

**From:** Jessica Holcomb

**Sent:** Monday, May 11, 2026 9:59 AM

**Cc:** Laura Hofstrand <LHofstrand@dmdiocese.org>; Sierra Freeman <sfreeman@dmdiocese.org>; Ewa Torres <etorres@dmdiocese.org>

**Subject:** Paylocity Benefits

Good Morning All,

We are up and running with Open Enrollment for Insurance Benefits thru Paylocity. Please let us know if you or any of your employees are having any issues.

**If we process your payroll, you can disregard this email as we are taking care of this for you 😊.**

**I would strongly recommend that you save this email somewhere or print it out so you can refer back to it.**

Every employee record in Paylocity must have a benefit class assigned to them. Below is a list of the different benefit classes and explanation of each. I am routinely running reports to make sure that everyone has a benefit class assigned, because unfortunately we cannot make this a required field in Paylocity.

### **BENEFIT CLASSES**



1. **Active Priest on BW24 or SM Payroll** – Use only for ACTIVE PRIESTS that are paid Biweekly or semi-monthly
2. **Active Priest Monthly Payroll** – Use only for ACTIVE PRIESTS that are paid monthly
3. **Active Sister or Seminarian BW24** – this will only be used under the Diocese Company ID (179640).
4. **Full-Time Eligible Lay BW24 or SM Grp 1** – This is for FULL-TIME LAY employees that are paid either bi-weekly or semi-monthly and where the employer pays a portion of the dental insurance
5. **Full-Time Eligible Lay Monthly Grp 1** – This is for FULL-TIME LAY employees that are paid monthly and where the employer pays a portion of the dental insurance
6. **FTE Lay BW24 or SM Grp 2** - This is for FULL-TIME LAY employees that are paid either bi-weekly or semi-monthly and where the employer pays nothing towards dental insurance

- 7. **Full-Time Eligible Lay Monthly Grp 2** – This is for FULL-TIME LAY employees that are paid monthly and where the employer pays nothing towards dental insurance
- 8. **Not Benefit Eligible Do not Send to Benefits** – This should be used for anyone you have in payroll that is not benefit eligible, so regular part-time, temporary part and full time, and seasonal workers.

If you don't know which benefit class your location falls into, please reach out to me and I can help you.

**Adding/Changing Benefit Class in Paylocity:**

To setup/change an employee's benefit class, click on the Employee's, name in Paylocity, go to the Benefits tab, and setup. You can edit it or if the employee's status has changed (i.e. they went from part-time to full-time or vice versa) you can click on Add Benefit Class and use the effective date of when their status changed.

Effective Date	Benefit Class	Benefit Location	Benefit Division	Part Time	Benefit Termination Date	Actions
04/29/2026	NOT BENEFIT ELIGIBLE DO NOT SEND TO BENEFITS	—	—	—	—	 

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While we can't make this field required, we have edited all of the onboarding packets to make this a required task to assign a benefit class when onboarding a new employee. If you have any questions about this or onboarding in general you can reach out to Sierra Freeman in our office (copied on this email).

As always, please let us know if you have any questions or need further assistance.

Thanks,  
Laura



**Laura Hofstrand, MBA**

Controller

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