



INTRODUCTION

In addition to the multiple roles bookkeepers and business managers have within their own unit, they are also responsible for:

- The administration of payrolls, including providing MCC with accurate employee, employee eligibility and employee wage data
- Clear benefit communications to new and newly eligible employees
- Prompt invoice review and payments
- Plan compliance

To assist with this, Michigan Catholic Conference (MCC) is pleased to share this MCC Procedures Guide with its Bookkeepers and Business Managers. This guide provides additional information in the areas of Bookkeeper Self -Serve (BSS), Unit Changes, Job Aids, New Hire/Newly Eligible Enrollment, and clarifying benefit information. It is intended to work in conjunction with the tools provided on MCC's [website](#), including the [Bookkeepers' Toolkit](#). It does not replace MCC's staff, who continue to provide exceptional personal assistance when needed.

The complete Procedures Guide will be housed on MCC's website, and MCC will email update-notifications as updates become available. Bookkeepers and Business Managers may print or download the Guide for convenient reference. To avoid misinformation, however, please replace any outdated documents with their newly updated replacements as soon as possible.

Although not subject to ERISA or COBRA, MCC's benefit plans *are* subject to the requirements stated in each Plan Document as well as Federal and State laws and regulations. Participating employers are required to abide by them. Plan Documents, and additional information, are available under each specific program listed on MCC's [Benefit Program\(s\)](#) web-page.

Please note:

- Not all units use Paycor as their payroll provider. Please check with Beene Garter, Who's Where, or MCC for the steps needed to provide your unit's eligibility and payroll data to Michigan Catholic Conference.

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- Family Medical Leave Act (FMLA) is not administered by MCC. Please contact your diocese or Human Resources (HR) professional for information on FMLA.
- Affordable Care Act (ACA) is not administered by MCC. Please contact your diocesan officer, or your non-diocesan unit's administration policies for information on the ACA.

Michigan Catholic Conference is deeply committed to supporting the needs of its members. In an ongoing effort to do so, MCC will continue to partner with bookkeepers and business managers to improve dialogue and open communication between the (arch)dioceses, the individual units, and the MCC; to provide quality Service Programs for employees and retirees; and to continue to provide additional tools and services to meet their evolving needs. With deep appreciation and gratitude, we look forward to doing so.

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