

# Church Employee On/Offboarding

## *Treasurers & Wardens Webinar*

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The Diocese of Virginia



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# Today's Topics

- HR Forms and Tasks
- Best Practices

# What do I do? And When?

- Send the employee a packet of forms before their first day.
- Enter **all** new W2 employees in the CPG Employee Roster
  - Gateway to insurance and pension enrollment
  - Transferring employees are already in the database
  - A parish needs a designated officer
- Medical and Dental Enrollments come to my team
- All other enrollments/changes to CPG with a copy to my team
  - OK, a couple of exceptions...

# CPG Forms: The Greatest Hits

- Accessing the [Employee Roster](#)
- Employee Roster [User Guide](#)
- [Employment Change Form](#)
- [Medical Enrollment Form](#)
- [Dental Enrollment Form](#)
- [Life Change Form](#)

# Best Practices

- Onboarding: Employee Roster first!
- Have employees fill out these forms on or before their first day.
- Refer to [Compensation Guidelines](#) for “Rates and Dates”
  - Posted 1<sup>st</sup> week of October
  - 2020 Open Enrollment: 10/28-11/18

# Property, Trustees, and Vestries

- In VA, parish property is held in trust for the Diocese by parish trustees.
- [Canonical processes](#) for alienation of property
- Trustees have ONE job: Hold real property for the parish
- Norm: 3 trustees
- Resources: Ready made order & petition; white paper.

# Thank you for being here today!

- Links to resources for information
  - [www.cpg.org](http://www.cpg.org)
  - [Diocesan COVID-19 Resource Page](#)
  - [Finance and Management Page](#)
  - **1-800-DIOCESE**
  - 110 West Franklin St., Richmond VA 23220