

IMPORTANT

TO: Pastors, Bookkeepers, School & Cemetery Administrators
FROM: Ryan Christianson
DATE: January 2019
SUBJECT: Diocese of Winona-Rochester Workers' Compensation Payroll Questionnaire

WHAT:

Please find attached the *Workers' Compensation Payroll Questionnaire*. The attached questionnaire is completed annually to ensure each parish, school and cemetery retains adequate worker's compensation coverage within the Diocese of Winona-Rochester. The information reported on the questionnaire is required by and provided to the Minnesota Workers' Compensation Reinsurance Association (WCRA).

The following forms are to be completed and submitted to Catholic Mutual Group's office in Winona:

1. Workers' Compensation Questionnaire, signed with contact phone number. Please read and complete both pages carefully.
2. Copy of IRS Form W-3 for the 2018 calendar year.
3. Copy of Quarterly IRS Forms 941 for the 2018 calendar year.
4. Copies of Minnesota unemployment reports if filed.
5. Roster of staff including employee's name, job title, workers comp class code used, and gross payroll.

WHEN:

The form(s) are due February 15, 2019. Submission is mandatory. If a completed questionnaire is not returned by this date, a ten percent increase in wages (based on the prior year) will be assumed to secure worker's compensation premiums for the 2019/2020 fiscal year. Submitting the form on time will help limit costs to the parish, school or cemetery by ensuring the proper premiums are invoiced.

WHERE:

Please submit the completed questionnaire, IRS Forms W-3 and 941's, MN unemployment reports (if applicable), and location employee roster, to Catholic Mutual via one of the methods list on page 2 of the questionnaire.

How (TIPS):

Use Gross Wages when Completing the Questionnaire: Gross wages include all regular, overtime, vacation and sick pay wages **prior to deductions** for pre-tax benefits, retirement contributions or any other deductions.

Payments to Religious Personnel: Please include religious and similar personnel in employee counts and total 2018 wages. (Religious employees are commonly paid via accounts payable).

Clustered Parishes: If the parish cluster shares employee expense, pro-rate the wages across the parishes in the cluster. However, the employee tally should be attributed to the parish that issues the payroll check. *For example:* Two parishes "share" 1 full-time employee earning \$25,000 annually; each parish should reflect the following on their respective questionnaire:

Parish A: Number of Full-Time Employees: 1.0, Amount Reg. Gross Salaries: \$12,500

Parish B: Number of Full-Time Employees: 0.0, Amount Reg. Gross Salaries: \$12,500

Please Reconcile W-3 & 941 Wages with the Questionnaire: Please account for the difference between wages reported on *IRS Forms W-3, 941* and the *Workers' Compensation Questionnaire*, (if applicable). Differences in totals typically occur in parishes that have employees with health & retirement benefit deductions and/or compensate religious staff via accounts payable. Complete the reconciliation in section "B".

RESOURCES:

Questions: Contact Ryan Christianson via phone or e-mail: (800) 494-6452, rchristianson@catholicmutual.org

Code Definitions: Workers' Compensation Classification Code definitions are listed on page 2 of this memo for your reference. *****Please review for any changes from year to year*****

Electronic Form: The attached form is available in an easy to use electronic format on the Diocese of Winona website: www.dowr.org/offices/finance/index.html - choose *Worker's Compensation Form – Payroll Questionnaire*. Simply use Excel on your computer to fill in this self-calculating template.

IMPORTANT

8810 CLERICAL OFFICE EMPLOYEES

Code 8810 is applied to clerical office employees. The duties of a clerical office employee include creation or maintenance of financial or other employer records, handling correspondence, computer composition, technical drafting, and telephone duties. The clerical office classification continues to apply to a qualified clerical office employee who performs a duty outside of a qualified clerical office area when that duty does not involve direct supervision or physical labor and is directly related to that employee's duties in the office. These duties include depositing funds at the bank, purchasing office supplies, and pickup or delivery of mail, provided they are incidental and directly related to that employee's duties in the office. A clerical office is a work area separated and distinguishable from all other work areas and hazards or the employer by floors, walls, partitions, counters, or other physical barriers.

8832 PHYSICIANS

Code 8832 is primarily intended to apply to medical providers that operate in a typical doctor's office environment. The classification contemplates physicians, dentists, and other employees providing medical services. Outpatient mental health clinics where full-time or part time psychologists interview and counsel patients are included within the scope of this classification.

8868 SCHOOL PROFESSIONAL EMPLOYEES; RELIGIOUS AND OTHER PROFESSIONAL EMPLOYEES – includes clergy, assistants, organists and choir members

Code 8868 is applied to professional employees of academic, trade or vocational institutions of learning. The classification includes professors, administrators, teachers, guidance counselors, social workers, therapists, nurses, and athletic coaches. Employees who assist these professional employees by performing similar or related duties to those in which these professionals engage are additionally assigned to Code 8868. It is recognized that these assistants may not be considered "professional" to the extent that they may be unlicensed or not have the necessary academic credentials. Nevertheless, we consider these employees to be professional for classification purposes as their exposure is similar to those they are assisting. Examples of this type of employee include, but are not limited to, teachers or nurse's aides or assistant athletic coaches.

8742 COUNSELORS

Code 8742 is applied to employees who are at times away from the employer's premises. This code includes counselors, Catholic Charities Counselors, and fundraising campaign managers, who work in the office as well as travel.

Please note as advised by the WCRA auditor, school counselors are to be coded to class code 8868.

9101 SCHOOL AND RELIGIOUS: ALL OTHER EMPLOYEES

Code 9101 is applied to all employees other than professional employees of academic or institutions of learning. Refer to Code 8868 for professional employees. Code 9101 includes employees engaged in the care, custody and maintenance of school, parish, or seminary buildings, grounds and equipment. This would include dormitories, dining halls and recreational facilities maintained and operated by these institutions.

9220 CEMETERY OPERATIONS

Code 9220 applies to all cemetery operations; that is, the usual maintenance work, such as cutting of grass, shrubbery, etc., the digging of holes in the ground prior to the lowering of the caskets, the backfilling of the holes and the planting of shrubbery on the grave that has been backfilled. Code 9220 also includes the care and maintenance of each grave as well as the general maintenance operations. In addition, the maintenance of a mausoleum is considered incidental to the operation of the cemetery and classified under Code 9220. Cemetery grave moving, the reopening of graves, the removing and reinterring of remains is also within the scope of Code 9220. Salespersons assisting customers in the office who also show gravesites around the property are included under code 9220. Any physical labor relating to the operations of the cemetery must be reported under code 9220.

GROSS WAGES

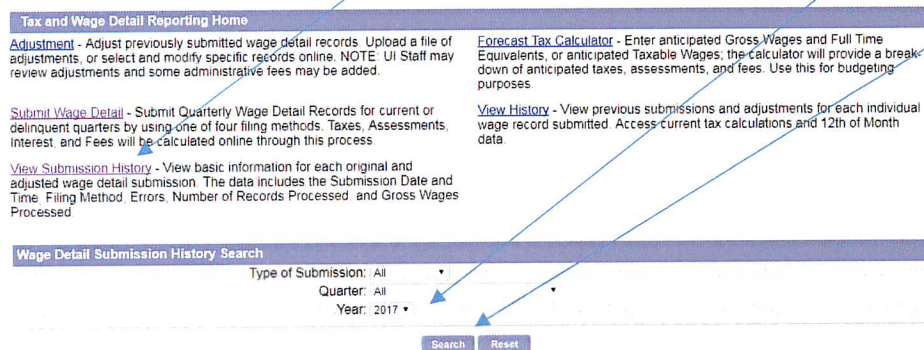
Gross wages include all regular, overtime, vacation and sick pay wages **prior to deductions** for pre-tax benefits, retirement contributions or any other deductions.

How to provide copies of Unemployment returns for the Workers' Compensation Payroll Questionnaire

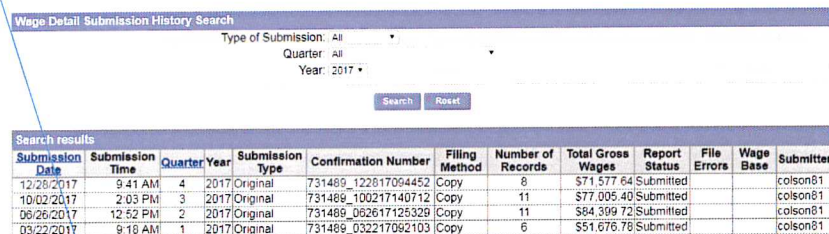
Log into your MN Unemployment account and select Tax and Wage Detail reporting from the menu



Select View Submission History and the current year from the drop down. Click on Search



Print off this page and send with your workers' compensation documents. This will save you from having to send in copies of the returns.



Click [here](#) to print this page. (NOTE: An image of this page will appear, please select 'Close' on the pop-up screen when printing is complete. For best results, set your print options to landscape.)

Diocese of Winona Workers' Compensation Payroll Questionnaire ParishSOFT Instructions

Employee Set up:

1. Job Categories: When setting up your employees and payroll in connect now, please use the Job Category field to enter the different Workers' Compensation codes:

The screenshot shows the 'Basic Setup' screen in ParishSOFT. The 'Job Category' field is highlighted with a blue arrow pointing to a dropdown menu. The dropdown menu shows a list of job categories: 8810-Secretaries, 8868-2-Professional/Lay, 8868-Religious, 9101-Custodian, and 9101-Housekeepers. The '9101-Housekeepers' option is selected and highlighted in blue.

2. Make sure that each employee has the correct job category chosen on their Empl/Cust tab:

The screenshot shows the 'Employment Fields' and 'Custom Fields' screen in ParishSOFT. The 'Job Category' field is highlighted with a blue arrow pointing to a dropdown menu. The dropdown menu shows a list of job categories: 8810-Secretaries, 8868-2-Professional/Lay, 8868-Religious, 9101-Custodian, and 9101-Housekeepers. The '9101-Housekeepers' option is selected and highlighted in blue.

- a. You should also fill in the job title and put the Job Title in Custom Text 1 too (the full title might be cut off in the custom field field).
 - b. Once all employees have this information in their record you are ready to export the report to use for the workers' compensation roster (see workers' compensation instructions #5 under "What").
3. From the payroll tab, select "Process"



- a. Click on Payroll information export and from this screen, select all the payrolls PAID in the calendar year (work from the pay date not the pay period).

b. Then select the fields indicated below (don't worry about the title of the section)

Payroll Process Employees Setup Process Forms Reports

Entry Screens List Screens

Payroll Information Export

Payroll

- 80 - 01/31/2017 - Hourly 1/1-1/15/2016
- 79 - 01/31/2017 - Salaried
- 78 - 01/13/2017 - Hourly 12/16-12/31/2016
- 77 - 01/13/2017 - Salaried 1/1-1/15/2017
- 76 - 12/30/2016 - Salaried 12/16-12/31/2016
- 75 - 12/30/2016 - hourly 12/1-12/15/2016

**** Marital Status - Choose Custom Text Field**

- Custom Text 1
- Custom Text 2
- Custom Text 3
- Custom Text 4

**** Job Type - Choose Custom Text Field**

- Custom Text 1
- Custom Text 2
- Custom Text 3
- Custom Text 4

**** Life Insurance Deduction(s)**

- 13 - 403(b) Employee Deduction
- 14 - Flex Child Care
- 15 - Flex Medical Reimbursement
- 17 - Tax-Free Health Insurance Deduction
- 18 - Scrip Card Bonus
- 19 - Priest Pension Deduction

**** Long Term Disability Deduction(s)**

- 13 - 403(b) Employee Deduction
- 14 - Flex Child Care
- 15 - Flex Medical Reimbursement
- 17 - Tax-Free Health Insurance Deduction
- 18 - Scrip Card Bonus
- 19 - Priest Pension Deduction

**** Health Insurance Deduction(s)**

- 13 - 403(b) Employee Deduction
- 14 - Flex Child Care
- 15 - Flex Medical Reimbursement
- 17 - Tax-Free Health Insurance Deduction
- 18 - Scrip Card Bonus
- 19 - Priest Pension Deduction

**** Dental Insurance Deduction(s)**

- 13 - 403(b) Employee Deduction
- 14 - Flex Child Care
- 15 - Flex Medical Reimbursement
- 17 - Tax-Free Health Insurance Deduction
- 18 - Scrip Card Bonus
- 19 - Priest Pension Deduction

**** HSA Deduction(s)**

- 13 - 403(b) Employee Deduction
- 14 - Flex Child Care
- 15 - Flex Medical Reimbursement
- 17 - Tax-Free Health Insurance Deduction
- 18 - Scrip Card Bonus
- 19 - Priest Pension Deduction

c. Once these fields have been selected, click on Submit and you will see something like this: (to protect the employee I'm just showing the headings of the report) Select CSV from the file type and click on the picture of a computer disk to export the file.

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Payroll Process Employees Setup Process Forms Reports

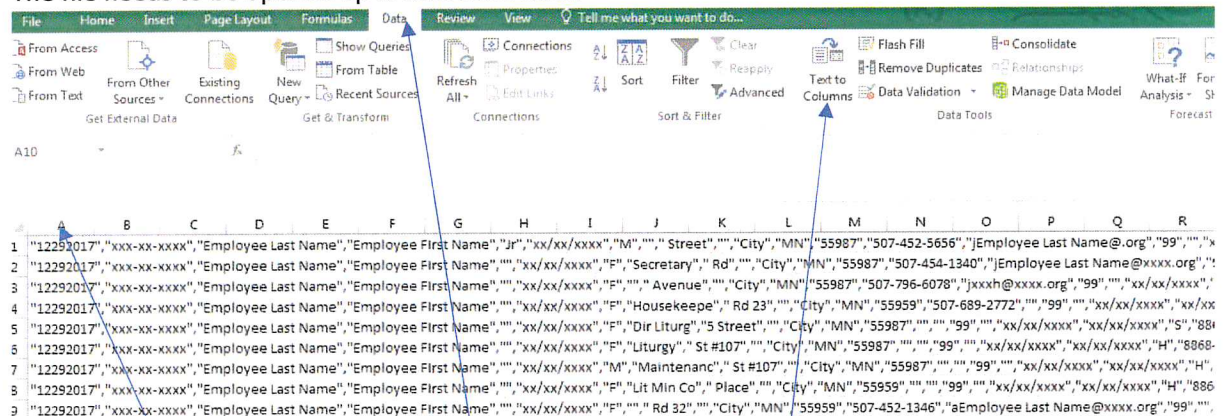
Entry Screens List Screens

To create the Payroll Information Export file, click the (export) button on the toolbar below and save with a new file name. When completed click the Done button at the bottom.

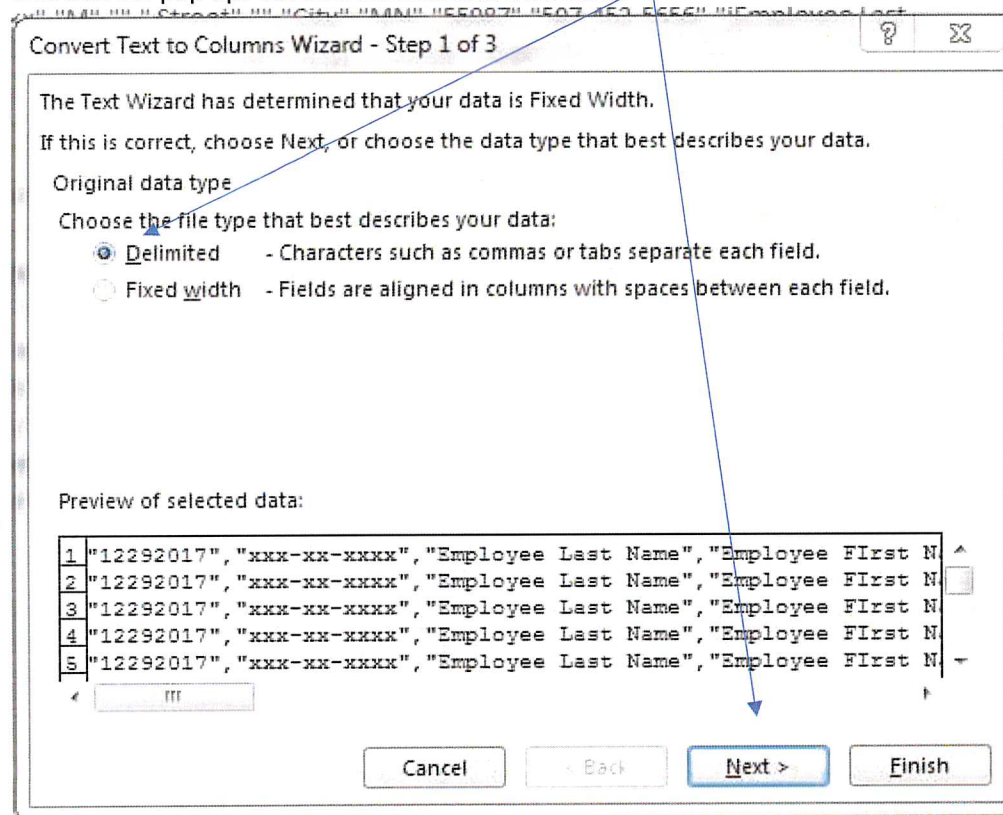
Page 1 of 1

File Type: CSV

- d. The file needs to be opened in Microsoft Excel



- e. Highlight Column A and click on the Data tab above and select "Text to Columns"
- f. This box will pop up: Select Delimited and then next



- g. On the next screen select "Comma" and put a Quotation mark in text qualifier and click on Finish.

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab

☐ Semicolon

☒ Comma

☐ Space

☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: "

Data preview

12292017	xxx-xx-xxxx	Employee Last Name	Employee First Name	Jr
12292017	xxx-xx-xxxx	Employee Last Name	Employee First Name	
12292017	xxx-xx-xxxx	Employee Last Name	Employee First Name	
12292017	xxx-xx-xxxx	Employee Last Name	Employee First Name	
12292017	xxx-xx-xxxx	Employee Last Name	Employee First Name	

Cancel < Back Next > Finish

- h. This will divide your data into columns. Columns A & B can be deleted. Insert three lines above the data so you can add a spreadsheet title, date and headings. Delete the columns I have indicated below (D & E, and G-R). This will leave you with Employee Last name, first name, suffix, Job Title.

Parish Workers' Compensation Roster

Year 2017

DELETE THESE COLUMNS - YOU WILL NOT NEED

DELETE THESE COLUMNS YOU WILL NOT NEED THEM.

Employee Last Name	Employee First Name	Suffix	Birthdate	Gender	Job Title	Address	Address2	City	State	Zip	Phone	E-mail	Sal/Hor
Employee Last Name	Employee First Name	Jr	xx/xx/xxxx M			Street		City	MN	55987 507-452-51	Employee	99	xx/xx/xxxx xx/xx/xx S
Employee Last Name	Employee First Name		xx/xx/xxxx F		Secretary	Rd		City	MN	55987 507-454-11	Employee	99	xx/xx/xxxx xx/xx/xx H
Employee Last Name	Employee First Name		xx/xx/xxxx F			Avenue		City	MN	55987 507-796-61	xx@xx	99	xx/xx/xxxx xx/xx/xx S
Employee Last Name	Employee First Name		xx/xx/xxxx F		Housekeepe	Rd 23		City	MN	55959 507-689-2772		99	xx/xx/xxxx xx/xx/xx H
Employee Last Name	Employee First Name		xx/xx/xxxx F		Dir Liturg	5 Street		City	MN	55987		99	xx/xx/xxxx xx/xx/xx S
Employee Last Name	Employee First Name		xx/xx/xxxx F		Liturg	St #107		City	MN	55987		99	xx/xx/xxxx xx/xx/xx H
Employee Last Name	Employee First Name		xx/xx/xxxx M		Maintenanc	St #107		City	MN	55987		99	xx/xx/xxxx xx/xx/xx H
Employee Last Name	Employee First Name		xx/xx/xxxx F		Lit Min Co	Place		City	MN	55959		99	xx/xx/xxxx xx/xx/xx H
Employee Last Name	Employee First Name		xx/xx/xxxx F			Rd 32		City	MN	55959 507-452-11	aEmployee	99	xx/xx/xxxx xx/xx/xx S

- | | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|-------------------------------------|---------------------|--------|------------|--------------|-----------|--------------|----------|-----------------|--------------|---------------------|-------------------|----------------|
| 1 | Parish Workers' Compensation Roster | | | | | | | | | | | | |
| 2 | Year 2017 | | | | | | | | | | | | |
| | | | | | Workers' | | | | | | Health | | |
| 3 | Employee Last Name | Employee First Name | Suffix | Job Title | Comp Class | Gross Pay | Hours worked | Initial | Flex Child care | Flex Medical | Insurance Deduction | Pension deduction | Priest Pension |
| 4 | Employee Last Name | Employee First Name | Jr | | 8868-Religio | 32954.21 | | 0 C | | 0 | 0 | 0 | 210 |
| 5 | Employee Last Name | Employee First Name | | Secretary | 8810-Secreta | 26158.49 | | 1575 M | | 0 | 0 | 2389 | 5584.9 |
| 6 | Employee Last Name | Employee First Name | | | 8868-2-Profe | 26482.44 | | 0 A | | 0 | 0 | 2389 | 794.46 |
| 7 | Employee Last Name | Employee First Name | | Housekeepe | 9101-Housek | 2007.71 | | 189.5 A | | 0 | 0 | 0 | 0 |
| 8 | Employee Last Name | Employee First Name | | Dir Liturg | 8868-2-Profe | 30550 | | 0 M | | 0 | 0 | 0 | 0 |
| 9 | Employee Last Name | Employee First Name | | Liturg | 8868-2-Profe | 2900.57 | | 138.5 A | | 0 | 0 | 0 | 0 |
| 10 | Employee Last Name | Employee First Name | | Maintenanc | 9101-Custod | 28562.09 | | 1776 M | | 0 | 750 | 1433.4 | 2856.22 |
| 11 | Employee Last Name | Employee First Name | | Lit Min Co | 8868-2-Profe | 2637.87 | | 166.75 M | | 0 | 0 | 0 | 0 |
| 12 | Employee Last Name | Employee First Name | | | 8868-2-Profe | 28762.6 | | 0 M | | 0 | 0 | 1433.4 | 862.92 |

- [illegible]