

Welfare Benefit Plan Premiums & Lay Frozen Pension Contributions Chancery Billing and Adjustment of Billings Process Overview

Welfare Benefit Billing Process:

Paylocity Billing Report: “AKC – Welfare Benefit Billing Report”

1. Each Entity Administrator should run this report on the 12th of each month. This report is located in Enterprise Benefits, under the Billing > Billing Suite. The totals on this report represent full month premiums and will be split in half and billed to you in two separate invoices on the following dates:
 - a. 1st half of the month invoice will be sent to you by email around the 13th of the month
 - b. 2nd half of the month invoice will be sent to you by email around the 26th of the month

Welfare Benefits Billing Adjustments for Errors & Omissions:

1. If you find errors or omissions in your AKC – Welfare Billing Report, communicate those issues to the Chancery Benefits Specialist. They will update the employee’s benefit elections to reflect the proper premiums for future payrolls.
2. Chancery Accounting Staff will create and email to you adjustment invoices, if necessary, to correct the error or omission.
3. If employee premium deductions or employer premiums need to be corrected for past payrolls, contact Paylocity’s service department to assist you with these corrections on your next payroll at service@paylocity.com.

Lay Frozen Pension Billing Process:

Paylocity Billing Reports: “01 Lay Frozen Pension Invoice Report”

1. Each Entity Administrator should run this report after each payroll.
2. The totals on this report are used to create an invoice that will be sent to you via email by Chancery Accounting Staff within several business days after the pay date.
3. The calculation of the Lay Frozen Pension contribution is based upon a percentage of gross wages of all employees on your payroll (both full and part-time), excluding priests. This percentage is reviewed annually to assess whether or not it is adequate to fund the Lay Pension Plan and may increase as needed.

Lay Frozen Pension Billing Adjustments for Errors & Omissions:

1. If you find errors or omissions in your “01 Lay Frozen Pension Invoice Report”, these **cannot** be corrected by adjustments done at the Chancery, but **must** be corrected through your Paylocity payroll activity.
2. To correct these errors or omissions, prepare an entry on your next payroll to add or subtract the appropriate Lay Frozen Pension amounts.
3. To ensure that future payroll activity is correct, please contact service@paylocity.com with any errors or omission you find. They will assist with correcting your employee record for future payroll reports.