, July 1, 2022	Queen of Angels School (Roswell)
R102	365	Friday, July 1, 2022	St. Catherine of Siena School (Kennesaw)
R113	366	Friday, July 1, 2022	St. John Neumann Regional School (Lilburn)
R109	367	Friday, July 1, 2022	St. John the Evangelist School (Atlanta)
R106	368	Friday, July 1, 2022	St. Joseph School (Athens)
R104	369	Friday, July 1, 2022	St. Joseph School (Marietta)
R096	370	Friday, July 1, 2022	St. Jude the Apostle School (Sandy Springs)
R111	371	Friday, July 1, 2022	St. Mary School (Rome)
R097	373	Friday, July 1, 2022	St. Peter Claver Regional School (Decatur)
R201	374	Friday, July 1, 2022	St. Pius X High School (Atlanta)
R199	355	Friday, July 1, 2022	St. Thomas More School (Decatur)