

UltiPro Update

Parish/School Management In-Service Day

Plenary Session One

October 18, 2012

Loyola Graduate Center, Timonium

UltiPro Update

What We've Done

- Core system is configured –
 - Setup of all parishes and schools
 - Earning, deduction, and benefits codes
 - Pay, deduction, earning, and benefit groups
 - HR/Benefit tables
 - Payroll tables

UltiPro Update

What We've Done

- Set up security classes and roles
- Initial data conversion from legacy HR system to UltiPro complete
- Developed HR compliance custom (references, STAND training date, finger printing date, etc.)
- Successfully completed CS payroll parallel test

UltiPro Update

Open Tasks

- Review location Payroll Information Documents (PID)
- Finalize benefit vendor files
- Develop new insurance bill
- Develop workflows to facilitate business processes
- Revise paper PAF
- Integrate ancillary systems (website, etc.) with UltiPro

2013

- Transition from Lawson to UltiPro as HR system
- Insurance billing and vendor files live on UltiPro
- Central Services live on payroll

Begin payroll training and parallel testing for first group

- HR and Benefits training for second group
- Locations responsible for maintaining data in UltiPro



- HR and Benefits training for first group
- Locations responsible for maintaining data in UltiPro

First set of locations live on payroll

Second set of locations live on payroll

UltiPro Update

Implementation Process

- Payroll Information Document (PID) review
- UltiPro will be customized for each location based on PID information
- HR/Benefits training
- Payroll information data entry (current pay rate, tax withholdings, etc.)
- Opening balance conversion
- Payroll training and parallel testing

UltiPro Update

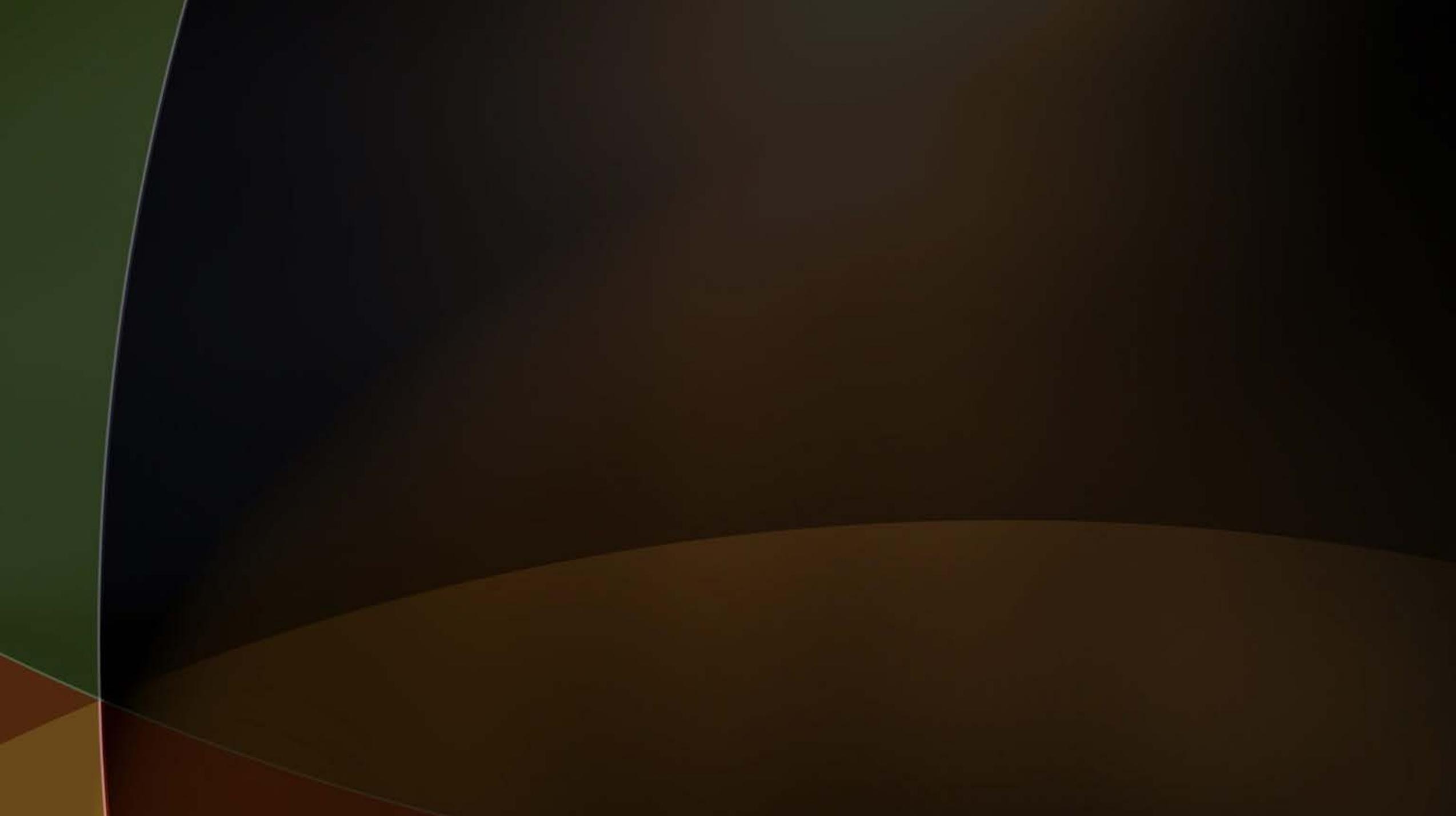
Items to Consider Changing as a Result of Conversion

- If you have multiple payrolls, consider consolidating them into one payroll (i.e. separate payroll for parish and school)
- Change weekly payrolls to bi-weekly or semi-monthly
- Checks vs. Direct Deposit
 - Effort should be made to utilize direct deposit
 - Checks will be cut out of UltiPro which may change how you are doing payroll today

Questions?

mnguyen@archbalt.org

410.547.5574



Steve Anderson
Human Resources Central Services

A Sampling of Current Openings

Director, Enrollment Mgmt. & Secondary Programs	Schools
Major Gifts Officer	Development
Director, Catholic Community Foundation	Development
Research Assistant	Development
Coordinator , Adult & Sacramental Formation	Evangelization
Coordinator, Young Adult & Hispanic Youth Ministry	Evangelization
External IT Coordinator	IT
Helpdesk Coordinator	IT
Senior Internal Auditor	Fiscal Services
Pastoral Assistant	Office of the Archbishop
Director, African American Ministries	Office of the Archbishop
Director, Hispanic Ministries	Office of the Archbishop

For more Information

www.archbalt.org/careers

sanderson@archbalt.org

410.547.5513