

Welcome to the Archdiocese of Kansas City in Kansas!

(Below are helpful job tips from other Archdiocese Business Managers)

- Use the **ARCHDIOCESE ADMINISTRATOR'S WEBSITE** as a reference for information, procedures, policies, current forms, sample documents & contacts
www.archkck.org/hrsecure **USERID** – *first initial & last name* (all 1 word)
PASSWORD – *ArchHR* For help – call Patty Dickinson 913-647-0367
- **WRITE DEADLINES ON YOUR CALENDAR EACH MONTH:**
 1. Process Payroll Semi-monthly; Website _____
Create a Payroll checklist for each semi-monthly payroll.
For Help – call Payroll Company Rep _____
 2. Cool Creek Employee Benefits - Monthly Emailed Statements
Pay the current month's employee benefits before the end of the month
www.cool-creek.com For Help – call Art Walsh 913-647-0362
 3. Who's Where 401K, Lay Pension Benefits & Priest 403B - Create Invoices – on line & make electronic Payments by the 5th & 20th of each month.
www.whoswhereonline.org For Help – call Patty Dickinson 913-647-0363
 4. Periodic Income Tax payments (May be provided by your payroll provider)
 5. Archdiocese Deposit & Loans Access Monthly Statements on the dlonline Website
www.dlonline.us/kck For Help – call Susan Harrington 913-647-0359
 6. Assessments – Monthly Emailed Statements; For Help – call Tom Winkelbauer 913-647-0360
 7. Collections – Check Extra Parochial Schedule at Archdiocese Website
www.archkck.org/accounting For Help - call Tom Winkelbauer 913-647-0360
 8. Parish & School Annual Financial Reports due August 1 – Check Website for Forms
www.archkck.org/icauditor For Help – call Beth Coleman 913-647-0305
 9. CFNEK (Catholic Foundation of Northeast Kansas); Long Term Endowment Funds
Quarterly Fund Statements – View on the Website
Semi-Annual Income Distribution – end of January & July. Info. & Forms on-line for distribution
www.edonorcentral.com For Help call Peg Ellington 913-647-0382
- Setup Favorites on your computer for Payroll Website, Bank Website, Benefit Websites, Archdiocese Administrator's Website, Accounting Websites etc.
- Work closely with your Finance Council. It is important to have a good relationship with them.
- Read the Archdiocese Emails.
- Attend the Archdiocese Business Managers meetings to meet and network with other business managers in your position. They are a great source of information.
- Cross train in your office and learn the vital aspects of other employee's positions. You never know when you will need to be the Secretary, Bookkeeper or Facilities Manager.
- Call the Archdiocese for help: main phone number **913-721-1570**