Memo

Date: December 20, 2021

To: Principals, all business managers and payroll administrators

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

Re: Paylocity demo and Paychex data entry tracking reminder

The recording of the Paylocity demo on Tuesday, December 14, is now available for viewing.

Topic: Archdiocese of Atlanta/Paylocity high level demonstration

Date: Dec 14, 2021 07:48 AM Eastern Time

Passcode: 0W&t!.H9   (Tip – if copying and pasting password, be sure not to include an extra 'space' when you copy it)

Click or copy the link below:

https://paylocity.zoom.us/rec/share/khwXXPY-DdvyM1yjmCerYC3MBT2pjdLqwEU-9SNnFnwW3b_RZSL5qdY1uPbUIboY.pVkwgL4ryDYLkM-v

Training Videos for Business Managers, Payroll Administrators: Attached are instructions to access the trainings and the name of the recommended courses.

Training for Employees, current Paychex TLO users: Training for these groups are being developed and will be communicated in the coming weeks.

Data Entry Tracking: If your location is scheduled to Go Live in March or April, please be sure to track changes made in Paychex to employee records as of Monday, December 13. Locations going live in May, June our July do not need to track changes at this time. Please see attached schedule for reference.

We are also developing a list of 'Frequently Asked Questions' as we transition off of Paychex and onto this new system, which we will share as soon as possible.

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