

Diocese of Covington – Employee Payroll Information

Fiscal Year: 2020-2021

I. Pay Dates	All employees are paid on a semi-monthly basis on the 15th and last day of each month. If a pay date occurs on the weekend, the previous Friday is considered the pay date.
II. Direct Deposit	All regular employees are required to use Direct Deposit. The net amount of the paycheck will be deposited to a checking or savings account of the employee's choice on the pay date. (Contact the Payroll Office for required form or download from the Diocesan website – see below). Direct deposit begins on the first pay date.
III. Payroll Options	<u>Teachers</u> may opt for payment of the contract salary for ten months (September-June) or twelve months (September-August) – if hired prior to the first day of school.
IV. Required Documentation	<u>Teachers</u> : Signed Contract with appropriate documentation. <u>All Employees</u> : Form W-4 (Federal withholding), Form K-4 or IT-4 (State Withholding), Form I-9 (Evidence of Employability), Acceptance Form (Policies and Procedures for Addressing Sexual Misconduct), Direct Deposit Form.
V. Paystub Information	All employees' pay stubs are available online at www.paycor.com . Registration and access instructions are provided on the Diocesan website – see below.
VI. Verify Information	On the first pay date, verify that the following are correct: <ul style="list-style-type: none"> - the spelling of your name - your address - your social security number - your gross pay <ul style="list-style-type: none"> - Hourly employees – hourly rate X hours worked - Salary/Contract employees – contract divided by 20 or 24 - all voluntary deductions
VII. Change Information	To change tax withholding options or address, contact the Payroll Office (392-1556 or 392-1558). Please contact the Payroll Office to report any change in personal information that will affect the manner in which we process your payroll or how we contact you (e.g. name, marital status, dependents, mailing address, bank payroll deposit information).
VIII. Lost or Stolen Paycheck	Contact the Payroll Office (392-1556 or 392-1558)
IX. Voluntary Deductions	In addition to the items on the Employee Benefit Sheet, employees may authorize contributions to the United Appeal.

If you have any questions regarding your paycheck, please call, write or visit the Payroll Office at the Diocesan Curia at 1125 Madison Avenue; Covington, KY 41011-3115.

Finance Office –	392-1500	FAX	392-1589
Payroll Office –	392-1500	FAX	392-1589
E-Mail –	payroll@covdio.org		

Please visit the Diocese of Covington website for more payroll/benefits information:
www.covdio.org ... Click: Offices ... Click: Finance ... Click: Payroll & Benefits