**Diocesan Policy on Payment of Priests**
*(including 1X stipends) and Workday*

For any questions regarding Clergy transactions, please contact Clarissa Barela in the Vicar for Clergy office.

All priests (including diocesan, religious, assigned, and "supply" priests) are to be paid through the diocesan payroll system, Workday. This is the only way that our office can confirm that every priest who is being compensated for ministry is cleared to work, both canonically and in relation to federal employment law. This clearance involves issues of suitability and faculties, as well as one’s legal ability to work (immigration status) in the United States.

Priests are a unique category in Workday and are set up with a custom organization.

In order to add a priest to Workday, payroll partners should follow the following steps:

1. An open position is required in order for the priest to be entered into Workday. A position should be created at the parish. This will allow the parish to manage the priest and initiate one-time payment requests with ease.
   a. The Human Resources office alone is able to assist a parish in creating a position for a priest. Please contact Jan Propert (jpropert@dsj.org) and copy Clarissa Barela (barela@dsj.org) when requesting a new position.
   b. When the position is created, the parish will be asked to complete the Organization Assignments - Company, Cost Center and DSJ Account information; these are questions that should be directed to the Finance Office.

   **NOTE:** It is imperative that the "DSJ Clergy Custom Org" is selected in order for Clarissa Barela to view the open position and place a clergy member in the correct location. Without "DSJ Clergy Custom Org" being selected, Clarissa Barela has no access to the position and cannot continue the process.

2. Please have each NEW priest complete the Priest Personnel Record Form and submit it to Clarissa Barela, who will input the data into Workday and get the hire process started.

3. Each supply priest will be given a temporary workday account login. It is important that this login information be forwarded to the priest, as there will be “on boarding tasks” that the priest must complete. If the priest is supply only, the workday login information will be sent by Mary Lou Savage, if it is a standard priests, login information will be sent by Don Truijillo in IT.

4. I-9 Form: One of the MOST CRITICAL onboarding tasks that every new add to Workday must complete is the I-9 Form. This must be done in Workday, in the presence of a staff member. This must be completed within three days of a new hire. This is a federal regulation and we must comply. Failure to do so may result in both civil and criminal penalties, including imprisonment, which the parish staff person will have to pay.

5. Supply Priests must also be fingerprinted and complete the online Shield the Vulnerable Safe Environment Training. These requirements are made clear as each priest is granted faculties and are conditions of maintaining diocesan faculties.