

Welcome to the Archdiocese of Kansas City in Kansas!

(Below are helpful job tips from other Archdiocese Business Managers)

- Use the **ARCHDIOCESE LOCATION ADMINISTRATOR'S WEBSITE** as a reference for information, procedures, policies, current forms, sample documents & contacts
www.archkck.org/hrsecure or www.archkck.org Select "The Archdiocese" tab & "Human Resources & Benefits" – "Human Resources Administrator's Site"
For help with training or the website – call Patty Dickinson 913-647-0367
- **WRITE DEADLINES ON YOUR CALENDAR EACH MONTH:**
 1. Payroll Web site; For Dayforce - www.dayforcehcm.com
Use the "Checklist for Payroll Processing" from the Arch website; www.archkck.org/dayforce
For Help – call Patty Dickinson 913-647-0363
 2. Periodic Income Tax payments (paid through Dayforce) – call Janet McGraw 913-647-0304
 3. Archdiocese Deposit & Loans Access Monthly Statements on the DLS online Website
www.dlsonline.us/kck For Help – call Helen Reese 913-647-0359
 4. Assessments – Monthly Statements are Emailed; For Help – call Tom Winkelbauer 913-647-0360
 5. Collections – Check Extra Parochial Schedule at Archdiocese Website
www.archkck.org/parish-business-manage-money-extra-parochial-collections
For Help - call Tom Winkelbauer 913-647-0360
 6. Parish & School Annual Financial Reports due August 31 – Check Website for Forms
www.archkck.org/manage-money For Help – call Beth Coleman 913-647-0305
 7. CFNEK (Catholic Foundation of Northeast Kansas); Long Term Endowment Funds
Quarterly Fund Statements – View on the Website
Semi-Annual Income Distribution – end of January & July. Info. & Forms on-line for distribution
www.edonorcentral.com For Help call Nebyu Tilahun 913-647-0313
- Setup Favorites on your computer for Payroll Website, Bank Website, Location Administrator's Website, and Accounting Websites.
- Work closely with your Finance Council. It is important to have a good relationship with them.
- Read the Archdiocese Emails be sure you are receiving the "Bits & Pieces" Email
- Attend the Archdiocese Summer Camp meeting each year to meet and network with other location administrators in your position. They are a great source of information.
- Cross train in your office and learn the vital aspects of other employee's positions. You never know when you will need to be the Secretary, Bookkeeper or Facilities Manager.
- Call the Archdiocese for help: main phone number **913-721-1570**