

Employee Setup in All Diocesan Locations

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.