



DIOCESE OF MARQUETTE

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MEMORANDUM

TO: Pastors and Pastoral Coordinators
FROM: Most Reverend Alexander K. Sample *f. Sample*
DATE: March 27, 2013
RE: MCC Common Payroll Provider Project

Earlier this month all dioceses in Michigan received a notice from MCC regarding the Common Payroll Provider Project. The project's purpose was to research and recommend a common payroll provider for all Catholic parish, schools and diocesan entities in the Province of Michigan. MCC along with input from all dioceses in Michigan chose a Common Payroll Vendor – Paycor- to process payroll for all catholic parishes, schools and other institution in Michigan. This decision was approved by the Bishops and the MCC Board at its March meeting.

The reasons for this decision are as follows:

1. The increasing complexity of processing payroll. With the number of individuals enrolled in the MCC pension plan, 403(b) TSA plan, premium sharing and the Flexible benefit plan, payroll processing has become an area of administration at our parishes and schools that can be better and more efficiently handled by a professional payroll service provider.
2. Coordination with MCC benefits. In the next 18-24 months MCC will begin an implementation project to streamline all benefits enrollment, record keeping and billing process. These systems will integrate with the payroll processing. There will be no need to submit quarterly data to MCC for unemployment and retirement. Changes on a person's payroll record will automatically update information on the benefits side.
3. Cost – MCC has entered into an agreement with Paycor at a 40% reduction of their normal rates.

Archbishop Sample along with the Diocesan Finance Council agreed that they would like to have this common payroll vendor project implemented in the Diocese of Marquette for all parishes and schools by December 31, 2013.

Parishes or Schools may use Paycor for the following:

1. Basic payroll processing (calculation and direct deposit of payroll amounts)
2. Automatic, accurate and timely payment of all taxes, state and federal from your bank account
3. Preparation and filing of all quarterly and annual payroll reports
4. Keeping time and attendance records
5. Other options available

Your bookkeeper will still have to post and maintain payroll information, but should have additional time to complete other tasks.

There are many advantages to the employee as well. Employees will have on-line access to their W-2 and all of their payroll data, past and current. They will be able to make changes (withholding, etc.) on-line, and in the future view all of their benefits including pension calculations.

Further information will be sent to you over the next few months. Diocesan offices around the state plan to convert early this summer.

Please feel free to Tim Thomas or Carol Parker with any questions you may have.