

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



OFFICE OF HUMAN RESOURCES

Memo

Date: March 11, 2019

To: Pastors, Parish and School Business Managers and Payroll Administrators

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

Re: Status Update on Ultimate Software

The Office of Human Resources (HR) continues the transition to the new HR system. Please see below for an additional change to the scheduled conversion dates.

We appreciate your continued patience and cooperation regarding this implementation. The revised roll out schedule is attached.

REMINDERS

Go Live Date: The date listed on the Rollout Schedule indicates the month in which the first check will be processed using Ultimate Software. For example, if July 1, 2019 is listed as your Go Live Date, the first check date would be July 5, 2019.

Bi Weekly Pay Period: All locations will follow a bi-weekly schedule, withholding two weeks. If your payroll schedule does not match the attached 2019 Payroll Schedule exactly (including check dates), it must be changed no later than two months prior to the Go Live Date, preferably sooner for your location. **NOTE:** Schools will change to the new payroll calendar in July 2019. Priests and seminarians will continue to be paid monthly.

Cost: The cost for the new system is \$12.50 PEPM (per employee per month). This charge is assessed for any employee who receives a payroll check during the month, no matter the number of checks. Employees who do not receive a payroll check for the month can remain with a status of Active and are considered "HR Only" for that month. There will be additional fees charged by the parish/mission/school bank as the process is different for how the payroll is funded. For budgeting purposes, locations should plan to double the costs of

“payroll” related expenses, keeping in mind that we are getting a full HR system, not just a payroll system.

Q&A Information: As we work to better standardize our policies and procedures, we are developing a list of key processes and tasks to be updated with the transition to the new system. We will email the lists to locations. Three online sessions will be offered to address any questions you may have about the transition or the changes taking place on the following dates:

- Thursday, March 21, 10:00 a.m. – 11:00 a.m.
- Tuesday, March 26, 2:00 p.m. – 3:00 p.m.
- Friday March 29, 2:00 p.m. – 3:00 p.m.

Registration links for the sessions will be sent in a separate email with more information.

Time Management/Tracking: Employee hours worked will be recorded in the Ultimate Time Management (UTM) system. Keep in mind that UTM will go live prior to your first payroll run. For example, if your Go Live month is July 2019 for payroll, your UTM Go Live date will be for the pay period June 9 – June 22, 2019 (first check date is July 5, 2019).

Training: Several months prior to a locations’ Go Live date, logins to Ultimate’s training website will be created and sent to primary payroll admins. Payroll Admins are encouraged to attend prerecorded, self-paced classes at their convenience once they receive login instructions. There will be a live instructor led training scheduled closer to the go live date.

If you have any questions, please email ultimate@archatl.com and someone from the HR Ultimate Team will respond.

ULTIMATE SOFTWARE ROLL OUT SCHEDULE

by date

Paychex ID	Location Name	Go Live Date
R085	Archdiocese of Atlanta (Smyrna)	July 1, 2019
R194*	Atlanta University Center - Lyke House (Atlanta)	July 1, 2019
R084	Catholic Charities (Smyrna)	July 1, 2019
R082	Catholic Housing Initiatives (Smyrna)	July 1, 2019
R223	CENGI	July 1, 2019
R191	Christ Our Hope (Lithonia)	July 1, 2019
R196	Divino Nino Jesus (Duluth)	July 1, 2019
R195	Emory University Catholic Center (Atlanta)	July 1, 2019
R224	Georgia State Catholic Center (Atlanta)	July 1, 2019
R202	Georgia Tech Catholic Center (Atlanta)	July 1, 2019
R128	Good Samaritan (Ellijay)	July 1, 2019
R203	Kennesaw State Catholic Center (Kennesaw)	July 1, 2019
R176	Most Blessed Sacrament (Atlanta)	July 1, 2019
R198	Our Lady of the Americas (Lilburn)	July 1, 2019
R206	Our Lady of Vietnam (Riverdale)	July 1, 2019
R213	Priests - Active (Smyrna)	July 1, 2019
R212*	Priests - Retired (Smyrna)	July 1, 2019
R200	Queen of Angels (Thomson)	July 1, 2019
R141	Sacred Heart of Jesus (Hartwell)	July 1, 2019
R197	San Felipe de Jesus (Forest Park)	July 1, 2019
R214	Seminarians (Smyrna)	July 1, 2019
R147	St. Ann (Marietta)	July 1, 2019
R157	St. Benedict (Johns Creek)	July 1, 2019
R219	St. Clare of Assisi (Acworth)	July 1, 2019
R152	St. Francis de Sales (Mableton)	July 1, 2019
R130	St. Francis of Assisi (Blairsville)	July 1, 2019
R123	St. Gerard Majella (Fort Oglethorpe)	July 1, 2019
R220	St. John Paul II (Gainesville)	July 1, 2019
R108	St. John the Evangelist (Hapeville)	July 1, 2019
R119	St. Joseph (Washington)	July 1, 2019
R136	St. Luke the Evangelist (Dahlonega)	July 1, 2019
R139	St. Mark (Clarkesville)	July 1, 2019
R143	St. Mary (Toccoa)	July 1, 2019
R186	St. Patrick (Norcross)	July 1, 2019
R086	Blessed Trinity High School (Roswell)	October 1, 2019
R092	Cathedral of Christ the King School (Atlanta)	October 1, 2019
R088	Holy Redeemer School (Johns Creek)	October 1, 2019
R093	Immaculate Heart of the Blessed Virgin Mary (Atlanta)	October 1, 2019
R094	Immaculate Heart of the Blessed Virgin Mary School (Atlanta)	October 1, 2019
R090	Our Lady of Mercy High School (Fayetteville)	October 1, 2019
R160	Our Lady of the Assumption School (Brookhaven)	October 1, 2019
R089	Our Lady of Victory School (Tyrone)	October 1, 2019
R087	Queen of Angels School (Roswell)	October 1, 2019
R102	St. Catherine of Siena School (Kennesaw)	October 1, 2019
R113	St. John Neumann Regional School (Lilburn)	October 1, 2019
R109	St. John the Evangelist School (Atlanta)	October 1, 2019

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ULTIMATE SOFTWARE ROLL OUT SCHEDULE

by date

Paychex ID	Location Name	Go Live Date
R106	St. Joseph School - Athens (Athens)	October 1, 2019
R104	St. Joseph School (Marietta)	October 1, 2019
R096	St. Jude the Apostle School (Sandy Springs)	October 1, 2019
R110	St. Mary (Rome)	October 1, 2019
R111	St. Mary School (Rome)	October 1, 2019
R097	St. Peter Claver Regional School (Decatur)	October 1, 2019
R201	St. Pius X High School (Atlanta)	October 1, 2019
R099	St. Thomas More School (Decatur)	October 1, 2019
R133	Good Shepherd (Cumming)	April 1, 2020
R177	Our Lady of Lourdes (Atlanta)	April 1, 2020
R170	Our Lady of Perpetual Help (Carrollton)	April 1, 2020
R159	Our Lady of the Assumption (Brookhaven)	April 1, 2020
R122	Our Lady of the Mount (Lookout Mountain)	April 1, 2020
R154	Prince of Peace (Flowery Branch)	April 1, 2020
R174	Sacred Heart Basilica (Atlanta)	April 1, 2020
R175	Shrine of the Immaculate Conception (Atlanta)	April 1, 2020
R150	St. Andrew (Roswell)	April 1, 2020
R183	St. Anna (Monroe)	April 1, 2020
R115	St. Anthony of Padua (Atlanta)	April 1, 2020
R125	St. Bernadette (Cedartown)	April 1, 2020
R134	St. Brendan (Cumming)	April 1, 2020
R148	St. Brigid (Johns Creek)	April 1, 2020
R209	St. Catherine Laboure (Jefferson)	April 1, 2020
R167	St. George (Newnan)	April 1, 2020
R138	St. Helena (Clayton)	April 1, 2020
R190	St. James (Madison)	April 1, 2020
R095	St. Jude the Apostle (Sandy Springs)	April 1, 2020
R185	St. Matthew (Winder)	April 1, 2020
R140	St. Michael (Gainesville)	April 1, 2020
R116	St. Paul of the Cross (Atlanta)	April 1, 2020
R180	St. Peter the Rock (The Rock)	April 1, 2020
R149	St. Thomas Aquinas (Alpharetta)	April 1, 2020
R098	St. Thomas More (Decatur)	April 1, 2020
R100	Sts. Peter and Paul (Decatur)	April 1, 2020
R107	University of Georgia Catholic Center (Athens)	April 1, 2020
R158	All Saints (Dunwoody)	July 1, 2020
R091	Cathedral of Christ the King (Atlanta)	July 1, 2020
R135	Christ the Redeemer (Dawsonville)	July 1, 2020
R192	Corpus Christi (Stone Mountain)	July 1, 2020
R178	Holy Cross (Atlanta)	July 1, 2020
R146	Holy Family (Marietta)	July 1, 2020
R161	Holy Spirit (Atlanta)	July 1, 2020
R156	Mary Our Queen (Peachtree Corners)	July 1, 2020
R131	Our Lady of LaSalette (Canton)	July 1, 2020
R118	Sacred Heart (Milledgeville)	July 1, 2020
R101	St. Catherine of Siena (Kennesaw)	July 1, 2020

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ULTIMATE SOFTWARE ROLL OUT SCHEDULE

by date

Paychex ID	Location Name	Go Live Date
R164	St. Gabriel (Fayetteville)	July 1, 2020
R112	St. John Neumann (Lilburn)	July 1, 2020
R103	St. Joseph (Marietta)	July 1, 2020
R187	St. Lawrence (Lawrenceville)	July 1, 2020
R188	St. Marguerite d'Youville (Lawrenceville)	July 1, 2020
R165	St. Matthew (Tyrone)	July 1, 2020
R144	St. Michael the Archangel (Woodstock)	July 1, 2020
R155	St. Monica (Duluth)	July 1, 2020
R184	St. Oliver Plunkett (Snellville)	July 1, 2020
R137	St. Paul the Apostle (Cleveland)	July 1, 2020
R151	St. Peter Chanel (Roswell)	July 1, 2020
R162	St. Philip Benizi (Jonesboro)	July 1, 2020
R114	St. Stephen the Martyr (Lilburn)	July 1, 2020
R153	St. Thomas the Apostle (Smyrna)	July 1, 2020
R145	Transfiguration (Marietta)	July 1, 2020
R081**	Catholic Foundation of North GA (Smyrna)	October 1, 2020
R121	Christ Our King and Savior (Greensboro)	October 1, 2020
R221	Holy Name of Jesus (Smyrna)	October 1, 2020
R163	Holy Trinity (Peachtree City)	October 1, 2020
R207	Holy Vietnamese Martyrs (Norcross)	October 1, 2020
R204	Korean Martyrs (Doraville)	October 1, 2020
R132	Our Lady of the Mountains (Jasper)	October 1, 2020
R117	Purification of the Blessed Virgin Mary (Sharon)	October 1, 2020
R179	Sacred Heart (Griffin)	October 1, 2020
R215	St. Andrew Kim (Duluth)	October 1, 2020
R129	St. Anthony (Blue Ridge)	October 1, 2020
R189	St. Augustine (Covington)	October 1, 2020
R126	St. Clement (Calhoun)	October 1, 2020
R166	St. Elizabeth Ann Seton (Warm Springs)	October 1, 2020
R127	St. Francis of Assisi (Cartersville)	October 1, 2020
R181	St. James (McDonough)	October 1, 2020
R172	St. John Vianney (Lithia Springs)	October 1, 2020
R105**	St. Joseph (Athens)	October 1, 2020
R124	St. Joseph (Dalton)	October 1, 2020
R211	St. Katharine Drexel (Trenton)	October 1, 2020
R120	St. Mary (Elberton)	October 1, 2020
R168	St. Mary Magdalene (Newnan)	October 1, 2020
R182	St. Mary Mother of God (Jackson)	October 1, 2020
R169	St. Peter (LaGrange)	October 1, 2020
R193	St. Pius X (Conyers)	October 1, 2020
R171	St. Theresa of the Child Jesus (Douglasville)	October 1, 2020
R216	St. Toribio Romo (Chatsworth)	October 1, 2020
R173	St. Vincent de Paul (Dallas)	October 1, 2020
R222	University of West Georgia Catholic Center (Carrollton)	October 1, 2020

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