



February 5, 2024

Dear Parish, School, and Agency Administrators,

The Annual Lay Pension invoice for the 2023 Plan Year will not be mailed to locations. As in the past, the invoice is now available for your review on the Integrated Payroll and Benefits Services (IPBS) website. Please be very careful when pulling the invoice to ensure you have the correct annual bill. This invoice will reflect the amount we will sweep from your account on **February 26<sup>th</sup>**.

This custom invoice, with the file name: **Location#LocationName.PDF** calculates the six percent (6%) contribution for eligible employees using wages and hours extracted from Paycom. Please note that the invoice will include employees who are both eligible to receive a contribution *and those who are not eligible* to receive a contribution.

**Payroll Administrators must ensure that hours and earnings of employees at your location are accurate.** Employee data that appears on your Lay Pension invoice is taken directly from the employee's year-to-date summary from Paycom. You can review the employee total by logging in to Paycom and confirming in Form 12 Check Listings and Totals. As a reminder:

- The HSA (Health Savings Account) Employer Seed is not included in the calculation of gross wages; however, GTL earnings are included.
- If you have a **correction to your invoice**, please send an email to [Retirement@SeattleArch.org](mailto:Retirement@SeattleArch.org), with detailed information on the correction requested, **prior to noon on February 16<sup>th</sup>**. A new invoice will be created and **uploaded by February 23<sup>rd</sup>** before we sweep the funding from your account on **February 26<sup>th</sup>**.
- If you need to change your banking information, please contact Rose Flowers at [BSOAccounting@SeattleArch.org](mailto:BSOAccounting@SeattleArch.org) **prior to February 16<sup>th</sup>**. Please be sure to contact your Bank to authorize Lay Pension Company ID #4910566775 for the sweep. For multi-location employees, all locations must be completely funded before funds can be submitted to Transamerica on behalf of the employee.
- If you will not have funding available for the sweep on February 26<sup>th</sup> you will need to reach out to [ParishFinancialSVCS@SeattleArch.org](mailto:ParishFinancialSVCS@SeattleArch.org) **by February 16<sup>th</sup>** to make payment arrangements.

**Please Note - Multi-Location Employees:**

Multi-location employees will have an asterisk (\*) before their SSN (Social Security Number). If you

have any employees who work at another location or locations, in addition to your location, you are responsible for the employee's lay pension contribution for the salary earned at your location.

1) **Employees who have a home location:**

Pension contributions are paid by the home location. The home location will then bill the other locations for their share of the pension contribution.

2) **Employees who transfer to another location:**

Employees who terminate from one Archdiocesan location and are rehired at another Archdiocesan location mid-year will have two records. One from the former location and one from the new location. Each location should pay their share of the pension contribution.

3) **Substitute teachers who are in location 3015-Sub-Pool:**

The employees' hours and wages are added to the employees' home/active location. It is the responsibility of the home/active location to bill the other locations for their share of the pension contribution.

Again, the Annual Lay Pension invoice will **not** be mailed via US Postal Service; it will only be accessible through the IPBS secure site.

Please feel free to contact Suzie Fortner at (206) 903-4618 if you have any questions. You can also email Suzie at [Retirement@SeattleArch.org](mailto:Retirement@SeattleArch.org).

Thank you!

Darlenn Sanford  
Director of Benefits and Payroll