

# INVOICES

Invoices are available on the 25<sup>th</sup> of each month and are accessible via Bookkeeper Self-Serve. They include an Overall Invoice, a Health and Welfare (HW) Details Report, and a Wage Based Details Report. Please make sure to review the detail reports each month as they contain the benefit itemization for each employee.

**The cut-off date for submitting changes is the 15<sup>th</sup> of each month. Changes received after the 15<sup>th</sup> of the month will be reflected on the next month's invoice.**

- **BILLING INVOICE**

The Billing Invoice is the unit's overall invoice. It incorporates all premiums payable per program or plan, including Risk, Health & Welfare, and Wage based benefits.

Example: This invoice was run on July 24, was available to the unit on July 25, and is due August 10.

Invoice Date



**MICHIGAN  
CATHOLIC  
CONFERENCE**

Invoice Number : [redacted]  
 Invoice Date : 07/25/2017  
 Due Date : 08/10/2017

Payment Due Date

Detail Invoice Number	Description	Previous Balance	Current Payments	Current Adjustments	Current Billing	Balance Due
[redacted]	Clergy Supplemental Health	\$50.00	\$-50.00	\$0.00	\$50.00	\$50.00
[redacted]	Priest Long Term Disability	\$13.00	\$-13.00	\$0.00	\$13.00	\$13.00
[redacted]	Priest Short Term Disability	\$17.00	\$-17.00	\$0.00	\$17.00	\$17.00
[redacted]	Dental	\$879.00	\$-879.00	\$0.00	\$879.00	\$879.00
[redacted]	Medical	\$10,157.00	\$-10,157.00	\$0.00	\$10,157.00	\$10,157.00
[redacted]	Protected Loss Fund Program	\$4,227.04	\$-4,227.04	\$0.00	\$4,227.04	\$4,227.04
[redacted]	Vision	\$52.00	\$-52.00	\$0.00	\$52.00	\$52.00
[redacted]	Unemp	\$2,039.38	\$-2,039.38	\$0.00	\$433.56	\$433.56
[redacted]	Auto	\$82.50	\$-82.50	\$0.00	\$82.50	\$82.50
[redacted]	Life	\$394.02	\$-394.02	\$0.00	\$394.02	\$394.02
[redacted]	LTD	\$326.42	\$-326.42	\$0.00	\$326.42	\$326.42
[redacted]	STD	\$456.57	\$-456.57	\$0.00	\$456.57	\$456.57
[redacted]	Lay Ret	\$5,930.10	\$-5,930.10	\$0.00	\$6,101.19	\$6,101.19
[redacted]	Priest Ret - LNS	\$500.00	\$-500.00	\$0.00	\$500.00	\$500.00
<b>Total Balance Due</b>		<b>\$25,124.03</b>	<b>\$-25,124.03</b>	<b>\$0.00</b>	<b>\$23,689.30</b>	<b>\$23,689.30</b>
(*) Payments received but not applied						\$0.00
<b>Adjusted Balance Due</b>						<b>\$23,689.30</b>

Balance Due = Previous Balance + Current Payments + Current Adjustments + Current Billing

Previous Balance Due = Last month's invoiced total

Current Payments = Payments received after last invoice

Current Adjustments = Changes received and applied after last invoice

Current Billing = Premium totals for current billing period

- **HEALTH AND WELFARE DETAILS REPORT**

The HW Details Report is the itemization of all medical, dental, clergy supplemental health and auto insurance premiums for the *upcoming* month. It lists each participant individually, itemizes the benefits he or she is enrolled in, and provides a corresponding Employee Total.

Example: This August invoiced details report was run on July 24 but includes HW premiums for the month of August.

**MCC - HW Details Report - August 2017**

Billing Period Start: 08/01/2017

Unit: [Redacted]

Employee Name	SSN	Birthdate	Program	PlanName	Coverage Eff Date	Coverage Term Date	Coverage Level	Current Billing	Current Adjustments	Total Premium
[Redacted]	xxx-xx-xxxx	05/19/1970	dental	Dental	08/01/2017	08/31/2017	Employee Only	54.00	0.00	54.00
[Redacted]	xxx-xx-xxxx		disability	LTD	08/01/2017	08/31/2017	60% of Pay	14.14	0.00	14.14
[Redacted]	xxx-xx-xxxx		disability	STD	08/01/2017	08/31/2017	66.67% of Pay	19.78	0.00	19.78
[Redacted]	xxx-xx-xxxx		life	2 x Pay Life Insurance	08/01/2017	08/31/2017	2 times Pay	17.16	0.00	17.16
[Redacted]	xxx-xx-xxxx		medical	BCBS PPO1	08/01/2017	08/31/2017	Employee Only	627.00	0.00	627.00
<b>Employee Totals:</b>								<b>732.08</b>	<b>0.00</b>	<b>732.08</b>
[Redacted]	xxx-xx-xxxx	06/03/1991	disability	LTD	08/01/2017	08/31/2017	60% of Pay	12.01	0.00	12.01
[Redacted]	xxx-xx-xxxx		disability	STD	08/01/2017	08/31/2017	66.67% of Pay	16.80	0.00	16.80
[Redacted]	xxx-xx-xxxx		life	2 x Pay Life Insurance	08/01/2017	08/31/2017	2 times Pay	14.52	0.00	14.52
[Redacted]	xxx-xx-xxxx		medical	BCBS PPO1	08/01/2017	08/31/2017	Employee Only	627.00	0.00	627.00
<b>Employee Totals:</b>								<b>670.33</b>	<b>0.00</b>	<b>670.33</b>
[Redacted]	xxx-xx-xxxx	01/31/1947	Auto	Personal Auto 1	08/01/2017	08/31/2017		82.50	0.00	82.50
[Redacted]	xxx-xx-xxxx		dental	Dental	08/01/2017	08/31/2017	Employee Only	54.00	0.00	54.00
[Redacted]	xxx-xx-xxxx		dioDisable	Priest LTD	08/01/2017	08/31/2017	Diocese Priest LTD	13.00	0.00	13.00

Date Run: 7/24/2017

MCC - HW Details Page 1 of 8

- **WAGE BASED DETAILS REPORT**

The Wage Based Details Report is an itemization of the Unemployment charges and Lay Employees' Retirement Plan contributions, based on each employee's REPORTED WAGES. Because these charges are based on REPORTED WAGES, the benefit coverage period is for *two months prior*.

Example: This August invoiced details report was run on July 24 but includes wage-based benefit charges for the month of May.

**MCC - Wage Based Details Report - Final Bill**

Billing Period Start: 08/01/2017

Unit: [Redacted]

Employee Name	SSN	Birthdate	Program	Coverage Eff Date	Coverage Term Date	Billing Period Wages	Total Wages For Unemployment Billing*	Current Billing	Current Adjustments	Total Premiums
[Redacted]	xxx-xx-xxxx	03/03/1956	unemployment	05/01/2017	05/31/2017	\$979.20	\$979.20	\$14.89	\$0.00	\$14.89
<b>Employee Totals:</b>								<b>\$ 14.89</b>	<b>\$0.00</b>	<b>\$14.89</b>
[Redacted]	xxx-xx-xxxx	03/09/1950	unemployment	05/01/2017	05/31/2017	\$529.55	\$529.55	\$7.95	\$0.00	\$7.95
<b>Employee Totals:</b>								<b>\$ 7.95</b>	<b>\$0.00</b>	<b>\$7.95</b>
[Redacted]	xxx-xx-xxxx	09/25/1986	unemployment	05/01/2017	05/31/2017	\$694.20	\$694.20	\$10.42	\$0.00	\$10.42
<b>Employee Totals:</b>								<b>\$ 10.42</b>	<b>\$0.00</b>	<b>\$10.42</b>
[Redacted]	xxx-xx-xxxx	08/18/1942	unemployment	05/01/2017	05/31/2017	\$160.00	\$160.00	\$2.40	\$0.00	\$2.40
<b>Employee Totals:</b>								<b>\$ 2.40</b>	<b>\$0.00</b>	<b>\$2.40</b>
[Redacted]	xxx-xx-xxxx	05/19/1970	layRetirement	05/01/2017	05/31/2017	\$2,988.16	\$0.00	\$255.26	\$0.00	\$255.26
<b>Employee Totals:</b>								<b>\$ 255.26</b>	<b>\$0.00</b>	<b>\$255.26</b>
[Redacted]	xxx-xx-xxxx	08/03/1991	layRetirement	05/01/2017	05/31/2017	\$2,519.50	\$0.00	\$216.88	\$0.00	\$216.88
[Redacted]	xxx-xx-xxxx		unemployment	05/01/2017	05/31/2017	\$2,519.50	\$662.00	\$9.93	\$0.00	\$9.93
<b>Employee Totals:</b>								<b>\$ 226.61</b>	<b>\$0.00</b>	<b>\$226.61</b>
[Redacted]	xxx-xx-xxxx	01/31/1947	clergyRetirement	05/01/2017	05/31/2017	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
<b>Employee Totals:</b>								<b>\$ 500.00</b>	<b>\$0.00</b>	<b>\$500.00</b>

Date Run: 7/24/2017

MCC - Wage Based Details Page 1 of 7

Employee Name

[Redacted]

Date Run: 7/24/2017

Invoice Run Date

Plan Details

layRetirement  
unemployment

Coverage Dates

05/01/2017 05/31/2017  
05/01/2017 05/31/2017

Employee's Reported Wages

\$2,519.50  
\$2,519.50

Wage Based totals for that employee only

\$662.00  
\$ 226.61

Wages applied to employee's Annual Unemployment

Current Billing + Adjustments = Total Premiums