

1.) DOL Overtime Rules

- **REMINDER:** The new rules went into effect January 1, 2020.

Have you reviewed your employees for proper classification as salaried or Hourly under the new rules? Finance Office developed a "DOL O.T. Rules Test" to help with testing your classifications. See attached or go to Google Sites - Human Resources Page. If questions, call Finance Office

2.) **ALERT - ACTION REQUIRED - SOC CODES IN PAYCOR**

- See Attached Memo - As indicated on 12.6.19 Edition of Biz Bites, Unemployment Reporting rules for 2019 require SOC codes for each employee. Finance Office has prepared user guide to entering SOC codes in Paycor as well as a scaled-down list of standard codes to use. Please enter codes for your employees by 1.27.20. See Attached for details.

3.) Close, Sync, Upload Financials through 12/31/19.

- Please complete a closing, sync, and upload of your financials through 12/31/19 as soon as possible. We'll check in on status at 1.31.20

4.) PDS Training

- Targeting onsite training at Catholic Center in March. We have received 7 responses to the training topics survey. If you are interested in training, please take a minute to complete the survey (attached for your reference)

5.) Reminder - Biz Exchange Meeting: January 28, 2020

- Agenda coming soon. 34 confirmed attendees thus far