



# Memo

**Date:** April 4, 2022

**To:** All parish and school business managers, payroll administrators

**From:** Shannon Wiggins, HRMS analyst; Erin Phillips, HR specialist; Office of Human Resources

**Re:** Paylocity rollout update, pricing and new demo link

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**Rollout Status:** The Paylocity HR/Payroll transition began in March 2022. To date, we have 12 locations successfully processing payroll with the new system and another 18 locations are preparing for their first check date on April 8<sup>th</sup>.

Employees who receive compensation via direct deposit are able to view their check stubs online or with the Paylocity mobile application. We are 'going green' with this transition, therefore paper check stubs have been discontinued. The feedback for this has been overwhelmingly positive.

**Priests Compensation:** Priests who are currently paid through Paychex will receive their first compensation via the Paylocity system with check date May 6<sup>th</sup>. Registration instructions to access check stubs will be communicated to all priests this week.

**Pricing:** The Paylocity pricing model is different from our current provider. It includes more features such as better payroll controls, time off accruals, and easier access for employees to view their compensation and update their personal information. The pricing breakdown is as follows:

\$7.73 per active employee per month (PEPM)

\$1.32 per check

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\$10.59 average / per month for an employee being paid 26 checks/year

*Note: when the benefits module is added (potentially end of year), there will be an additional \$2.38 PEPM*

The PEPM is debited from the payroll account on the last check date of the month. The per check fee is debited per payroll.

**Demo:** To view the Paylocity overview demonstration, a new link for the demo is listed below.

*Link:*                    [Paylocity Overview Demonstration](#)

*Passcode:*            **4\*Y\$\*zpd**

Company Codes: There were some changes to the company coding for locations for the May, June, and July go live locations. Below is a complete updated list.

If you have any questions please let us know – Shannon Wiggins [swiggins@archatl.com](mailto:swiggins@archatl.com) or Erin Phillips [ejphillips@archatl.com](mailto:ejphillips@archatl.com) .

<b>Paychex RNum</b>	<b>Paylocity ID/ Code</b>	<b>Go Live Date</b>	<b>Company Name</b>
R224	144375	March 25, 2022	Archdiocese of Atlanta (Smyrna)
R084	144376	March 25, 2022	Catholic Charities (Smyrna)
R223	144378	March 11, 2022	Catholic Education of North Georgia Inc.
R081	144377	March 11, 2022	Catholic Foundation of North GA (Smyrna)
R082	144379	March 11, 2022	Catholic Housing Initiatives (Smyrna)
R196	144380	March 11, 2022	Divino Niño Jesús (Duluth)
R198	144381	March 11, 2022	Our Lady of the Americas (Lilburn)
R154	144382	March 11, 2022	Prince of Peace (Flowery Branch)
R197	148328	March 11, 2022	San Felipe de Jesus (Forest Park)
R147	144383	March 11, 2022	St. Ann (Marietta)
R098	144384	March 11, 2022	St. Thomas More (Decatur)
R225	144436	March 15, 2022	Seminarians (Smyrna) - 1099 Employees
R178	144386	April 8, 2022	Holy Cross (Atlanta)
R146	144387	April 8, 2022	Holy Family (Marietta)
R161	144388	April 8, 2022	Holy Spirit (Atlanta)
R163	144389	April 8, 2022	Holy Trinity (Peachtree City)
R175	144390	April 8, 2022	Shrine of the Immaculate Conception (Atlanta)
R183	144391	April 8, 2022	St. Anna (Monroe)

R157	144392	April 8, 2022	St. Benedict (Johns Creek)
R148	144393	April 8, 2022	St. Brigid (Johns Creek)
R101 /R205	144394	April 8, 2022	St. Catherine of Siena (Kennesaw)
R126	144395	April 8, 2022	St. Clement (Calhoun)
R181	144396	April 8, 2022	St. James (McDonough)
R172	144397	April 8, 2022	St. John Vianney (Lithia Springs)
R105	144398	April 8, 2022	St. Joseph (Athens)
R185	144399	April 8, 2022	St. Matthew (Winder)
R144	144400	April 8, 2022	St. Michael the Archangel (Woodstock)
R155	144401	April 8, 2022	St. Monica (Duluth)
R169	144402	April 8, 2022	St. Peter (LaGrange)
R145	144403	April 8, 2022	Transfiguration (Marietta)
R121	144405	May 6, 2022	Christ Our King and Savior (Greensboro)
R192	144406	May 6, 2022	Corpus Christi (Stone Mountain)
R156	144407	May 6, 2022	Mary Our Queen (Peachtree Corners)
R131	144408	May 6, 2022	Our Lady of LaSalette (Canton)
R177	144409	May 6, 2022	Our Lady of Lourdes (Atlanta)
R159	144410	May 6, 2022	Our Lady of the Assumption (Brookhaven)
R132	144411	May 6, 2022	Our Lady of the Mountains (Jasper)
R213	144385	May 6, 2022	Priests (Smyrna)
R118	144412	May 6, 2022	Sacred Heart (Milledgeville)
R174	144413	May 6, 2022	Sacred Heart Basilica (Atlanta)
R150	144414	May 6, 2022	St. Andrew (Roswell)
R129	144415	May 6, 2022	St. Anthony (Blue Ridge)
R189	144416	May 6, 2022	St. Augustine (Covington)
R134	144417	May 6, 2022	St. Brendan (Cumming)
R127	144418	May 6, 2022	St. Francis of Assisi (Cartersville)
R124	144419	May 6, 2022	St. Joseph (Dalton)
R103	144435	May 6, 2022	St. Joseph (Marietta)
R095	144420	May 6, 2022	St. Jude the Apostle (Sandy Springs)
R187	144421	May 6, 2022	St. Lawrence (Lawrenceville)
R188	144422	May 6, 2022	St. Marguerite d'Youville (Lawrenceville)
R110	144423	May 6, 2022	St. Mary Church (Rome)
R168	144424	May 6, 2022	St. Mary Magdalene (Newnan)
R182	144425	May 6, 2022	St. Mary Mother of God (Jackson)
R165	144426	May 6, 2022	St. Matthew (Tyrone)
R184	144427	May 6, 2022	St. Oliver Plunkett (Snellville)
R151	144428	May 6, 2022	St. Peter Chanel (Roswell)

R193	144429	May 6, 2022	St. Pius X (Conyers)
R114	144430	May 6, 2022	St. Stephen the Martyr (Lilburn)
R171	144431	May 6, 2022	St. Theresa of the Child Jesus (Douglasville)
R149	144432	May 6, 2022	St. Thomas Aquinas (Alpharetta)
R153	144433	May 6, 2022	St. Thomas the Apostle (Smyrna)
R173	144434	May 6, 2022	St. Vincent de Paul (Dallas)
R158	144437	June 3, 2022	All Saints (Dunwoody)
R091	144438	June 3, 2022	Cathedral of Christ the King (Atlanta)
R191	144439	June 3, 2022	Christ Our Hope (Lithonia)
R135	144440	June 3, 2022	Christ the Redeemer (Dawsonville)
R128	148318	June 3, 2022	Good Samaritan (Ellijay)
R133	148319	June 3, 2022	Good Shepherd (Cumming)
R207	148320	June 3, 2022	Holy Vietnamese Martyrs (Norcross)
R204	148321	June 3, 2022	Korean Martyrs (Doraville)
R176	148322	June 3, 2022	Most Blessed Sacrament (Atlanta)
R170	148323	June 3, 2022	Our Lady of Perpetual Help (Carrollton)
R122	148324	June 3, 2022	Our Lady of the Mount (Lookout Mountain)
R206	148325	June 3, 2022	Our Lady of Vietnam (Riverdale)
R200	148326	June 3, 2022	Queen of Angels (Thomson)
R141	148327	June 3, 2022	Sacred Heart of Jesus (Hartwell)
R216	148329	June 3, 2022	Santo Toribio Romo (Chatsworth)
R215	148330	June 3, 2022	St. Andrew Kim (Duluth)
R115	148331	June 3, 2022	St. Anthony of Padua (Atlanta)
R125	148332	June 3, 2022	St. Bernadette (Cedartown)
R209	148333	June 3, 2022	St. Catherine Laboure (Jefferson)
R219	148334	June 3, 2022	St. Clare of Assisi (Acworth)
R152	148335	June 3, 2022	St. Francis de Sales (Mableton)
R130	148336	June 3, 2022	St. Francis of Assisi (Blairsville)
R164	148337	June 3, 2022	St. Gabriel (Fayetteville)
R167	148338	June 3, 2022	St. George (Newnan)
R123	148339	June 3, 2022	St. Gerard Majella (Fort Oglethorpe)
R138	148340	June 3, 2022	St. Helena (Clayton)
R190	148341	June 3, 2022	St. James (Madison)
R112	148342	June 3, 2022	St. John Neumann (Lilburn)
R220	148343	June 3, 2022	St. John Paul II (Gainesville)
R108	148344	June 3, 2022	St. John the Evangelist (Hapeville)
R119	148345	June 3, 2022	St. Joseph (Washington)
R136	148346	June 3, 2022	St. Luke the Evangelist (Dahlonega)
R139	148347	June 3, 2022	St. Mark (Clarkesville)

R143	148348	June 3, 2022	St. Mary (Toccoa)
R140	148349	June 3, 2022	St. Michael (Gainesville)
R186	148350	June 3, 2022	St. Patrick (Norcross)
R116	148351	June 3, 2022	St. Paul of the Cross/Passionist Fathers of Georgia
R137	148352	June 3, 2022	St. Paul the Apostle (Cleveland)
R180	148353	June 3, 2022	St. Peter the Rock (The Rock)
R162	148354	June 3, 2022	St. Philip Benizi (Jonesboro)
R100	148372	June 3, 2022	Sts. Peter and Paul Church (Decatur)
R107	144404	June 3, 2022	University of Georgia Catholic Center (Athens)
R086	148356	July 1, 2022	Blessed Trinity High School (Roswell)
R092	148357	July 1, 2022	Cathedral of Christ the King School (Atlanta)
R088	148358	July 1, 2022	Holy Redeemer School (Johns Creek)
R093	148359	July 1, 2022	Immaculate Heart of the Blessed Virgin Mary (Atlanta)
R094	148360	July 1, 2022	Immaculate Heart of the Blessed Virgin Mary School (Atlanta)
R090	148361	July 1, 2022	Our Lady of Mercy High School (Fayetteville)
R160	148362	July 1, 2022	Our Lady of the Assumption School (Brookhaven)
R089	148363	July 1, 2022	Our Lady of Victory School (Tyrone)
R087	148364	July 1, 2022	Queen of Angels School (Roswell)
R102	148365	July 1, 2022	St. Catherine of Siena School (Kennesaw)
R113	148366	July 1, 2022	St. John Neumann Regional School (Lilburn)
R109	148367	July 1, 2022	St. John the Evangelist School (Atlanta)
R106	148368	July 1, 2022	St. Joseph School (Athens)
R104	148369	July 1, 2022	St. Joseph Catholic School (Marietta)
R096	148370	July 1, 2022	St. Jude the Apostle School (Sandy Springs)
R111	148371	July 1, 2022	St. Mary School (Rome)
R097	148373	July 1, 2022	St. Pius X High School (Atlanta)
R201	148374	July 1, 2022	St. Thomas More School (Decatur)
R199	148355	July 1, 2022	St Peter Claver Regional Catholic School (Decatur)