

PART-TIME EMPLOYEE DEFINITION AND SUMMARY OF EMPLOYEE BENEFITS

A part-time employee works less than 30 hours per week and less than 1,560 hours per year.

Part-time employees are immediately eligible for the following benefits:

Unemployment Insurance (employer paid)

Workers' Compensation Insurance (employer paid)

403(b) Retirement Plan (employee paid) – **Principal Financial Group** is our provider.

Employees may begin salary deferral contributions **immediately** upon completion and submittal of enrollment forms and beneficiary forms. This can be done online at www.principal.com, or by completing the electronic forms available on the diocesan website (<https://doy.org/finance/>). The completed forms will then be printed, signed and submitted to the responsible office staff member who will forward on to the Employee Benefits Coordinator for processing. The employee can also send the completed forms to Rose Vocature at the Financial Services Office via the postal mail. This plan allows employees to save money utilizing 'pre-tax' dollars. The employee pre-tax deferrals are tax exempt from federal and state of Ohio income taxes. Post-tax (ROTH) employee deferrals are also available. The employee contributions are invested in the employee's 403(b) account with Principal Financial Group during the week following each biweekly payroll check date.

ADDITIONAL NOTES:

Paylocity Self Service Portal provides employees direct access to their pay stubs and tax forms (W2s and 1095-Cs). Additionally, employees can submit time off requests, view available time off balances and benefit information, update personal information and view company communications. The employee must register at <https://access.paylocity.com/>. For 24/7 access, download the Paylocity app.

Employee signature

Date

Employee shall receive a signed copy for future reference.