

**Subject:** FEES FOR PAYROLL CONVERSION FOR SCHOOLS

**From:** CCC Treasurer's Office <treasurer@cccda.org>

**Date:** 6/5/2013 11:21 AM

**To:** Mayra Thompson <mthompson@cccda.org>

**CC:** Norma Maynez <nmaynez@cccda.org>

Dear Principals and School Business Managers/Treasurers/Bookkeepers,

The time is fast approaching to have all payments to **employees and independent contractors** processed at the conference office. **The due date is July 1.** This change will help limit our exposure to fines and penalties by the State and/or Federal governments for non-compliance.

If any employee qualifies for **Health Insurance**, the school will have the following expenses (*health insurance is provided to full-time regular employees who currently work at least 38 hours per week, on 01/01/14 the hourly requirement changes to 30 hours per week*):

- An initial **health insurance reserve** of **\$174** per employee for actual expenses will be **due July 1**.
- A **health insurance deposit** of **\$700** will be billed to the schools and can be paid in installments between **July 1 and December 31, 2013**.
- A **monthly premium** of **\$450 per unit** covered by health insurance due by **July 11** (employee = 1 unit, qualified spouse = 1 unit, and all qualified children = 1 unit).

The fees charged by the new payroll company used in this process, which are specifically based on the number of individuals paid, will be shared with all schools who have locally funded employees and independent contractors. **The fee for all schools will be \$2.50 per employee per payroll, \$0.75 per student per payroll, and a monthly fee of \$10.00 per employee up to a maximum of \$50.00 per month** for the Human Resources portion of the software that will allow employees to access their information online.

**Please read the attached policy voted by the Executive Committee regarding the ACH process that will be used for all payroll related costs, including the fees mentioned above.** We will be contacting you to obtain the necessary information to process these ACH withdrawals.

Please direct any questions to [Norma Maynez](#) in the Education Department.

Blessings,

Mayra R Thompson  
Treasurer  
Central California Conference of Seventh-day Adventists  
Phone (559) 347-3195

— Attachments: —

130520 Memo to Churches Schools & Preschools.pdf

126 KB