Employee/Pension Set up in ParishSOFT

To make reporting to the diocesan consistent, all locations must set up employees participating in the pension plan as follows:

Employee Name:

First Name: Full legal first name, no nicknames (For priests or any other employee with a title at your location, please do NOT include any title in the name field)

Middle Name: Middle initial, **no period**

Last Name: Full legal last name

Please use the above format for all employees, benefit eligible or not.
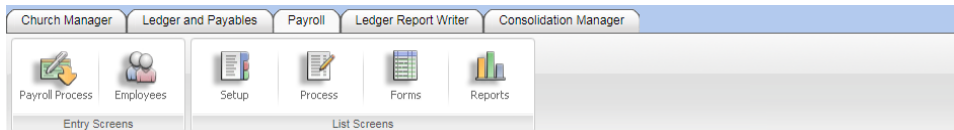
Benefit-Eligible Employee Working at More than One Location

Wages can only be reported in one location. Decide which location will do the wages and the other location will need to reimburse that location for the wages and pension costs.

Pension:

Tax Deferred 403(b)

Within the payroll module, click on "Set Up"

Choose "Deduction/Benefit List"

The goal is to have three lines for pension:

403(b) Employer Benefit - Match

403(b) Employer Benefit - Discretionary

403(b) Employee Deduction – Traditional

The names must match exactly (including spaces and dashes!) (see 11-13 below)

Edit	11	Benefit	403(b) Employer Benefit - Match	Retirement Plan	No Effect
Edit	12	Deduction	403(b) Employee Deduction - Traditional	Retirement Plan	Reduces calculated Federal, State, Local
Edit	13	Benefit	403(b) Employer Benefit - Discretionary	Retire and Tax Def	No Effect
Edit	14	Deduction	403(b) Employee Deduction - Roth	Retirement Plan	No Effect

If you do not currently have these three categories, please do the following:

Rename the Employer Benefit deduction you currently have to one of the employer options above. This can be done by editing the deduction description. Create a new Employer Benefit deduction which you will name with the other employer benefit name above. Add the new benefit and then find it at the bottom of your list and edit the name. Do not change any of the preset check marks for the benefit; they are correct.

Watch Help Video!   Select   Clear Value

Description: 403(b) Employer Benefit Match

Deduction or Benefit

Deductions are withheld from employee's check and accumulated in a liability account for payment. Benefits are calculated amounts the employer pays on behalf of the employee. Benefit amounts are accumulated in a liablity for payment and are automatically expensed.

Add a New Deduction/Benefit From Template

Watch Help Video!

Deductions/Benefits

Deduction/Benefit Templates

	Type	Description	Extended Information
Select	Benefit	403(b) Employer Benefit	Percentage of gross pay to be paid by employer on behalf of the employee. Amount is accumulated in an expense account and a liability account for payment.

Edit	23	Benefit	403(b) Employer Benefit	Retire and Tax Def	No Effect

Once you have the three options available, change each employee's record to reflect the proper percentage for the match and discretionary benefits (discretionary is always 3%).

	#	Deduction/Benefit Description	Amount	Percent	Limit	
✖	1	11 Benefit: 403(b) Employer Benefit M ⌄	0.00	3.00	999999.99	
✖	2	12 Deduction: 403(b) Employee Dedu ⌄	0.00	3.00	999999.99	
✖	3	13 Benefit: 403(b) Employer Benefit D ⌄	0.00	3.00	999999.99	

You will also need to go to each account distribution for wages and add in the account numbers for the new benefit line. (Set-up, Account Distributions)

Wages: E-10-00-10-5044-00 5044GA00P00

	Account Code	Description	Shortcut
			▼

Find Account   Clear Value

Deductions

#	Code	Description	State	Liability	
1	1	Social Security Withheld	MN	2400AP02P00: FICA/Medicare Withholding L-10-00-20-2400-02	▼
2	2	Medicare Withheld	MN	2400AP02P00: FICA/Medicare Withholding L-10-00-20-2400-02	▼
3	3	Federal	MN	2400AP01P00: Federal Withholding L-10-00-20-2400-01	▼
4	4	State	MN	2400AP03P00: Minnesota Withholding L-10-00-20-2400-03	▼
5	6	Local	MN	2400AP03P00: Minnesota Withholding L-10-00-20-2400-03	▼
6	12	403(b) Employee Deducti	MN	2400AP05P00: 403(b) Pension Withholding L-10-00-20-2400-05	▼
7	15	Flex Plan Medical Deduct	MN	2400AP07P00: Flex Plan Medical L-10-00-20-2400-07	▼
8	17	Priest Pension Deduction	MN	2400AP05P00: 403(b) Pension Withholding L-10-00-20-2400-05	▼
9	19	Subcontractor payment	MN	5049GA00C00: Contracted Services E-30-00-40-5049-00	▼
10	20	Other Deduction		5073GA00P00: Employee/Volunteer Appreciation E-10-00-10-507	▼
11	21	After-tax IRA	MN	2400AP20P00: Other Withholding L-10-00-20-2400-20	▼
12	22	Christmas Bonus Deducti	MN	1205AR22P00: St. Anthony AR A-10-00-12-1205-22	▼

Benefits

#	Code	Description	Liability	Expense	
1	1	Social Security Employer	2400AP02P00: FICA/Medicare Withholding L-10-00-20-24 ▼	5051GA00P00: FICA and Medicare Taxes E-10-00-10-505	▼
2	2	Medicare Employer	2400AP02P00: FICA/Medicare Withholding L-10-00-20-24 ▼	5051GA00P00: FICA and Medicare Taxes E-10-00-10-505	▼
3	11	403(b) Employer Benefit I	2400AP05P00: 403(b) Pension Withholding L-10-00-20-24 ▼	5063GA00P00: Pension E-10-00-10-5063-00	▼
4	13	403(b) Employer Benefit I	2400AP05P00: 403(b) Pension Withholding L-10-00-20-24 ▼	5063GA00P00: Pension E-10-00-10-5063-00	▼
5	14	Health Insurance Employ	2400AP08P00: Health and Dental Insurance L-10-00-20-2 ▼	5059GA00P00: Health/Dental/Life/LTD Insurance E-10-00	▼
6	16	Life, LTD, AD&D Employe	2400AP08P00: Health and Dental Insurance L-10-00-20-2 ▼	5059GA00P00: Health/Dental/Life/LTD Insurance E-10-00	▼

To report pension to the Diocese at the end of each month do the following:

After closing the last payroll, go to reports, end of period and choose the retirement accumulations report

Standard Reports   **Memorized Report Groups**

▷ **Paycycle**

▷ **Employee**

▷ **End of Period**

▷ **Federal**

▷ **State and Local**

▷ **Finance**

▽ **End of Period**

📊 Accumulations

📊 Taxable Pay and Withheld

📊 Deductions/Benefits Accumulations

📊 Retirement Accumulations

Then, select the correct month and click on "Month to Date"

Preview the report and select "csv" and export the report.

Save the exported report in the CSV format (not as an Excel spreadsheet) and upload it to drop-box. Use your location number, name, the month and year as the name. Depending on your drop box set up, you may be able to copy and paste the file in or you might have to upload it.

This report will provide the information needed by the benefits department. Take the grand total amount from the report and enter it into your DOW-R Employee benefit pension bill for the month. This will exactly match what is in the ledger.

Benefit Total:	450.82
Deduction Total:	1,294.29
Grand Total:	1,745.11

Be sure to remit the pension by the 10th of the month.

Set up for ROTH IRA contribution deductions

If you have employees participating in the ROTH IRA deductions, set up the employee record as follows:

Within payroll, click on Setup

Choose Add a new Deduction/Benefit from Template

Select After-Tax IRA (do not change any of the preset settings; they are correct)

Rename the deduction: 403(b) Employee Deduction - Roth

Go to each employee participating and add this deduction to their list of deductions/benefits with the amount/percentage they are having deducted.

Next add the Roth IRA account to your account list by selecting it {Accounts, Chart of Accounts (add sub

Chart of Accounts

Account Type
Liability ▼   [Search]   [Show All]

Entity
10: Parish ▼

Funding Source:
0: Unrestricted ▼

Class:
▼

Natural Account:
2400: Employee Withholding ▼

Description
▼

14 records returned

Liability
  Unrestricted
    Accounts Payable
      Employee Withholding
        L-10-00-20-2400-00, Employee Withholding, 2400AP00P00
        L-10-00-20-2400-01, Federal Withholding, 2400AP01P00
        L-10-00-20-2400-02, FICA/Medicare Withholding, 2400AP02P00
        L-10-00-20-2400-03, Minnesota Withholding, 2400AP03P00
        ☐ L-10-00-20-2400-04, Other States Withholding, 2400AP04P00
        L-10-00-20-2400-05, 403(b) Pension Withholding, 2400AP05P00
        ☐ L-10-00-20-2400-06, Flex Plan Dependent Care, 2400AP06P00
        L-10-00-20-2400-07, Flex Plan Medical, 2400AP07P00
        L-10-00-20-2400-08, Health & Dental Insurance, 2400AP08P00

accounts)} from the list.

        ☐ L-10-00-20-2400-09, Roth IRA Withholdings, 2400AP09P00

From within payroll, go to Setup, Account Distributions and enter the account information for the new account in each wage account (see line 7).

Deductions

#	Code	Description	State	Liability	
1	1	Social Security Withheld	MN	2400AP02P00: FICA/Medicare Withholding L-10-00-20-2400-02	▼
2	2	Medicare Withheld	MN	2400AP02P00: FICA/Medicare Withholding L-10-00-20-2400-02	▼
3	3	Federal	MN	2400AP01P00: Federal Withholding L-10-00-20-2400-01	▼
4	4	State	MN	2400AP03P00: Minnesota Withholding L-10-00-20-2400-03	▼
5	6	Local	MN	2400AP03P00: Minnesota Withholding L-10-00-20-2400-03	▼
6	12	403(b) Employee Deducti	MN	2400AP05P00: 403(b) Pension Withholding L-10-00-20-2400-05	▼
7	14	403(b) Employee Deducti	MN	2400AP09P00: Roth IRA Withholdings L-10-00-20-2400-09	▼
8	17	Flex Plan Medical Deduct	MN	2400AP07P00: Flex Plan Medical L-10-00-20-2400-07	▼
9	19	Priest Pension Deduction	MN	2400AP05P00: 403(b) Pension Withholding L-10-00-20-2400-05	▼
10	20	Subcontractor payment	MN	5049GA00C00: Contracted Services E-30-00-40-5049-00	▼
11	21	Other Deduction		5073GA00P00: Employee/Volunteer Appreciation E-10-00-10-507	▼
12	22	Christmas Bonus Deducti	MN	1205AR22P00: St. Anthony AR A-10-00-12-1205-22	▼

[Find Account] [Clear Value]

When you run the End of Month Retirement Accumulations report, it will add the Roth IRA deduction amounts by employee. Follow the prior instructions for exporting this report and uploading it to dropbox. When entering the bill to DOW-R Employee Benefits, be sure to enter the Roth deductions coded to 2400AP09_00 (insert proper letter for parish, school, etc).